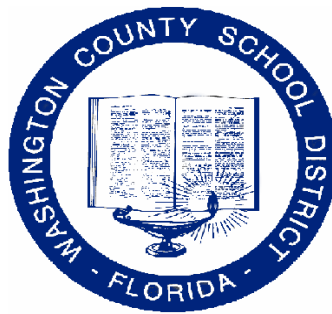


# **Washington County School District**



## **Employee Handbook**

School Board Approved: 7/10/2017  
Revised: 10/12/2020;8/09/2021;8/01/2022

### **District Mission Statement**

The mission of the Washington County School District is to empower all students to become well educated, productive citizens by providing appropriate, high quality, and rigorous educational programs in a safe learning environment.

### **District Vision Statement**

The vision of the Washington County School District is for all schools to be recognized as high performing schools of excellence.

### **Belief Statements**

- We believe that all students can and must be successful learners.
- We believe that we must project a positive image and organizational pride.
- We believe that the dignity and worth of each individual must be honored and respected.
- We believe that team work and communication are essential elements of a successful school system.
- We believe that our system should represent honesty and integrity and operate with open communication.
- We believe that the system should seed leadership that inspires quality management.
- We believe that the system should be customer oriented.

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## Message from the Superintendent of Schools

I am glad that you have chosen to work and/or volunteer in the Washington County School District. I welcome you to the District and wish you every success while here. I believe that each employee contributes directly to our district's growth and the educational success of our students.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of this handbook as soon as possible, for it will answer many questions about employment in the District. I hope that your experience here will be challenging, enjoyable, and rewarding.

On behalf of myself and the School Board, it is a privilege to welcome you for beginning employment or as a returning employee as a member of our workforce team.

My door is always open to receive your questions, concerns, and comments.

Joseph Taylor  
Superintendent of Schools

## School Board Members

Vann Brock, Vice Chairman  
District 1

Dr. Lou Cleveland  
District 2

Milton Brown, Chairman  
District 3

Will "Tonka" Taylor  
District 4

Susan Roberts  
District 5

## **Introduction**

As an employee of the Washington County School District, it is your responsibility to familiarize yourself with the policies and procedures related to employment. This employee handbook contains some, but it is not an exhaustive list. **For all policies and procedures, please refer to the district's website at [www.wcsdschools.com](http://www.wcsdschools.com)**

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

**The Washington County School District** provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religious beliefs, gender, sexual orientation, national origin, age, disability, marital status, genetic information, pregnancy, disability, or veteran status. **Washington County School District** complies with applicable state and local laws governing non-discrimination in employment in every location in which the district has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.

Applicants/individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the District's Equal Employment Opportunity (EEO) Officer at 850-638-6222 for assistance.

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.

### **GRIEVANCE PROCEDURES, Policy 6.35\***

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 or alleging discrimination or harassment, can resort to the more formal procedures as provided by policy. **See School Board Policy 6.35\* for additional information regarding grievance procedures.**

### **COMPLAINTS AGAINST EMPLOYEES, Policy 6.36\*+ (and Procedure)**

Any complaint involving serious charges against an employee of the School Board shall be referred to the Superintendent and shall be investigated by him/her.

It is the duty of all employees to report to the Superintendent any misconduct by any School Board employee that affects the health, safety or welfare of a student in accordance with School Board Policy.

Any formal complaint against an employee which involves serious charges shall be in writing and shall bear the signature of the person making the complaint. **Read School Board Policy 6.36\*+ and Procedure for further information.**

**REPORTING PROFESSIONAL MISCONDUCT, Policy 6.29\***

Mandatory Reporting of Misconduct. It is the duty of all employees to report to the Superintendent alleged misconduct by any School Board employee that affects the health, safety or welfare of a student. Failure of an employee to report such misconduct shall result in disciplinary action. If someone reports misconduct to you, be a Leader: Listen, Evaluate, Act Immediately, Document, Encourage and Report. **Please read Policy 6.29 for additional information.**

To report professional misconduct:  
Troy Peoples,  
Director of Administrative Services  
[Troy.peoples@wcsdschools.com](mailto:Troy.peoples@wcsdschools.com)  
850-638-6222

**REPORTING CHILD ABUSE, Policy 2.80**

Requirements for Reporting Child Abuse, Abandonment or Neglect:

1. Florida Statute requires that any person, including, but not limited to, any:
  - (a) Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, or hospital personnel engaged in the admission, examination, care or treatment of persons;
  - (b) Health or mental health professional other than one listed in (a);
  - (c) Practitioner who relies solely on spiritual means for healing;
  - (d) **School teacher or other school official or personnel;**
  - (e) Social worker, day care center worker, or other professional child care, foster care, residential, or institutional worker; or
  - (f) Law enforcement officer or judge who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, care giver, or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Department of Children and Family Services.
2. All employees of the District have the responsibility to report all actual and suspected cases of child abuse, abandonment or neglect; have immunity from liability if they report such cases in good faith; and the responsibility to comply with child protective investigations and all other provisions of law related to child abuse, abandonment or neglect. **Please see School Board Policy 2.80 for additional information.**

## **POLICIES AND PROCEDURES RELATED TO EMPLOYMENT**

### **Advanced Degrees**

F.S. provides that a school board may not use advanced degrees in setting a salary schedule for instructional personnel or administrators hired on or after July 1, 2011, unless the advanced degree is held in the individual's area of certification and is only a salary supplement. Once an advanced degree is earned, an original transcript that includes the program of student and degree conferred date must be sent to payroll. Prior to entering an advanced degree program, discuss with Human Resources if this degree will be recognized and able to be held in an individual's area of certification.

### **Alcohol and Drug-Free Workplace, Policy 6.33+, and Procedure**

No employee shall possess, consume or sell alcoholic beverages or be under the influence of alcohol on the job or in the workplace.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of, on the job or in the workplace, any drug such as, amphetamine, a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph, marijuana or any other controlled substance, as identified in the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations at 21 CFR 1300 or Florida Statutes, Chapter 893, without a valid prescription. An employer may test an individual for all and any such drugs. **Please see School Board Policy and Procedure 6.33+ for additional information.**

#### **Pre-Employment Screenings**

All Washington County employees must submit to and pass a pre-employment drug test as a prerequisite to actual employment.

#### **Random Screenings**

As a condition of employment, employees shall submit to random drug testing conducted quarterly. Individuals selected for random drug testing will be notified by their supervisor and shall report immediately to be tested. Refusal to do so will be treated as a positive result. Names for individuals are generated off-site from the school board approved testing agency.

#### **Reasonable Suspicion**

When a supervisor has evidence or a reasonable cause to suspect an employee of drug use, the employee will be asked to submit to reasonable suspicion testing.

### **Antifraud, Policy 7.65+**

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

This policy applies to any fraud, suspected or observed, involving District employees, outside support organizations, vendors, contractors, volunteers, outside agencies doing

business with the School Board and any other persons or parties in a position to commit fraud on the School Board.

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

Actions constituting fraud include but are not limited to:

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

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

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

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

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

### **Background Screenings**

Pursuant to F.S. 1012.315(1) and School Board Policy 3.68+ employees, interns, contractors, substitute teachers, volunteers, and vendors are fingerprinted prior to contact with students.

### **Bullying and Harassment**

It is the policy of the Washington County School District that all students and school employees have an educational setting and workplace that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. **The full Policy 5.321, is available on the District Web site.**

### **Change of Name and/or Address, Policy 6.80**

Any employee who changes his/her name or address shall notify the human resources department within ten (10) days after a change of name or address. Any employee who is required to have a Florida Educator Certificate or other license or certificate shall maintain the license or certificate in his/her legal name. Any employee who is a certificated educator is responsible for maintaining his/her current name and address with the Department of Education. The Department of Education shall be notified in writing or electronically of any changes of name and/or address.

### **Collection of Social Security Numbers, Policy 6.88**

In compliance with F.S. 119.071(5), this is notification to you of the purpose for the collection of your social security number by Washington County. Social security numbers are confidential and may only be released as authorized by F.S. An employee's SSN is required for criminal history check, Department of Homeland Security (Federal I-9) form, W4, W2, 1099 and other IRS documents, unemployment reports, FRS documents and reports, Worker's Compensation documents and reports, direct deposits, retirements forms, teacher certification, and documents related to group, health, dental and life insurance.

### **Contracts: Instructional and Administrative, Policy 6.18**

Contracts with Instructional Staff. For employees hired after July 1, 2011, the first year of employment shall be probationary.

Contracts with Administrative Staff. The first ninety-seven (97) days of the initial contract shall be a probationary period during which the employee may be dismissed without cause.

Contracts (Probationary Status for Non-Instructional Personnel), Policy 6.181

Contracts with Non-Instructional Personnel. Upon initial employment, non-instructional employees shall serve a probationary period. The probationary period shall be four (4) years. The probationary period may be extended for one year if the superintendent or designee determines that an additional probationary period is needed.

### **Employment Defined, Policy 6.111**

The Washington County School District categorizes employees in the following categories:

**Full-Time** - A regular full-time employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Board for that position or job.

**Part-Time** - A part-time employee is a person who is employed to render less than the number of hours each day as established by the Board for a regular full-time employee.

**Temporary** - A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part-time or a full-time employee.

**Other personnel Services (OPS)** - These services may be in lieu of those rendered by an absent regular employee or for the creation of temporary additional capacity as authorized by the School Board.

**Employee Misconduct, Policy 6.29\***

The School District of Washington County shall adhere to all requirements related to employee misconduct that affects the health, safety or welfare of a student. Mandatory Reporting of Misconduct: It is the duty of all employees to report to the Superintendent alleged misconduct by any School Board employee that affects the health, safety or welfare of a student. Failure of an employee to report such misconduct shall result in disciplinary action. **See School Board Policy 6.29\* for additional information.**

**Employee Self-Reporting**

It is the responsibility for all staff to self-report within 48 hours to appropriate School District Staff any arrests/charges involving the abuse of a child, the sale and/or possession of a controlled substance or any other felony charges. The FLDE data base will notify human resources within 24 hours of any arrest. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purposes. **See Policy 6.30, Violation of Law for additional information.**

**Employee Suspension and Dismissal, Policy 6.37**

**See School Board Policy 6.37 for reasons relating to suspension and dismissal of employment.**

**Injuries, On-the-Job, Worker's Compensation, Policy 6.543**

(1) 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 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-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.

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

(a) The employee must provide written testimony or evidence that his/her injury was received in the line of duty.

(b) 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.

(c) The employee must file a written claim as outlined below.

(3) 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.

(4) 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.

### **Internal Funds, Policy 7.32**

(1) Internal funds are defined as all monies collected and disbursed by personnel within a school for the benefit of the school or a school-sponsored activity. Internal funds shall be considered as unbudgeted public funds under the control and supervision of the School Board with the principal having responsibility as prescribed by the School Board (as used in this rule, school shall also mean a District department and principal shall mean a department head).

(2) Governance Provisions. The collecting and expending of school internal accounts shall be in accordance with Florida Statutes, State Board of Education rules, School Board rules, and the Financial and Program Cost Accounting and Reporting for Florida Schools manual published by the Florida Department of Education. Sound business practices shall be observed in all transactions.

(3) Accounting Categories. Separate accounting categories for school internal account funds shall be established to distinguish regular sources of funds from sources of funds derived from groups other than the student body.

(a) Regular sources of funds shall be a category for money received and expended for school activity programs. This includes, but is not limited to athletic and music events, concession sales, fundraising by student body

groups, gifts and contributions, paid admissions to entertainment, publications, school stores, summer programs, vending machines, salvage drives, property deposits, instructional aids, and advertisements.

(b) Other sources of funds shall be a category for money collected from sources other than student activities. These sources generally are derived from cooperative efforts with schools involving non-student organizations such as the faculty, parent teacher organizations, alumni associations, and educational foundations. The activities of these non-student organizations shall contribute to the general welfare of students. Other sources of receipts may include, but are not limited to, collections for the School Board, flower and gift funds, and trust accounts for specific groups.

In addition, the following procedures shall guide all employees who are responsible for school activity funds: (i) Receipts shall be deposited daily, one hundred percent (100%) intact; (ii) Receipts shall be written for all money that is received or collected; (iii) No money shall be kept in the school overnight except authorized petty cash; (iv) Funds collected during late afternoon or evening activities shall be placed in a night depository as arranged by the principal or an approved secure location. Sponsors or any other individuals shall not be expected to have the responsibility of protecting funds, but shall place such funds in a night depository. Any employee who fails to turn in funds each day shall be held liable for any loss. See Policy 7.32 for other information on Internal Funds.

### **Job Abandonment**

An employee who cannot report to work, must follow the leave of absence procedures.

An employee who fails to return at the end of the authorized leave, or an employee who fails to report to work and does not notify his/her supervisor, is absent without authorization. If an employee is absent without authorization for three (3) consecutive work days, said employee has abandoned his or her job together with all employee rights, and is subject to immediate termination.

### **Nepotism, Policy 6.12**

1. An employee's direct supervisor may not be a close relative.
2. A close relative is defined as mother, father, son, daughter, brother, sister and spouse and in-laws of the same.

### **Payroll, Policy 7.51**

The payroll is kept by the secretary in the school office. Employees are asked to sign payroll prior to payroll due dates. A notice will be posted in the office, on E-mail, or voice mail to remind you. A calendar listing for each payday will be given to the employees. Mileage, stipends, and per diem payrolls are approved for payment during the first board meeting of each month and checks will be sent to the school on the Friday following the second Tuesday of each month. Failure of employees to meet this criterion will cause a delay in payment.

**Personnel Files, Policy 6.90**

The term “personnel file,” as used in this rule, shall mean all records, information, data, or materials maintained by the District in any form or retrieval system whatsoever, with respect to any employee, which is uniquely applicable to that employee.

**Physical Examination, Policy 6.171**

The Superintendent may require a physical, psychological, and/or psychiatric examination by a physician licensed in the state of Florida when in the Superintendent’s judgment such an examination is relevant to the teaching performance or employment status of a School Board employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s) to be submitted to the Superintendent with a copy being forwarded to the employee

**PROBATIONARY PERIOD****Non-Instructional Personnel (Policy 6.181)**

Upon initial employment, non-instructional employees shall serve a probationary period. If a collective bargaining agreement does not provide for the conditions of a probationary period then the following provisions shall govern the implementation of this policy: (1) The probationary period shall begin the first day of regular employment. (2) The probationary period shall be four (4) years in duration. (3) Employment during the probationary period must be continuous for probation to be successfully completed. (4) The probationary period may be extended for one year if the superintendent or designee determines that an additional probationary period is needed.

**Instructional Personnel (Policy 6.18)**

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.

**Administrative Personnel (Policy 6.18)**

The first ninety-seven (97) days of the initial contract shall be a probationary period during which the employee may be dismissed without cause.

**Professional Development**

Professional Development activities are offered through-out the year for staff. In order to earn credit for attendance/participation employees will need to register on the ePDC with PAEC and complete any additional surveys and / or assignments. Activities must be completed within one year of completing the course to earn points.

State regulations require a minimum of 120 in-service points for extension of teacher certificates. One (1) in-service point is earned for each hour of participation in an approved in-service activity.

Certification extension is required by state law every five years. Teachers may extend certificates through college courses and/or in-service education. Most in-service activities are handled through the ePDC site at PAEC. Consult with the school principal/in-service coordinator for more details.

Certification renewal forms are available at the county office. Each time recertification is applied for a fee is also required. Contact the County Office for the current recertification fee. Requests for recertification will be processed at the county office.

### **Professional Ethics, Policy 6.27**

Professional Conduct for the Education Profession in Florida

6A-10.081 Principles of Professional Conduct for the Education Profession in Florida.

(1) Florida educators shall be guided by the following ethical principles:

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

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

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

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

2. Shall not unreasonably restrain a student from independent action in pursuit of learning.

3. Shall not unreasonably deny a student access to diverse points of view.

4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.

5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

6. Shall not intentionally violate or deny a student's legal rights.
7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
8. Shall not exploit a relationship with a student for personal gain or advantage.
9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

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

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

1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
5. Shall not make malicious or intentionally false statements about a colleague.

6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

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

**Prohibiting Discrimination, Including Sexual and Other Forms of Harassment, Policy and Procedure 2.70+**

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. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities. **See School Board Policy 2.70+ for additional information.**

**Public Records Requests, Policy 3.50+**

Persons may request public records either verbally or in writing. Requesters are encouraged to submit requests in writing to expedite accurate processing of their requests. Requests are applicable to non-exempt, non-confidential portions of existing records. Certain employees' records may be exempt under Florida Statute from public records request. Please review the exemption categories and notify payroll what exemption you are claiming. Should you receive a public records request, please contact the Custodian of Public Records or the District, Director of Administrative Services. Certain types of personal information in records relating to individuals employed in specified job categories, or related to victims of certain crimes, are exempt from public disclosure. Many of these exemptions are implemented with the purpose of providing personal safety. The complete list of exemptions is available in State Statute 119.071. For instance, the home addresses, telephone numbers, social security numbers, and photographs of active or former law enforcement personnel, code enforcement officers, firefighters, state attorneys, U.S attorneys, judges, personnel directors, and a number of other categories, as well as information about their spouses, children, and children's schools, are exempt from public disclosure. Not all records relating to such individuals

are exempt from disclosure – only those types of information specified in the statutes. For instance, a law enforcement officer’s salary, or performance evaluation is not exempt from disclosure – though if his/her home address were to appear on those records, that information would be removed before the record could be disclosed.

### **Resignation, Policy 6.52**

(1) Any administrative or instructional staff member who wishes to resign shall submit his/her resignation in writing addressed to the immediate supervisor. The letter of resignation shall state the reasons for the resignation and the desired effective date. The resignation of any administrative or instructional staff member shall be sent to and countersigned by the person’s administrative supervisor who shall forward the resignation to the Superintendent for presentation to the School Board. No resignation shall become effective until accepted by the School Board.

- (a) The resignation of an administrative or instructional staff member may be accepted during the contractual period of service; provided that an acceptable reason is given and a qualified and satisfactory replacement is available. Any resignation for an ensuing school year shall be accepted without question if submitted prior to June 20 of the current school year.
- (b) All resignations shall be processed through the Superintendent’s office.
- (c) An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the School Board shall be subject to the jurisdiction of the Education Practices Commission. When this occurs, the Superintendent shall be responsible for notifying the Commissioner of Education about the School Board’s action of declaring the position as abandoned and vacant.

(2) A non-instructional employee who wishes to resign shall submit his/her resignation in writing addressed to immediate supervisor. Whenever possible, two (2) weeks prior notice shall be given. The letter of resignation shall state the reason for the resignation and the desired effective date. A resignation of an employee shall be sent to and countersigned by his/her immediate administrative supervisor. The resignation shall be submitted to the School Board at its next regular or special meeting. No resignation shall become effective until accepted by the School Board; the School Board may refuse to accept any resignation for cause.

### **Retirement, Policy 6.53**

Any employee who plans to retire shall concurrently submit his/her resignation to the School Board and his/her application to the retirement system for retirement benefits. Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date to ensure the retirement check is issued the month following the last month of service with the School Board. Other resources: to request an estimate of your retirement: [www.myfrs.com](http://www.myfrs.com); [calculations@dms.myflorida.com](mailto:calculations@dms.myflorida.com), telephone – 888-738-2252 or 850-488-6491.

**Substitutes, Policy 6.145**

Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. Substitutes **will not** be used unless they have completed all pre-employment screenings, the new hire orientation, and have been approved by the School Board for employment.

**Whistleblower Protection, Policy 6.75**

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.

**Telecommunications Network/Internet Acceptable Use Policy, Policy 8.60+**

The Washington County District School Board's telecommunications network provides expanded learning opportunities for students and staff. The goal of this network is to support and enhance learning and teaching that prepares students for success in a global society. By providing this network to our students and staff, the district is able to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

Students and staff are provided access to the Internet through the District's network and servers. The Internet provides instant access to original source material, general information, data, images, and computer software. It enables the rural classroom to take advantage of classroom experts from all over the world. Such access encourages individual and group projects, collaboration, and idea sharing. As a hands-on classroom tool, it motivates students.

Students and staff of the Washington County District School Board must use these telecommunication resources in a responsible, efficient, ethical, and legal manner in accordance with this Policy. The use of these resources is a privilege that can be revoked at any time for inappropriate use. Other legal or disciplinary action as appropriate to the violation may also be taken. All users must acknowledge their understanding of this policy and guidelines as a condition of receiving access. Each year, employees, students, and their parent or guardian must sign and submit the appropriate Acceptable Use Agreement form. By signing the appropriate agreement form, the students and employees agree to follow the rules set forth in this Policy and to report any misuse to a teacher or supervisor. The students' parent or guardian must sign the appropriate agreement form and return it to the school before access is granted to their child.

Users are to have no expectation of privacy while accessing the provided telecommunication services. As providers of the computer hardware, software, local and wide area networks, and access to the Internet, federal and state laws give the Washington County District School Board the right to monitor all communications on district computers and other remote access equipment. All restrictions included in this Policy apply whether access is on or off site.

The users of the Washington County District School Board telecommunications network must recognize that they are bound by state public record laws. Documents that are created to formalize knowledge or transact business of the Washington County District School Board are considered public record, open to the review and copying of the general public. This includes all work records on every computer system, data transmitted over the servers from on site or off-site locations, and portable media such as disks, CD's, and any other transportable media. All records must be retained according to Florida public records statute.

### **Internet Safety**

Student's use of the Washington County District School Board's telecommunications network must be monitored by their responsible instructor and students must report any access to inappropriate sites to them. Instructors are expected to report the site addresses to the district Data Center so that they can be blocked immediately. All users are also expected to report any security problems to the appropriate individuals. The security problems are not to be demonstrated to others.

### **Admittance of Prior Online Abuse**

By signing the appropriate Acceptable Use Agreement form, all employee and student users validate that they have no present or past disciplinary record for telecommunications network/Internet abuse. Further, all users acknowledge that they have not been found guilty in a United States civil or criminal court for violating any state or federal computer laws. See School Board Policy and Procedure 8.60+ for additional information.

### **Tobacco Use in District Facilities, Policy 2.90**

The School Board prohibits the use of any form of tobacco products including synthetic tobacco and use of electronic cigarettes in any area utilized by students or designated for student activities. Additionally, and in accord with law and other governing regulations, the Board prohibits the use of tobacco products in any form including synthetic tobacco and use of electronic cigarettes in facilities, vehicles, and areas designated for the various student programs and activities. For the purpose of this policy, tobacco is defined as any lighted or unlighted cigarette, cigar, pipe, etc., and any other smoking product, smokeless product or spit less tobacco and/or electronic cigarettes. No student is permitted to possess any tobacco product, paper used to roll cigarettes, lighters or other paraphernalia at any time.

This policy is to prevent the use of tobacco on School Board property in compliance with Florida Statute to provide a healthy learning environment free from exposure to carcinogens, and to endorse a healthy lifestyle. Tobacco advertising is prohibited on school grounds, in all school-sponsored and school purchased publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including but not limited to: clothing, bags, lighters and other articles are not permitted on school grounds,

in school vehicles or at school sponsored events. Sponsorships, gifts, grants and tobacco prevention materials provided by tobacco companies or their subsidiaries are prohibited.

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 visitors. 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 6.35.**

**Year of Service Defined for Personnel, Policy 6.13\***

See Policy 6.13 for defining years of service for instructional, administrative and non-instructional personnel.

**POLICIES REGARDING LEAVE**

**Absence Without Leave, Policy 6.511\***

1. Administrative and instructional – Any member of the administrative or instructional staff 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.
2. Non-instructional – Any other employee who is willfully absent from duty without leave shall be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

**Absence, Notification of, Policy 6.51\***

1. The principal shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence. Where possible, the name of the person to be in charge of the school when the principal is absent shall be submitted to the Superintendent each year prior to the close of the pre-school conference.
2. An employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.
3. In an extreme emergency, the principal may authorize the absence of an employee without pay for a period not to exceed ten (10) days; provided, such authorized absence is immediately reported to the Superintendent.

**Approval of Leave, Policy 6.502\***

All requests for leave shall be submitted on the proper form and shall be approved either by the School Board or the Superintendent as provided herein. **Please read/refer to this policy for required approval for various types of leave.**

**Annual / Vacation Leave, Policy 6.541\***

Employees who are paid on a 12 month schedule are entitled to vacation days as follows:

1-5 Years of Service	1 day per month (12 days per year)
6-10 Years of Service	1 and 1/4 days per month (15 days per year)
11+ Years of Service	1 and 1/2 days per month (18 days per year)

- Annual (Vacation) leave shall accrue in work days at the close of each month and may not be accrued to exceed thirty (30) work days: however, employees are encouraged to use accrued annual leave on an annual basis.
- Days determined to be legal holidays as stated on the school calendar each year by the Washington County District School Board shall not be charged as vacation against an employee.

**Bereavement Leave, Policy 6.548**

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

**Family and Medical Leave (FMLA), Policy 6.542**

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:

1. The birth of the employee's child.
2. The placement of a child with the employee for adoption or foster care,
3. To care for the employee's spouse, child or parent who has a serious health condition.
4. A serious health condition rendering the employee unable to perform his/her job, or

5. 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.

**Please refer to Policy 6.542 for additional information regarding FMLA.**

**Jury/Witness Duty, Policy 6.544\***

We, at Washington County School District, support employees called to fulfill their civic duty to serve jury duty when called. You must provide your immediate supervisor with a copy of your jury summons as immediately, as possible, upon receiving the summons. 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. Employees should return to work if dismissed from the clerk of court. 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.

**Leave of Absence, Policy 6.50\*+**

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 non-instructional 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 will be granted for a period in excess of one year, during a fiscal 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.

**Lump Sum Payment of Vacation Leave, Policy 6.913**

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

District, or normal retirement. Normal retirement as used herein means retirement with either full or reduced benefits as provided by Florida Statutes; it does not include disability retirement. Payment shall not exceed a maximum of thirty (30) days. In the case of an employee's death, his/her beneficiary shall be entitled to the lump-sum payment of the accrued vacation leave.

(1) The employee may choose to receive a lump-sum terminal payment of accrued vacation leave with the final salary warrant or extend his/her employment status through the last day of accrued vacation leave.

(2) Payment shall be the daily rate of pay at the time of termination, transfer, retirement, or death.

(3) The employee shall have been employed by the District at the time of termination, retirement or death.

(4) Employees electing to participate in the Deferred Retirement Option Program (DROP) shall be eligible for terminal payment of annual leave as described in Policy 6.531.

**Military Leave, Policy 6.545\***

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. **Please see Policy 6.545 for additional information regarding military leave.**

**Personal Leave, Policy 6.546**

Personal leave chargeable to sick 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 non-cumulative and any request for such leave shall be approved, in advance, by the Superintendent or his/her designee. **Please refer to Policy 6.546\* for additional information regarding personal leave.**

**Sick Leave, Policy 6.549\***

Washington County School District provides paid sick time. Sick leave may be taken only when an employee is unable to be present for work due to illness. Washington County School District may request that the employee furnish a doctor's certificate or other reasonable proof.

Sick days are provided for illness of the employee, their spouse or children. Employees should use their personal days (which comes from your sick leave days) or vacation days for non-illness related time off.

Sick leave shall be credited as follows:

Instructional personnel. Each member of the instructional staff employed on a full-time basis shall be entitled to four (4) days of sick leave as of the first day of employment of each year. Each member will then receive one (1) day per month until a total of ten (10) days have been earned.

Non-instructional personnel (Para-professionals, school food service, etc.) shall be entitled to four (4) days of sick leave as of the end of the first month of employment. Each member will then receive one (1) day per month until a total of nine (9) days have been earned.

12-month 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. Each member will then receive one (1) day of sick leave per month until a total of twelve (12) days have been earned.

Such leave shall be cumulative from year to year, and any leave charged against accrued sick leave shall be with full compensation.

Six (6) days per year are allowed per employee for personal reasons. These days must be requested by the employee in advance and are charged against the regular sick leave days. A district leave form is signed by the employee for each day of absence. All leave forms should be completed prior to leave and placed on the principal's desk. When this is not possible, leave forms should be completed upon return to school. **Refer to Policy 6.549\* for additional information regarding sick leave.**

#### **Purchase of Sick Leave, Policy 6.914**

Consistent with Florida Statutes, employees may receive payment for 80% of the accumulated sick leave that is earned for that fiscal year and unused at the end of the school year. Days for which such payment is received shall be deducted from the accumulated sick leave balance. Employees who desire payment for sick leave must make written application for payment of accumulated sick leave on or before May 15 of the fiscal year prior to the year payment is desired. (For terminal sick leave benefits see Terminal Pay Benefits (sick/annual)).

#### **Use of Sick Leave by Family Members, Policy 6.915**

(1) Any district employee may authorize the use of their accrued sick leave as follows:

- (a) As provided by any existing Sick Leave Bank provision.
- (b) Up to (six (6) days) by his/her spouse, child, parent, or sibling if also a District employee.

(2) Sick Leave donated as provided in (1)(b) cannot be used until all of the individual's sick leave has been depleted, excluding sick leave from any existing Sick Leave Bank, if the recipient participates in a Sick Leave Bank.

(3) Donated sick leave shall have no terminal pay value.

**Sick Leave Donation Bank, Policy 6.915+**

(1) WCSD employees can donate sick leave days to and receive sick leave days from employees within the District according to the procedures outlined in the Sick Leave Program guidelines.

(2) Requests to donate sick leave days to another employee are strictly voluntary. Employees must not coerce or pressure another employee to donate sick leave days. Donors do not receive compensation or favors in return for the sick leave donation. The receiving employee is not in debt to the donor in any way. Employee(s) in violation of this policy are subject to disciplinary action.

(3) Donated sick leave days are for absences from the work place for a minimum of ten (10) consecutive days for a documented illness.

(4) The Director of Administrative Services shall investigate alleged abuse of the sick leave donation plan. If abuse is found, the participating employee(s) are not allowed to donate or receive sick leave days and the employee(s) may be subject to disciplinary action.

(5) Once an employee's donation has been credited to another employee, it cannot be cancelled.

(6) An employee who separates from employment with WCSD with unused donated days is not paid for the unused days. Unused days are credited back to the donating employee.

**Terminal Sick Leave Pay, Policy 6.912**

Any employee of the Board shall be eligible for terminal sick leave pay at the time of normal retirement provided that normal retirement coincides with termination. Normal retirement shall mean retirement under any plan established by the legislature with either full or reduced benefits. Payment shall be made to the beneficiary of an employee if service is terminated by death. Payment for sick leave shall not exceed the number of days within the employee's contracted period and not greater than provided by law. Any employee who desires payment for sick leave at the time of retirement must make written application for payment by May 15 of the fiscal year prior to the year during which the retirement is to occur. However, payments not requested by this date may be made if funds are available.

**Temporary Duty, Policy 6.55\***

An employee may be assigned to be temporarily away from his/her regular duties and place of employment for the purpose of performing other educational services, including participation in surveys, professional meetings, study courses, workshops and similar services of direct benefit to the school district. Such assignment may be initiated by the Superintendent or by the individual who desires the temporary duty as days of duty.

Each request must be accompanied by a completed and signed leave form with an agenda attached.

## **BENEFITS**

### **Automatic Liability Insurance Coverage for Instructional Staff**

All full-time instructional personnel have \$2 million of educator professional liability insurance. Coverage is subject to standard conditions and exclusions that will be made available to the District School Boards. To file a claim, contact Gallagher Bassett Services at 855-722-5542, reference client #006510. As defined in Florida Statute Section 1012.01(2).

### **Deferred Retirement Option Program (DROP), Policy 6.531**

**See Policy 6.531 for information regarding DROP**, in addition, call the Payroll Office.

### **Life Insurance**

The School Board pays premiums for all full-time employees to have a \$50,000.00 life insurance policy.

### **Open Enrollment**

Open enrollment for health insurance begins in September. Open enrollment for all other programs begins in November.

### **Payroll Schedule**

Payday is the 15<sup>th</sup> and the last day of each month. If the regular payday falls on a weekend or holiday the payday will be the last working day before the weekend/holiday.

### **Salary Schedules, Policy 6.91**

All personnel shall be paid in accordance with salary schedules as adopted by the School Board.

### **School Board Health Insurance, Policy 6.92**

The School Board may pay an employee's normal health insurance contribution as provided herein. (a) The health insurance premium may be paid by the employee when an employee enters a non-pay leave status. (b) Any employee who has been approved for Family Medical Leave Act will receive up to a maximum of twelve weeks of Board portion of health insurance per insurance fiscal year. **See School Board Policy 6.92 for additional information regarding health insurance.**

### **Voluntary Benefits**

Voluntary insurance benefits include: supplemental life, dental, vision, short-term and long-term disability, and accident. Voluntary benefits also include a flexible spending account.

## **MISCELLANEOUS**

### **Classroom Evacuation Procedures**

Procedures for safely evacuating buildings are clearly posted in all District facilities. Evacuation drills (fire drills) are held periodically. Staff are expected to be aware of all such emergency procedures and to assist in these drills.

### **Closings Due to Emergencies, Policy 3.23**

- (1) In case of an emergency involving the welfare and safety of students and employees, the Superintendent may suspend any part of these regulations; provided, that he shall report the fact of and the reason for suspension at the next meeting of the School Board; and provided further, that the suspension shall expire at the time of such report unless continued in effect by actions of the School Board.
- (2) In case of an emergency, the Superintendent may close any school or all schools. The members of the School Board shall be informed immediately of any event or condition which requires the closing of a school or the schools of the District, and, where the public interest requires Board action, the Superintendent shall call a special meeting of the Board. When an emergency exists affecting the health, safety, or welfare of the students, the principal may dismiss the school. Any such early dismissal shall be reported immediately by the Superintendent to the School Board together with the reasons therefore.
- (3) In any case or condition not covered by these regulations, the Superintendent shall base the decision on his/her best judgment.
- (4) Types of emergencies and the emergency response agencies and contact information are listed in the Classroom Emergency Procedures Guide.
- (5) During times of general public emergency, the Superintendent is authorized to use all available resources of the District in cooperation with other agencies to alleviate the emergency.

### **Computer Software and Copyright Laws**

“Copyright” may be defined as the right granted by law to an author, composer, playwright, publisher, or distributor to exclusive publication, production, sale or distribution of literary, musical, dramatic, or artistic work. Copyright Law protects the expression of ideas, not the ideas themselves.

The Copyright Law (Act of 1976) was amended by public law 96-117 to provide protection for computer software.

The most frequent violation of copyright occurs among private users in “sharing” software. Copying for a friend is illegal unless the software is marked “shareware”. Violations of the copyright laws are punishable under federal laws.

### **Confidential Information / Student Records, Policy 5.70+**

As an employee of Washington County School District, you will have access to confidential information. This means any information that is not generally known to or

accessible by the public. We are subject to Florida Statute 1002.22 (3) (d) of the Florida School Laws: Privacy of user records which is fully explained on the Florida State web site currently found at <http://www.flsenate.gov/Statutes>.

Federal laws that govern student confidentiality include THE Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA).

Access to records of students by school staff must be severely restricted. Access requires the principal's authorization and signature. Each employee working with or having access to confidential records should acknowledge that personally identifiable student information is confidential and only those having direct, legitimate educational interest in that student may view, access, or otherwise make use of that information.

Employees should take extra care to secure confidential documents. Confidential documents should not be shared on the school or district networks. Documents considered confidential should **not** be transmitted via emails.

#### **Courier Mail**

The district operates an inter-office mail system that provides service between the schools and other district centers of operation. (County Office, FPTC, PAEC, Maintenance)

No inter-office mail services are provided when students are not in school. The Vernon Vocational School Bus is the carrier for the district mail system.

#### **Custodial Concerns**

Turn in any problems related to custodial concerns to the person at your school designated to receive such items.

#### **Data Center**

Whenever you need computer repair or assistance with passwords, call/email the technology contact at your school and they will contact the Data Center Staff.

#### **Dress Code**

All staff should adhere to neat and professional dress, that is appropriate for the assigned job duties and responsibilities.

#### **Employee Recognition**

Annually, each school site will select a teacher of the year, a rookie teacher of the year, and a school-related employee of the year to represent their school. From the representatives, Washington County will select one individual from each category to represent the District. In addition, Washington County participates in the annual FDOE / Macy's Teacher of the Year recognition and school-related employee of the year recognitions.

### **Equipment**

All school equipment is the property of the school district. Property records require a school and room placement. Property placed in your room is your responsibility. Any time a piece of property is to be moved from one room to another, prior approval of the assistant principal or principal is needed so that property records may reflect the change.

Property or equipment that is unusable must be disposed of by the district property officer after the proper forms are completed and sent to the district office.

### **EMAIL (School email)**

All staff will be given a wcsdschools.com email once they have completed all pre-employment screenings, orientation, and been approved for employment by the School Board.

This document sets forth the policy of Washington County School District with respect to email. All employees who use the District's email system are required to comply with this policy statement.

1. Business Use. The e-mail system is to be used solely for business purposes of the district and not for personal purposes of the employees.
2. Ownership. All information and messages that are created, sent, received or stored on the district's e-mail system is the sole property of the Washington County School District.
3. Email Review. All e-mail is subject to the right of the district to monitor, access, read, disclose and use such e-mail without prior notice to the originators and recipients of such e-mail. E-mail may be monitored and read by authorized personnel for the district for any violations of law, breaches of district policies, communications harmful to the district, or for any other reason.
4. Prohibited Content. E-mails may not contain statements or content that is libelous, offensive, harassing, illegal, derogatory, or discriminatory. Foul, inappropriate or offensive messages such as racial, sexual, or religious slurs or jokes are prohibited. Sexually explicit messages or images, cartoons or jokes are prohibited.
5. Security. The e-mail system is only to be used by authorized persons, and an employee must have been issued and e-mail password in order to use the system. Employees shall not disclose their codes or passwords to others and may not use someone else's code or password without express written authorization from the district.
6. No Presumption of Privacy. E-mail communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through e-mail.
7. Certain Prohibited Activities. Employees may not, without the district's express written authorization transmit trade secrets or other confidential, private or proprietary information or materials through e-mail.

8. Message Retention and Creation. Employees should be careful in creating e-mail. Even when a message has been deleted, it may still exist in printed version, be recreated from a back-up system, or may have been forwarded to someone else. Please note that appropriate electronic messages may need to be saved. And, the District may be required to produce e-mail in litigation.
9. Viruses. Any files downloaded from e-mail received from non-district sources must be scanned with the district's virus detection software. Any viruses, tampering or system problems should be immediately reported to Administrator.
10. Consequences of Violations. Violations of this policy or other district policies may result in discipline, suspension and even termination of employment.
11. Immediately report any suspicious email, equipment reconfiguration, or missing or altered save files on your computer.

### **Expense Reimbursement**

You must have your administrator's written authorization prior to incurring an expense on behalf of Washington County School District. To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by receipts and approved by your administrator. Please submit your expense report/voucher, as you incur authorized reimbursable expenses. If you attended a workshop, please attach the agenda. Reimbursements for expenses must be completed within 30 days of the incurred expense.

### **Field Trips**

Consult the WCSD and assessment calendar when planning field trips to avoid conflicts or excessive class disruptions. Out of State field trips must be approved by the School Board.

### **Instructional Evaluations and Administrative Visits**

The principal and/or the assistant principal will make brief unscheduled visits to classrooms throughout the year. There will also be more formal visits of a longer duration for evaluation purposes of all instructional personnel. State and district policies require annual evaluations for instructional staff members. Evaluations will be for positive input on performance and should be regarded as an opportunity to freely discuss strengths and needs.

Evaluations of non-instructional personnel will be conducted by school administrators with input from supervising teachers

### **Maintenance**

Do not contact the maintenance department/personnel. Send your requests to the person at your school designated to turn in maintenance needs and requests.

### **Media Services**

Kate M. Smith houses several media items that can be utilized by the entire district, such as laminating. Please contact KMS for further information. Chipley High School maintains poster equipment. Please contact CHS for further information.

### **Personal Business**

Under no circumstances may an employee conduct personal business (for profit) at school, during school hours, and/or using school board property or using school board equipment.

### **Reporting Student Progress**

Report cards for grades 1-12 are to be issued four (4) times yearly. Report cards shall be the primary means of reporting student progress to parents. All teachers will send home a progress report at mid nine-weeks. Please refer to the School Board approved calendar for dates of progress monitoring, deadline to input grades, and dates for reports to go home.

### **Required Annual Training**

1. *Bloodborne Pathogen Training* - The Occupational Safety and Health Act requires that Washington County Schools have an exposure control plan for employees. Employees are oriented through video training to the importance of wise health procedures, at the time of initial employment and again on an annual basis. The district will assume expense for Hepatitis B immunizations for those who are judged "at risk" because of their assigned job responsibilities (i.e., administrators in charge of discipline; ESE staff, bus drivers, coaches, PreK staff). Following training, the District will provide a form for the employee to accept/reject vaccinations.
2. *Bullying 101 Training* - This training is accessed through the PAEC website, ePDC. It is required to be completed on an annual basis.
3. *Reporting Child Abuse* - This training is required once for all employees.

### **Scheduled Instructional Time**

Teachers / Substitutes should be in their classrooms during scheduled instructional time.

### **UNDER NO CIRCUMSTANCE ARE STUDENTS TO BE LEFT UNATTENDED!**

Teachers should monitor class changes by standing at their doors. Being in a position to see both inside the room and the hall is preferred.

All teachers should be in the halls when students are dismissed.

Refer to your Principal/Supervisor regarding items such as end of year process for grade books, room equipment and computers, keys, etc. prior to leaving at the end of the school

### **Signing In/Out**

It is an employee's responsibility to sign in/out on a sheet in the office prior to leaving or when returning to the campus during the work day (giving time and destination) to run short errands to other schools, county office, media center, etc, for school business and when returning to the campus. Please do not ask someone else to sign you in or out.

### **Staff / Faculty Meetings**

Staff and faculty meetings are necessary at times to facilitate communication between staff and administration and between grade and area teams. Staff meetings will be set by the administration.

### **Student Discipline**

Student discipline is outlined in the Code of Student Conduct which can be found at [www.wcsdschools.com](http://www.wcsdschools.com).

### **Teacher Planning Areas**

Teacher planning areas are for staff only. Students are not allowed before, during, or after school. Under no circumstance is a student to be sent to the teacher planning room.

### **Testing**

Please refer to the school board approved calendar and district assessment calendar for all test dates.

### **Time and Attendance Reporting for All Staff**

To comply with federal and state laws and regulations and auditor findings, staff members are required to maintain and submit accurate records of hours and days worked and records of absence. The district provides staff with a payroll reports and leave forms to complete on a semi-monthly or bi-weekly basis. These must be signed by the employee and by the supervisor and returned to payroll immediately upon the close of the payroll period.

Time missed from a full day of work must be coded on the leave forms and payroll sheet to record the reason for absence. In all cases, the actual number of hours worked each day must be recorded. Falsification of time recording will lead to disciplinary action up to and including dismissal from employment.

### **Use of Private Vehicles**

The use of private vehicles to transport students is not authorized unless deemed an emergency by an administrator.

### **WCSD School Board Approved Calendar**

Please consult the calendar before planning activities. Every attempt should be made to minimize activities that require students to miss instructional time. Please try to respect the events on the calendar by not double booking events on the same day.

### **Work Hours / Attendance**

Washington County School District views attendance as one of the most important facets of your job performance review. All unapproved absences will be noted in the employee's personnel file. Excessive absences, may result in disciplinary action, up to and including termination.

Employees are expected to be at their work station by the scheduled start time. All time off must be requested in advance and submitted in writing on a request for leave form.

The instructional work day is 7:30 a.m. until 3:00 p.m. Some staff may be assigned to different work schedules by their supervisor that would be before or after regular hours of work. Twelve (12) month staff work hours are 8:00 until 4:00 p.m.

The approved calendar notes some differences in approved holidays for 10-month and 12-month staff.

### **Other Reference Sources**

Additional resources for instructional evaluations:

The current instructional evaluation manual at: [www.wcsdschools.com](http://www.wcsdschools.com)

The current administrative evaluation manual at: [www.wcsdschools.com](http://www.wcsdschools.com)

Resources for the Value Added Model (VAM)

<http://www.fldoe.org/teaching/performance-evaluation/student-growth.stml>

The WCEA & WCSB Master Teacher Contract for 2018-2021 can be found on the District Website at: [www.wcsdschools.com](http://www.wcsdschools.com)

This handbook does not constitute a contract for employment for any period of time but merely sets forth policies and procedures in effect on the date it was issued. All School Board Policies that are referenced, may be found in full on the Washington County website.

### **DISTRICT OFFICE STAFF DIRECTORY**

#### **Troy Peoples, Director of Administrative Services**

- FTE
- Personnel/Employment Process
- Board Policies and Procedures
- Public Records
- FOCUS approval
- Certifications
- Bullying
- GED Age Waivers

#### **Kyle Newsom, Director of Operations**

- Maintenance and Facilities
- Transportation

- Risk Management
- ABM/Lawn Services Contact
- Principal and Teacher Evaluations (Frontline)

**Jiranda White, Director of Federal Programs**

- Federal Programs
- Equity and ADA Coordinator
- Food Service
- Homelessness

**Susan Saunders, Director of Curriculum and Instruction**

- Curriculum
- Professional Development
- Beginning Teacher
- Dual Enrollment
- ELL
- AVID
- College Interns

**Becky Dickson, Director of Assessment and Accountability**

- Mental Health
- Threat Assessments
- MTSS
- School Health
- Guidance Services
- Full Time Virtual (PAEC Franchise and K12) and Home Education

**Lucy Carmichael, Director of Finance**

- Financial Services
- Monthly Financial Statements
- Skyward (Password Resets)

**Kim Register, School Safety Specialist**

- SRO Liaison
- Truancy
- Inventory
- Dropout Prevention
- Felonies Off Campus
- DJJ
- SESIR

**Julie Jeffries, Director of ESE**

- ESE/Gifted
- IDEA

- PreK ESE
- McKay
- Alternative Assessment
- 504's
- VPK

**Cheryl Allen, Secretary to the Superintendent**

- Board Items/Board Docs
- District Website

**Amy Waymire, District Administrative Secretary**

- Fingerprinting
- Teacher/Vocational/Substitute Certification
- Para Pro Exam
- Summer and After School Payroll
- ePDC
- VPK

**Sarah Henderson, District Administrative Secretary**

- Maintenance Work Orders
- Inspections (fire extinguisher, grease traps, fire alarms, etc)
- Worker's Comp
- Student Accident
- Facility Use
- Lunch Applications
- Insurance Claims
- New Hire Meeting Paperwork
- Controlled Open Enrollment Applications

**Dawn Spooner, Transportation Specialist**

- School Bus Routes
- Reserving District Vehicles
- Cell Phone Stipends
- Field Trips
- Hiring of School Bus Drivers/Monitors
- Assignment of Students to Buses

**Rhiannon Sutton, District Administrative Secretary**

- WISE/DJJ Records
- ESE Annual Supplement/One-Time Bonus
- School Medicaid
- Job Descriptions
- Full Time Virtual (PAEC Franchise and K12) and Home Education

- Beginning of the School Year Information

**Tammy Bonner, District Office Receptionist/Secretary**

- Vacancy Notices
- Maintains Substitute and Volunteer Lists

**Pam Corbin, Assistant Director of Finance**

- P Cards
- Class Wallet

**Janice Slonina, Coordinator of Finance for PAEC**

- Monthly Finances and Payables for PAEC

**Jan Paul, Payroll Specialist**

- Pay
- Retirement / Entering the DROP

**Amanda Corbin, Assistant Payroll Specialist**

- Pay
- Leave

**Jason Grantham, Finance Specialist**

- Accounts Payable
- New Property / Property Tags
- P Cards

**Kristy Reed, Finance/Insurance Clerk**

- Benefits and Insurance
- Employee Skyward Updates (Name Change, Direct Deposit, etc)

## **Washington County District Schools Employee Acceptable Use Policy Agreement Form**

I have read, understand, and agree to abide by the provisions included in the current Washington County District School Board Telecommunications Network/Internet Acceptable Use Policy. I further understand that any violation of the conditions included in the Policy is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges can be revoked, as well as disciplinary action and/or appropriate legal action taken.

I understand and agree in the event a third party makes a claim against the School District as a result of my use of the telecommunications network or Internet access provided by the School district, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my access to use or use of the telecommunications network and Internet services provided by the School District. I also agree not to hold the School District responsible for materials improperly acquired or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred from my use of these services.

I understand that this agreement shall be governed by and construed under the laws of the United States of American and the State of Florida.

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Employee's Printed Name

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Employee's Cost Center

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Employee's Signature

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Date Signed

***This form is to be kept on file in the cost center administrator's office. It is to be completed annually for any employee who uses the Washington County School District's Telecommunications network/Internet services.***

### **Employee Handbook: Acknowledgement Form**

It is the responsibility of the employee to read and become familiar with this handbook and the policies and procedures referenced. Please sign the acknowledgement statement within two weeks of the first day of school and return to your Supervisor.

This employee handbook has been prepared for your information and understanding of the policies and practices and benefits of Washington County School District. PLEASE READ IT CAREFULLY. Upon completion of your review of this handbook, please sign the statement below, and return to your Supervisor by the due date

I, \_\_\_\_\_, have received and read a copy of the Washington 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 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 Washington County School District.

I understand that The Washington County School District Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

Please return within two weeks of receipt to your Supervisor.

