



SEMINOLE COUNTY  
PUBLIC SCHOOLS

# **STAFF HANDBOOK**

## **2014-2015**

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**This Handbook contains references to district procedures and the School Board's policies for teachers and staff. For further questions or clarifications, it is the School Board employee's responsibility to read the full text of each of The School Board's policies or applicable Florida State Statutes. An employee's receipt of this Handbook is acknowledgement that he/she is aware that all of the School Board's policies are on the Seminole County Public Schools' website at <http://www.scps.k12.fl.us> and that the employee must comply with The School Board's policies that are found on <http://www.scps.k12.fl.us>.**

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## Seminole County Public Schools

### Educational Equity- Notice of Nondiscrimination

The Educational Equity Administrator for Seminole County Public Schools has the responsibility of assuring compliance with the educational equity requirements by providing technical expertise, monitoring activities or programs related to compliance, and responding to equity complaints. One of the responsibilities is to administer the Educational Equity Complaint/Grievance Procedures as adopted by the School Board.

*It is the policy of the School Board of Seminole County, Florida, that no employee, student, ore 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 participating in, be denied the benefits of, or be subjected to discrimination and harassment under any educational programs, activities, or in any employment conditions, policies, or practices conducted by the District. Additionally, the School Board of Seminole County provides equal access to public facilities for the Boy Scouts of America and other designated youth groups as requested by 34 C.F.R. 108.9.*

Every employee, student, or applicant for employment at Seminole County Public Schools has a solemn right to be treated fairly, equally, equitable, and with dignity. If for any reason you – the employee, student, or applicant for employment - find that you have been victimized by acts of discrimination and or harassment, whether intentional or unintentional, you are strongly encouraged to file an Educational Equity Complaint or Grievance with the Educational Equity Administrator, or any county or school-level administrator. All such complaints must be immediately forwarded to the Educational Equity Administrator for dissemination, action, and resolution. Forward to: SCPS Educational Equity Administrator, Seminole County Public Schools, Educational Support Center, 400 E. Lake Mary Blvd., Sanford, FL 32773-7127. (407) 320-0198.

Staff Information

**Children who are enrolled in a school where their parent or guardian is a Staff Member-**

Children who are enrolled in a school where their parent or guardian is a staff member are to remain outside the school building or in a designated area prior to the time that the building is open to students and after the time that the building is closed to students. Normally, supervision of students is not available until 30 minutes prior to the start of the school day or after 30 minutes following the end of the school day. Staff members are not permitted to have their children in their room.

**Children of staff members may not be in their parent's classroom for childcare purposes on a workday. These are designated paid workdays; therefore, employees should find other means of childcare for their children. The complete policy, Child Care at School/Designated Work Sites, is found in the School Board of Seminole County (SBSC) Policy Manual, Chapter 6 (6.88).**

**PROFESSIONAL ETHICS - School Board of Seminole County Policy 6.50**

I. The School Board of Seminole County, Florida believes it is imperative that all officials and employees act in the highest ethical manner and preserve the public trust. An effective educational program requires the services of personnel of integrity, high ideals, and human understanding. To carry out the important duties and responsibilities entrusted to the employees of the Board, it is important that these expectations are followed by all employees so as to protect the health, safety and general welfare of students and employees. All employees shall be expected to maintain and promote these qualities.

II. All certificated administrative and instructional staff members shall receive and familiarize themselves with the *Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida*, contained in State Board of Education Rules, and shall abide by the code and principles as the accepted standards of ethical conduct.

III. All certificated administrative and instructional personnel, as defined by Florida Statute, shall be required to complete training on these ethical standards. All other employees shall be encouraged to participate in training related to professional ethics.

IV. The personal life of an employee who does not have direct contact with students shall be of no concern of the School Board, unless there is evidence that such activities adversely affect the employee's job performance, adversely affects the health, safety or welfare of students, or constitutes conduct that falls below that level of conduct that the School Board of Seminole County has the right to expect from its employees also referred to as conduct unbecoming an employee. Such conduct is conduct that evidences extremely poor judgment, a disrespect for the law, a lack of concern for professional or employment responsibilities, or lack of respect or concern for others including employees, students, parents, or the public at large. Any disciplinary action taken by the School Board as a result of these activities shall be consistent with Florida Statutes.

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V. All employees shall be responsible for reporting misconduct by School Board employees that affects the health, safety or welfare of a student.

LAW(S) IMPLEMENTED: 112.313, 1001.42, 1001.43, 1012.01, 1012.22, 1012.27, 1012.796, F.S.

STATE OF BOARD OF EDUCATION RULE(S): 6A-10.080 and 6A-10.081.

**CODE OF ETHICS AND THE PRINCIPLES OF PROFESSIONAL CONDUCT OF THE EDUCATION PROFESSION IN FLORIDA**

The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida applies to all employees who hold a Florida Educators Certificate, and is 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. Certificated employees who violate the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida are subject to disciplinary action and will be reported to the Office of Professional Practices Services within the Florida Department of Education. Substantiated violations will result in action being taken against the certificated employee ranging from a letter of reprimand to a permanent revocation of the teaching certificate.

**6A-10.080 Code of Ethics of the Education Profession in Florida.**

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Specific Authority 229.053(1), 231.546(2) (b) FS. Law Implemented 231.546(2) (b) FS. History - New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01.

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

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:



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- a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
  - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
  - c. Shall not use institutional privileges for personal gain or advantage.
  - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
  - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
- a. Shall maintain honesty in all professional dealings.
  - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

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- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.
- f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- g. Shall not misrepresent one's own professional qualifications.
- h. Shall not submit fraudulent information on any document in connection with professional activities.
- i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- m. 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), Florida Statutes.

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- n. 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), Florida Statutes.
- o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- p. Shall comply with the conditions of an order of the Education Practices Commission.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

**Self-Reporting of Arrests/Charges**

As referenced on the preceding page, State Board of Education Rule **6A-10.081, 5-m** requires that **certificated employees**: “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, he/she shall self-report **any** conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4) (c) and 943.059(4) (c), Florida Statutes.”

Florida Statutes, Section 1012.465(2) requires that each **educational support employee** or contractual personnel who have direct contact with students or have access to or control of school funds must inform his or her immediate Supervisor or the Director of Human Resources and Professional Standards of an arrest/charge as required in the above referenced statute.

NOTE: A minor traffic violation shall 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. The 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 arrest/charge reports. Contact information: (407) 320-0097 or (407) 320-0023.

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**1012.465 Background screening requirements for certain non-instructional school district employees and contractors.--**

(1) Non-instructional school district employees or contracted personnel who have direct contact with students or have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32.

(2) Every 5 years following employment or entry into a contract in a capacity described in subsection (1), each person who is so employed or under contract with the school district must meet level 2 screening requirements as described in s. 1012.32, at which time the school district shall request the Department of Law Enforcement to forward the fingerprints to the Federal Bureau of Investigation for the level 2 screening. If, for any reason following employment or entry into a contract in a capacity described in subsection (1), the fingerprints of a person who is so employed or under contract with the school district are not retained by the Department of Law Enforcement under s. 1012.32(3) (a) and (b), the person must file a complete set of fingerprints with the district school superintendent of the employing or contracting school district. Upon submission of fingerprints for this purpose, the school district shall request the Department of Law Enforcement to forward the fingerprints to the Federal Bureau of Investigation for the level 2 screening, and the fingerprints shall be retained by the Department of Law Enforcement under s. 1012.32(3) (a) and (b). The cost of the state and federal criminal history check required by level 2 screening may be borne by the district school board, the contractor, or the person fingerprinted. Under penalty of perjury, each person who is employed or under contract in a capacity described in subsection (1) must agree to inform his or her employer or the party with whom he or she is under contract within 48 hours if convicted of any disqualifying offense while he or she is employed or under contract in that capacity.

(3) If it is found that a person who is employed or under contract in a capacity described in subsection (1) does not meet the level 2 requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until final resolution of any appeals.

**ALCOHOL AND DRUG-FREE WORKPLACE 6.65**

**I. Legislative Intent**

It is the intent of the School Board of Seminole County, Florida (SBSB) to establish a policy that ensures all employees remain drug free as a condition of employment. It is further the policy of the SBSC to prohibit the possession or use of alcohol or drugs by any employee under circumstances that will or may affect the efficient operation of the business of the SBSB, the safety of its employees, volunteers, students parents, persons having business with the School Board or any school, and the public it serves, and to meet or exceed the minimal requirements of § 440.102, Florida Statutes.

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**II. Definitions**

- A. Except where the context of this policy otherwise requires, as used in this policy: *Alcoholic Beverage* means distilled spirits and all beverages containing one-half of 1 percent or more alcohol by volume as defined by § 561.01, Florida Statutes, as amended from time to time.
- B. *Drug* means an 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 or any other controlled substance, as defined in the Controlled Substances Act (21 USC § 812) and 21 CFR § 1301, *et seq.* or Chapter 893, Florida Statutes, as amended from time to time.
- C. *Drug test* or *test* means any chemical, biological, or physical instrumental analysis administered, by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites.
- D. *Employee* means any person who works for salary, wages, or other remuneration or compensation for The School Board of Seminole County, Florida.
- E. *Employer* means The School Board of Seminole County, Florida, which is a public employer.
- F. *Initial drug test* means a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the United States Food and Drug Administration, the Agency for Health Care Administration.
- G. *Job applicant* means a person who has applied for employment by the School Board of Seminole County, Florida, including but not limited to employment in a special-risk or safety-sensitive position.
- H. *Medical review officer* or *MRO* means a licensed physician, employed with or contracted with an employer, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee's positive test result in relation to the employee's medical history or any other relevant biomedical information.
- I. *Prescription or nonprescription medication* means a drug or medication obtained pursuant to a prescription as defined by § 893.02, Florida Statutes or a medication that is authorized pursuant to federal or state law or general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

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- J. *Reasonable-suspicion drug testing* means drug/alcohol testing based on a belief that an employee is using or has used drugs or alcohol in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon
1. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
  2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
  3. A report of drug use, provided by a reliable and credible source.
  4. Evidence that an individual has tampered with a drug test during his or her employment with the current employer.
  5. Information that an employee has caused, contributed to, or been involved in an accident while at work.
  6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.
- K. *Safety-sensitive position* means a position in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires the employee to carry a firearm, perform life threatening procedures, work with confidential information or documents pertaining to criminal investigations, or work with controlled substances; a position subject to § 110.1127, Florida Statutes; or a position in which a momentary lapse in attention could result in injury or death to another person.
- L. *Special-risk position* means, with respect to a public employer, a position that is required to be filled by a person who is certified under Chapter 633 or Chapter 943, Florida Statutes.
- M. *Specimen* means tissue, hair, or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration the Agency for Health Care Administration or other federal or state agency.
- N. Other Definitions - those definitions set forth at § 440.102(1) (a)-(q), Florida Statutes as amended from time to time unless herein defined above.

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**III. Prohibited Conduct**

- A. No employee shall possess, consume deliver, provide to another or sell alcoholic beverages or be under the influence of alcohol, while in the operation of, in control of, or while a passenger in any vehicle owned by or leased to the school board, or while at any school board owned or operated facility, while on duty or in the process of arriving at or departing from the employee's primary workplace assignment including but not limited to the Educational Support Center, Rinehart Annex, Tech Park Annex, Transportation Depot and any satellite bus compounds, Maintenance Department, Print Shop, or any school site.
  
- B. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, cocaine, heroin, or any other controlled substance, as defined in the Controlled Substances Act (21 USC § 812) and 21 CFR § 1301, *et seq.* or Chapter 893, Florida Statutes, as amended from time to time; while on duty or in the process of arriving at or departing from the employee's primary workplace assignment for the start or the end of the duty day, including but not limited to: the Educational Support Center, Rinehart Annex, Tech Park Annex, Transportation Depot and any satellite bus compounds, Maintenance Department, Print Shop, or any school site.

**IV. Covered Employees**

This policy covers all employees, including but not limited to those employees entitled to benefits pursuant to the provisions of § 440.01 *et seq.*, Florida Statutes, generally known as the Florida Workers' Compensation Law.

**V. Conditions of Employment**

As a condition of employment, each employee will

- A. Abide by the terms of this policy.
  
- B. Notify the Superintendent of any criminal drug statute arrest or conviction for a violation occurring on the premises of the School Board, at the workplace, or during the conduct of any official activity related to the School Board within forty-eight (48) hours. Applicable employees must be in compliance with Policy 6.51, Section III.

**VI. Drug/Alcohol Testing**

The Superintendent may, and, to the extent required by law, will require testing as one of the several means of enforcing its drug and alcohol abuse policy. Testing will be conducted in the manner and circumstances listed below and as otherwise allowed by law.

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**Required Testing**

- A. Job Applicant Drug Testing - All job applicants must submit to a drug test and the School Board may use a refusal to submit to a drug test or a positive confirmed drug test as a basis for refusing to hire a job applicant.
- B. Reasonable-suspicion Drug Testing - All employees are required to submit to reasonable-suspicion drug testing.
- C. Routine Fitness-for-duty Drug Testing - An employee must submit to a drug test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group.
- D. Follow-up Drug Testing – If the employee in the course of employment enters an employee assistance program for drug-related problems, or a drug rehabilitation program, the employee must submit to a drug test as a follow-up to such program, unless the employee voluntarily entered the program. In those cases, the School Board has the option to not require follow-up testing. If follow-up testing is required, it must be conducted at least once a year for a 2-year period after completion of the program. Advance notice of a follow-up testing date must not be given to the employee to be tested.
- E. Employees who are undergoing rehabilitation, counseling or other treatment for drugs or alcohol which is known to or required by the Superintendent, as a condition of continued employment, shall authorize the Superintendent to obtain all information from any source, including medical or psychological reports relating to the problem and follow the instructions of those providing assistance, including doctors and psychologists they may be required to see by the Superintendent.
- F. The Superintendent may, and, to the extent required by law, will use testing as one of the several means of enforcing this policy. Testing will be conducted in the manner and circumstances listed above and as otherwise allowed by law.

**VII. Testing Procedures and Employee Protection**

The provisions of §§ 440.102(5)-(6) and (8)-(9), Florida Statutes governing (1) procedures and employee protection; (2) confirmation testing; (3) confidentiality; and (4) drug-testing standards for laboratories are adopted word for word herein by reference and adoption.

**VIII. Use of Alcohol Test Results**

For the purposes of this policy, if an alcohol test reveals the presence of alcohol in a level defined by state statutes as illegal for driving in Florida, the employee shall be deemed to have violated paragraph III. of this policy. If a test reveals the presence of alcohol in a



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level more than a trace, but less than that defined by state statutes as illegal for driving purposes, the results of the test will be considered along with all other relevant information, *e.g.*, employee conduct, speech, performance, in determining whether the employee was under the influence of alcohol.

**IX. Use of Drug Test Results**

A positive drug test shall be considered a violation of paragraph III of this policy.

**X. Rehabilitation Cost and Insurance**

Unless the law or a specific SBSC Policy provides otherwise, the cost of any assistance or rehabilitation not covered by Group Medical and Health insurance provided by the SBSC, shall be borne by the employee.

**XI. Discipline for Violation of Policy**

A. An employee who violates the provisions of Section III. or who is directed to take a physical examination, blood, breathalyzer, urinalysis or other test allowed by law, and refuses or fails to do so when and as directed; or who, after having taken such examination and/or test is determined to have violated Section III of this policy, shall be subject to disciplinary action up to and including termination, as recommended by the Superintendent. An employee that is subject to termination under this section shall be entitled to such procedural rights as are established by law or collective bargaining agreement.

B. A job applicant who violates the provisions of Section III. or who is directed to take a physical examination, blood, breathalyzer, urinalysis or other test allowed by law or this policy, and refuses or fails to do so when and as directed; or who, after having taken such examination and/or test is determined to have violated Section III of this policy, may be subject to rejection of his or her application for employment. Such person shall, however, be entitled to a review of any disqualification for employment to the Superintendent's Professional Standards Committee.

**XII. Additional or Other Action**

A. The Superintendent shall notify the appropriate agency, such as the Department of Education, Professional Practices Services, within ten (10) days after receiving notice from an employee or otherwise receiving notice of an employee's conviction of a criminal violation, suspected criminal violation, or noncriminal violation of Section III. hereof; or

B. Take one of the following actions, within thirty (30) days of receiving notice, with respect to any employee:

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1. Require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;
2. If the employee fails to participate satisfactorily in such program, the employee may be non-renewed or his/her employment may be suspended or terminated, upon recommendation of the Superintendent and discretion of the School Board;
3. Take other appropriate personnel action against such an employee, as recommended by the Superintendent; or
4. Offer assistance and information on alcohol and drug abuse in order to maintain an alcohol and a drug-free workplace. Employee assistance will be available through the Human Resources Department and the Employee Assistance Program. The School Board shall also conduct periodic workshops on drug and alcohol abuse in the workplace to inform employees and supervisors of the dangers of substance abuse and of the provisions in this policy.

### **XIII. Implementation**

This policy shall apply to all job applicants that apply following final adoption and to all persons whose employment contract is renewed effective July 1, 2009, regardless of whether renewal is by operation of law (professional standards contract) or by specific recommendation by the Superintendent and approval by the School Board (annual contract employees).

**STATUTORY AUTHORITY: 440.102, 1001.41, 1001.42, 1001.43, 1012.22, F.S.**

**LAW(S) IMPLEMENTED: 440.102, F.S.**

**DRUG FREE WORKPLACE ACT OF 1988,**

**41 USC 701, et seq**

**HISTORY: ADOPTED: 07/19/05**

**REVISION DATE(S): 04/25/06, 09/25/07, 06/30/09**

**FORMERLY: GBEB**

### **TRANSPORTATION EMPLOYEE DRUG AND ALCOHOL TESTING 6.67\*+**

- I. The *School Board Omnibus Transportation Employee Testing Act Drug and Alcohol Testing* manual is hereby incorporated by reference and made a part of this rule. Any revisions shall be approved and adopted by the School Board.
- II. In 1991, Congress passed the *Omnibus Transportation Employee Testing Act (OTETA)*, 49 CFR Part 382. This law applies to anyone who holds a Commercial Driver's License (CDL), and, as a condition of employment, is required to drive a commercial vehicle.
- III. For employees of the School Board, OTETA applies to anyone who holds a commercial driver's license and drives a school bus, a county vehicle weighing over 26,000 pounds, or who is in a "safety sensitive position" in regard to transporting passengers, equipment,

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or School Board property. This federally mandated OTETA is now incorporated into the Board rules. These include random unannounced alcohol and other drug testing, additional driver and supervisor training, and other items.

**STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.**  
**LAW(S) IMPLEMENTED: 112.0455, 440.102, 1001.43, 1012.45, F.S.,**  
**49 CFR PART 40, DOT, 49 CFR PARTS 382 & 391,**  
**FEDERAL HIGHWAY ADMINISTRATION**  
**HISTORY: ADOPTED: 07/19/05**  
**REVISION DATE(S): 04/25/06**  
**FORMERLY: NEW**

### **TOBACCO USE ON DISTRICT PROPERTY 2.90**

The Seminole County School Board (“Board”) provides a tobacco-free environment for all staff, faculty, school volunteers, contracted vendors and school visitors on its property.

#### **Prohibited Uses:**

1. The use of tobacco, including but not limited to smoking, is prohibited anywhere on the property or campus of any facility owned, operated, leased, or contracted for by the Board including, without limitation, all schools, district offices, shops and any related closed areas, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, any other school recreational facilities and all open areas (collectively, the “Property”) at any time.
2. The use of tobacco, including smoking, is prohibited in Board owned or operated vehicles.
3. There shall be no designated smoking areas on School District Property.

#### **Scope of policy:**

This policy is effective 24 hours a day, 365 days per year and applies to all students, employees, volunteers, contracted vendors, and school visitors.

#### **Failure to comply:**

Noncompliance with this policy may result in disciplinary or other action taken against the violator by Seminole County Public Schools (“SCPS”) administration in compliance with Board policies, procedures, regulations and applicable law. Disciplinary or other action for failure to comply with this policy will be effective July 1, 2012. Non-district employees may be asked to leave the facility or the activity if non-compliance persists.

### **CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

**STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**  
**LAW(S) IMPLEMENTED: 386.201 - 386.209, 1001.43, F.S**  
**HISTORY: ADOPTED: 07/19/05**  
**REVISION DATE(S): 04/24/12**  
**FORMERLY: NEW**

### **Prohibition of Corporal Punishment**

Corporal punishment may not be used under any circumstances in Seminole County Public Schools.

### **Employee Dress Code**

Apparel worn by teachers clearly affects the work, attitude, and discipline of students. The effective employee 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**

Absences should be reported following the procedures established at each cost center location. It is 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), which are untimely or emergency requests need to be reported to the administration immediately for approval.

The cost center administrator must 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. The paperwork is then sent to the Employee Relations Department for final approval (exceptions: vacation, comp time, temporary duty in state).

### **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, personal leave with pay, personal leave without pay, military leave, temporary duty, jury duty, Family Medical Leave, and vacation (12 month personnel only).

Application for leave must be made in writing or through the on-line leave application process and submitted 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. Leave requests must be signed by the employee, recommended by the principal, and approved by the School Board or its designee. Specific leave, other than sick leave, may be refused if the employee's absence would cause undue hardship or interruption of vital school service.

Application for in-state temporary duty must be made in writing and presented to the immediate supervisor for approval at least ten (10) work days prior to the date temporary duty is requested.

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Application for out-of-state temporary duty or temporary duty for overnight travel must be made in writing and presented to the School Board for approval at least ten (10) work days prior to the date temporary duty is requested. All temporary duty requests for out-of-state or overnight travel must be submitted to the appropriate Executive Director and placed on a School Board agenda prior to the effective date for temporary duty.

In cases of emergency, the ten (10) work day limit may be waived with the approval of the Superintendent. Temporary duty requests must be signed by the employee, recommended by the Principal and the Executive Director and approved by the School Board.

See Leaves Section of your employee contract for additional information.

### **Sick Leave**

Each employee earns one sick leave day per month, which is cumulative from year to year.

### **Conditions under Which Sick Leave May Be Granted**

Florida School Code Chapter 1012.61 and each employee contract defines under what conditions sick leave can be granted:

1. Personal illness; OR
2. Temporary physical disability or illness or death of father, mother, sister, brother, husband, wife, child, other close relatives or member of his/her own household; OR
3. A physical disability, substantiated by a physician, connected with or resulting from a pregnancy.

In case of questionable use of sick leave, the Superintendent may require a certificate from a licensed physician or from the county health officer.

### **Donation of Sick Leave**

Any employee may donate accrued, earned sick leave to the employee's spouse (person to whom the donor employee is legally married at the time of the donation), child (natural or adopted, but not step-child), parent (mother or father of the donor employee), or sibling (brother, sister, but not step-brother or step-sister), who is also a regular part-time or full-time employee of the school district (not a temporary employee, substitute, or OPS) at the time of the donation. The transfer of sick leave is subject to the following limitations and conditions:

1. The receiving employee must have exhausted all sick leave, excluding any sick leave received from the sick leave bank;
2. Donated sick leave shall be used for illness only and must be supported by medical verification from a physician upon request of the Executive Director of Human Resources;

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3. Donated sick leave may not be used for personal leave;
4. Unused donated sick leave shall revert to the donor employee upon the receiving employee's return to work;
5. Donated sick leave shall have no terminal leave value for the receiving employee;
6. Leave may be donated in increments of not more than 10 days, unless the Executive Director for Human Resources or designee approves a greater increment not to exceed the maximum number of scheduled workdays (or workdays remaining) in a fiscal year for the receiving employee;
7. The donation of sick leave must be requested and received by the Payroll Department (no later than the end of district pay period following the pay period in which the receiving employee's absence occurred).

See Sick Leave section of your employee contract for more information.

**Personal Leave**

Personal leave that is granted is charged to one's accrued sick leave balance and cannot exceed the number of days granted by the employee contract. Of the sick leave days earned each year, teachers (SEA), clerical (SECA), and custodial personnel (NIPSCO) can use six of these days as personal leave with pay. Bus drivers/monitors may use four as personal leave with pay. Personal leave days are non-cumulative from school year to school year.

By contract, personal leave cannot be granted immediately preceding or following a negotiated teacher workday, a school board approved holiday, a student attendance day that precedes or follows a holiday, negotiated make-up day or winter/spring/summer vacation or during the first five (5) student attendance days and the last five (5) student attendance days except in cases of emergency; to attend the graduation of self or an immediate family member; to enroll a child in school or college; to observe a religious holiday; or to attend the wedding of self or an immediate family member. (EVERY COST CENTER HAS A CHART THAT INDICATES WHICH DAYS PERSONAL LEAVE WITH PAY MAY NOT BE TAKEN.)

During a school year, requests for personal leave with pay are submitted for dates that such leave is not permitted. When the requests are denied, in compliance with contract language and board policy or because the employee has used all of the days granted by the applicable contract, EMPLOYEES ARE UNDER THE MISTAKEN IMPRESSION THAT SICK LEAVE MAY THEN BE TAKEN AND APPROVED.

**Such a situation is an improper use of sick leave, as it does not meet the definition of sick leave as noted in Florida School Code Chapter 1012.61 and the employee contracts. Improper use of sick leave can result in suspension or discharge from one's position, since a benefit provided is being used in a fraudulent manner.**

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See Personal Leave section of your employee contract for more information.

### **In-Line-Of-Duty Illness or Injury Leave**

Employees who are placed on no-work/off-duty status by an authorized health care professional (medical doctor, osteopathic doctor, or chiropractor), due to a work related injury or contagious illness through workers' compensation or otherwise, are eligible to receive up to ten days per year in-line-of-duty leave during the year in which the injury occurs. Most often such leave is provided in conjunction with a workers' compensation injury and will encompass the first ten days of off-duty/no work status as prescribed by the treating health care provider. Employees who are offered light duty employment, if authorized by the treating health care provider are not eligible for in-line-of-duty leave. This leave is provided only at the time of the initial injury/illness and must be supported by a doctor's order for no work or significant work restrictions. No additional leave will be permitted unless the employee suffers an additional injury or illness. Unused In-Line-Of-Duty Illness or Injury Leave that is not used at the initial time of injury may be carried over for subsequent treatment required by the injury for which the leave is granted, such as absence due to surgery or doctor's orders. Use of the unused portion must be certified for additional off duty/no work duty by the treating health care provider for treatment for the original injury/illness. However, an employee may not be granted such leave in excess of ten days per year. All such leave is subject to the approval of the Director of Risk Management.

### **General Provisions Governing Leaves**

Any employee who is willfully absent from duty without leave shall forfeit compensation for the time of such absence, subject to dismissal.

A leave once granted should remain in force for the duration of the granted leave unless both parties, the employee and the Board, wish to terminate such leave.

Leaves shall be granted for no more than one (1) school year at a time. Leaves may be renewed for the succeeding year, however, no more than two consecutive years of leave shall be granted. Employees who have been granted leave through the end of the employee calendar year shall, no later than March 10, notify the district office or work center head, in writing of their intent to return the next fiscal year, their intent to request an extension of the leave or a letter of resignation effective at the end of the leave. The Board may consider that failure to comply with this requirement constitutes a resignation by default on the part of the employee. However, the employee may apply and be considered for re-employment by the Board.

### **Family Medical Leave (FMLA)**

**Employee Eligibility**-Any bargaining unit employee, who has been employed by the School Board for at least twelve (12) calendar months prior to the effective date of FMLA leave and who during that twelve (12) calendar month period has worked at least 1,250 hours (as determined by the employee's payroll records) shall be eligible for leave.

### **Reason for Leave**

- a. FMLA leave shall be granted to eligible employees for the following reasons:
  1. To care for the requesting employee's child after birth or following placement for adoption or foster care;

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2. To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or,

3. For a serious health condition that makes the employee unable to perform the requesting employee's job.

b. FMLA leave will not be granted to care for a child after birth, or following placement for adoption or foster care for any period longer than one year from the date of the birth or placement of the child.

**Leave Year** -An eligible employee is entitled to take up to twelve (12) weeks of FMLA leave in any fiscal year. The total amount of FMLA leave in any one fiscal year may not exceed twelve (12) weeks.

**Use of Paid Leave** -When an employee requesting FMLA leave has accrued sick leave, the employee shall be required to first use all earned or accrued sick leave prior to taking FMLA leave with the exception of leave granted for the birth or for the adoption of a child. When an employee on paid leave which was initiated as paid leave, requests to extend that leave by the use of FMLA leave, the employee shall be required to first use any remaining paid leave before going on FMLA leave.

### **Group Medical Insurance**

- a. The School Board shall continue an employee's Board paid portion of group **medical insurance only (up to six (6) missed paychecks/Board contributions)** in full force during the FMLA leave, to the same extent as when the employee worked prior to taking FMLA. However, the employee will continue to be responsible for the employee's share of the cost of the medical insurance coverage while on FMLA leave.
- b. The employee's dependent health insurance coverage will be billed one month in advance and will be canceled if the employee is more than thirty (30) days late in paying the employee's share of the insurance coverage provided during the employee's FMLA leave.
- c. An employee granted a leave of absence shall be given an opportunity, unless otherwise provided, to continue their other insurance coverage in existing school programs administered through the Employee Benefits Department. Such leave is acceptable by the insurance carrier and full premiums for such insurance programs shall be paid by the employee, one month in advance, and canceled within 30 days for non-payment.
- d. Employees on leave will be responsible for paying their premiums monthly based on the number of missed checks/deductions during this period. The employee may voluntarily terminate their insurance coverage while on leave, but must submit the termination request in writing to the Employee Benefits Department. Otherwise, payment must be received by the posted monthly due date. Premiums not received by the due date, will be terminated for non-payment without further notification.

### **Recovery of Employer's Payments for Group Medical Insurance**

- a. If an employee fails to return to work after the employee's FMLA leave is depleted or expires, the School Board may recover its share of any premiums paid for the employee's health insurance while the employee was on FMLA leave unless: the employee fails to



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return to work because the serious health condition for which the employee took FMLA leave continues or reoccurs; because the employee suffers a different serious health condition; or, the employee does not return to work for reasons beyond the employee's control. Please direct all inquiries concerning this policy to the Employee Benefits Department. **(Return to Work is defined by Federal Law as 30 calendar days.)**

### **Procedures for Workers' Compensation**

1. Each facility must designate two employees (workers' compensation contact and assistant workers' compensation contact) familiar with workers' compensation procedures. A cost center supervisor / the principal or assistant principal having administrative responsibilities for workers' compensation must also be designated. (See the current year's workers' comp booklet.)
2. The following are the procedures for each workers' compensation incident at the school or division:
  - I. Florida School Board Insurance Trust (FSBIT) First Report of Injury form must be e-mailed to the Executive Secretary in Risk Management & Employee Benefits along with the signed copy which may be sent via courier or fax.
  - II. The workers' compensation contact or assistant workers' compensation contact must complete the Workers' Compensation Medical Report Form section entitled: *Employer/Employee Information* (first box). The injured employee must sign and date the section entitled *Employee Authorization for Release of Medical Information*, the second box.
  - III. The workers' compensation contact or assistant workers' compensation contact must complete the temporary prescription card (First Fill) and sign as the workers' compensation contact.
  - IV. The primary urgent care medical facility is any **Centra Care or CareSpot** locations.  
*An employee is responsible for arranging any medical care subsequent to initial care at Centra Care or CareSpot. The employee must advise the treating physician or other healthcare provider that the treatment is for a workers' compensation injury and provide the healthcare provider with the name, address, and telephone number for the adjuster assigned to the employee's claim. Failure to do so may result in non-payment for treatment or denial of benefits.*
  - V. Questions regarding treatment or benefits must be addressed to FSBIT, our adjuster. SCPS Employee Benefits Department does not process claims or benefits.
  - VI. FSBIT will determine the compensability of the claim. The Risk Management Department is here to administer and facilitate the process.

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Annual training is conducted for all Workers' Comp contacts, assistant contacts and/or any administrator at the beginning of the year.

### **Conflict of Interest**

School Board employees shall not capitalize on their District position to sell or promote merchandise or services. Under no conditions shall outside employment conflict with the performance of regular duties or with extracurricular activities related to his/her position. Section 1001.41 of the Florida Statutes. The complete policy, Conflict of Interest, is found in the SCPS Policy Manual, Chapter 6 (6.86).

### **Private Instruction and Tutoring**

A person offering private instruction for personal gain shall not use the school buildings or property for this purpose.

1. Administrative or instructional staff members, including instructional assistants, may tutor a student(s) for compensation by the student's parent(s) or legal guardian or non-school agency provided the staff member is not associated directly and professionally with a student(s).
2. Administrative staff members shall not promote any activity or project within the school from which he/she is likely to receive compensation or remuneration other than his/her salary as a School Board employee.
3. Under no conditions may work directed by a tutor be accepted for credit, grade or promotional purposes. This rule shall apply to work completed under any tutor, including any administrative or instructional staff member who is employed as a private tutor. Section 1001.41 Florida Statutes.

### **Relationships with Students (Fraternization) - Board Policy 6.84**

All employees are prohibited from engaging in prohibited personal relationships with students.

#### **I. Definitions**

- A. *Employee* means all administrative, instructional, educational support professionals and all other employees of the School Board of Seminole County, Florida, regardless of their cost center assignment.
- B. *Student* means any person, enrolled as a student, regardless of age, in a public school operated and maintained by the School Board of Seminole County.
- C. *Prohibited personal relationship* means relationships between an employee and a student including, but not necessarily limited to: dating, any touching of an intimate or sexual nature, sexual contact or sexual relations, any touching otherwise prohibited by law or objected to by the student, giving a gift of personal clothing or a gift having a

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sexual overtone, making comments of a sexual nature or reflecting sexual innuendo to or about a student, or any other like activity.

**II. Prohibited Conduct**

- A. All employees are prohibited from engaging in prohibited personal relationships with students.
- B. All employees are prohibited from taking a student off the premises of any school or away from a school or School Board sponsored activity without specific written permission from a student's parent and the approval of the principal or assistant principal of the child's school or the principal or assistant principal in charge of the School Board sponsored activity.

An employee may transport a student in a situation necessary to protect a student's health, safety, or welfare. In such situations, the employee must report the emergency to the student's principal or assistant principal without delay. If the employee is unable to have personal contact with the principal, the employee must leave a detailed message on the principal's voice-mail or communicate by e-mail.

- C. The School Board recognizes that there will be situations in which it is necessary for an authorized employee to transport a student off the premises of a school or from a school or School Board sponsored activity without parent permission, such as to a medical facility, to the student's home, or to a designated law enforcement agency in order to safeguard a student's health, safety, or welfare. Off-campus transport for the protection of a student's health, safety, or welfare by an authorized employee is not prohibited by this policy.

**III. Duty To Report Known or Suspected Violations**

- A. An employee having knowledge or reasonable suspicion that another employee may have engaged in prohibited conduct that may constitute child abuse must also immediately report the information to the Department of Children and Families Child Abuse Hotline 1-800-962-2873. If an employee is in doubt as to whether the prohibited conduct constitutes child abuse, the employee must report his or her knowledge of suspicions to the Department of Children and Families Child Abuse Hotline 1-800-962-2873.

Note: Duty to report known or reasonably suspected institutional child abuse is in addition to the duty to report misconduct as required by paragraph III.A.

- B. Any employee who has knowledge or reasonably suspects that another employee may have engaged in misconduct which affects the health, safety, or welfare of a student must immediately report the information to either their immediate supervisor or the Executive Director of Human Resources.

**IV. Consequences**

- A. A violation of this policy, including the duty to report, shall subject the employee to discipline as provided by School Board policy, law, or any applicable collective bargaining agreement up to and including termination. A violation may also subject the employee to criminal prosecution. A violation may, as applicable, constitute a violation of the *Code of Ethics of the Education Profession in Florida*, 6A-10.080 F.A.C., and/or the Principles of Professional Conduct for the Education Profession in Florida, 6A-10.081 F.A.C., and will be reported to the Department of Education, Professional Practices.

**Duty to Report Known or Suspected Child Abuse, Neglect, or Abandonment  
Board Policy 2.80**

**I. Definitions of Child Abuse, Abandonment or Neglect**

A. *Abuse* means any willful or threatened act that results in any physical, mental or sexual injury or harm that causes, or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.

B. *Abandonment* means a situation in which the parent or legal custodian of a child, or in absence of the parent or legal custodian, the caregiver responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.

C. *Neglect* occurs when a child is deprived of or is allowed to be deprived of, necessary food, clothing, shelter or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial inability, unless actual services for relief have been offered and rejected. A parent or legal custodian legitimately practicing religious beliefs in accordance with a recognized church or religious organization who thereby does not provide specific medical treatment for a child shall not, for that reason alone, be considered a negligent parent or legal custodian.

D. *Caregiver* means the parent, legal custodian, adult household member, or other person responsible for a child's welfare as defined in § 39.01(48) to include any employee of the Seminole County School Board. II. Prohibition Against Child Abuse, Abandonment or Neglect the School Board strongly prohibits any action or omission constituting child abuse, neglect, or abandonment by any of its employees, agents, volunteers, or by other persons affiliated in any way with the School District. Further, all employees, agents, and volunteers of the School District must comply with Florida law requiring reporting of child abuse, neglect, or abandonment.

## **II. Notification of Responsibility**

A notice providing the following information shall be posted in a prominent place in each school:

- A. All employees and agents of the School Board have an affirmative duty 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 have the responsibility to comply with child protective investigations and all other provisions of law related to child abuse, abandonment or neglect.
- B. Statewide toll-free telephone number for the central abuse hotline 1-800-962-2873.

## **IV. Requirements for Reporting Child Abuse, Abandonment or Neglect**

- A. Florida Statute requires that any person including, but not limited to, any
- Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, or hospital personnel engaged in the admission, examination, care or treatment of persons;
  - Health or mental health professional other than one listed above;
  - Practitioner who relies solely on spiritual means for healing;
  - School teacher or other school official or personnel;
  - Social worker, day care center worker, or other professional child care, foster care, residential, or institutional worker; or
  - 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, caregiver, including but not limited to: district administrator, school administrator, teacher, instructional assistant, school bus driver or monitor, clerical employee, coach, guidance counselor, or security personnel, or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Department of Children and Family Services.
- B. Each report of known or suspected child abuse, abandonment, or neglect shall be made immediately to the Department of Children and Family Service's abuse hotline, on the single statewide toll-free telephone number. After the report has been made to the Department of Children and Family Service's abuse hotline, the reporter, including but not limited to: district administrator, school administrator, teacher, instructional assistant, school bus driver or monitor, clerical employee, coach, guidance counselor, or security personnel, must also contact his/her principal, the principal's designee, the District office, or cost center supervisor to let them know the case has been reported and document the reporting for their own protection.
- C. Reporters in the categories specified in IV.A. above, will be required to provide their names to hotline staff. The extent of confidentiality of the reporter's name, with respect to the Department's records, is governed by Florida Statute.
- D. In accordance with state law, the Department of Children and Family Services, in conjunction with applicable law enforcement agencies, are responsible for investigating allegations of child abuse, abandonment, or neglect.

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E. Complaint Against School District Employee, Volunteer or Agent - If a complaint is made against a School District employee, volunteer, agent or other person affiliated with the School District which, if true, would constitute child abuse, neglect, abandonment or be a violation of law by that person, that complaint shall be immediately reported to the Florida Department of Children and Families via the DCF Child Abuse Hotline and then to the cost center supervisor or district professional standards department as appropriate. The person accused of child abuse, abandonment or neglect may be suspended or reassigned from duties involving interaction with children pending investigation of the allegations. If the allegations are substantiated by the investigating agency or by an internal District investigation, the Superintendent shall take appropriate disciplinary action. School District staff shall cooperate with and participate only as directed by the investigating authority during the investigation and with respect to any subsequent criminal proceedings.

F. When a report of child abuse, neglect or abandonment has been made to the Department of Children and Family Services or law enforcement agencies, neither a district administrator, school administrator, teacher, staff member, volunteer or agent should not take it upon themselves to interview the child, talk with the suspected abuser, discuss the allegations with other potential witnesses or otherwise investigate the case either before filing a report with DCF Hotline or thereafter, except as may be directed by the Executive Director for Human Resources. Nor should a teacher, staff member, volunteer or agent divulge information relating to the complaint to persons other than school officials, the Child Protection Team, the Department of Children and Family Services, law enforcement, the State Attorney or other court designee. If a parent, caregiver, or legal guardian desires information related to a complaint of child abuse, that person should be directed to contact the Department of Children and Family Services.

G. Florida Statute provides that a person required by state law to report child abuse, abandonment, or neglect, but who willfully and knowingly fails to do so, or prevents another from doing so, is guilty of a first degree misdemeanor. Likewise, knowingly and willfully filing a false report of child abuse, neglect, or abandonment or advising another to do so constitutes a third degree misdemeanor. A first degree misdemeanor is punishable by a term of imprisonment not to exceed one year, a fine not to exceed \$1,000.00, or both.

H. Child Abuse Prevention Training for School District employees, staff, volunteers shall be provided in compliance with and as specified in Florida Statute.

**LAW(S) IMPLEMENTED: 39.0015, 39.01, 39.201, 39.202, 39.203, 39.205, 1001.43, 1006.061, F.S.**

NOTE: Any employee who has knowledge or reasonably suspects that a child has been abused, neglected, or abandoned, including sexual misconduct between minors, is required to immediately report such knowledge or suspicion to the statewide child abuse hotline (800.962.2873) without exception. Employees do NOT investigate any suspicious reports from students. The duty is to report known or suspected abuse by a person listed below immediately to the agency listed below:

- a. Parent, Guardian, or Family Member—Call Florida Child Abuse Hotline at 1-800-962-2873

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- b. Any School Board employee (On or Off Campus)—Call Florida Child Abuse Hotline 1-800-962-2873
- c. Student on Student Abuse/Sexual Contact—Call Florida Child Abuse Hotline 1-800-962-2873 and Local Law Enforcement
- d. Persons other than those identified in sections 1a through 1c above—Call Local Law Enforcement

### **Consequences for Failure to Report Known or Suspected Child Abuse, Neglect, or Abandonment**

1. A violation of this policy, including the duty to report, shall subject the employee to discipline as provided by School Board policy, law, or any applicable collective bargaining agreement up to and including termination. A violation may also subject the employee to criminal prosecution.
2. A violation may, as applicable, constitute a violation of the Code of Ethics of the Education profession in Florida, F.A.C. 6A-10.080 and/or the Principles of Professional Conduct for the Education Profession in Florida, F.A.C. 6A-10.081 and will be reported to the Department of Education, Professional Practices Services.

### **Duty to Report Crimes and Delinquent Acts**

Pursuant to Florida Statutes, Sections 1003.32 and 1006.13, all school personnel are responsible for reporting to law enforcement any delinquent acts and/or criminal acts committed by students on a school campus.

### **Release of Medical Data**

All medical information maintained by the School Board or an employee's school or cost center, including deductions for dependent coverage is confidential and may not be released without the employee's consent. Although there is a subpoena exception in HIPAA, the Florida School Code and the Florida Workers' Compensation Code makes such information confidential. All subpoenas for employee medical information of any kind are to be promptly sent to the Legal Services Department. The Legal Services Department will then notify the employee and will respond to the attorney issuing the subpoena. The same holds true for court orders.

### **Request for Private School Recommendation**

Upon a request by parents to complete private school recommendation letters and forms, staff should inform parents that policy limits their release of student information for this purpose. Parents may request a copy of the current report card or progress report through the school's guidance department.

### **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 emergency and shall not exceed more than 45 minutes in length beyond the normal workday.

### **Early Release Wednesdays**

Three early release Wednesdays may include scheduled professional 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 PMP's, etc.

During the months of September, October, April and May, one (1) additional early release Wednesdays will be designated for the development of PMP's in the middle and elementary schools. Every reasonable effort will be made to keep the Wednesday prior to the date grades must be completed/submitted unscheduled.

*See SEA Contract Leaves/Temporary Duty*

### **Scheduled Paid Holidays**

For detailed information, please see contract agreements between Seminole County Public Schools 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.
4. The Seminole County Bus Drivers' Association, Inc.

Also, please see the School Board Policy for non-bargaining unit employees

### **Administering Student Medication - School Board of Seminole County Policy 5.62**

The guidelines for administering student medication has 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.



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- 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 may be administered to the student by school personnel or self-administered by the student (when permitted).
- 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. The Parent Administered Medication Log must be completed.
- e. Medications requiring administration other than by oral route will be individually planned with the student's parent/legal guardian, school board nurse, physician and principal.
- f. Self-administration of medication by students:
  - 1) Elementary Students: The only medications that can be carried and self-administered by elementary students are metered-dose inhalers, pancreatic enzymes, auto injectors of epinephrine (FS 1002.20), insulin and other injectable medications, if authorized in writing by both the student's physician and parent/legal guardian. An Individual Health Care Plan that addresses the administration of injectable medication, the use and safe maintenance of supplies needed for injection or invasive testing (e.g. diabetes glucose monitoring equipment) in the school setting, on the school bus and during school sponsored activities will be developed by the school board nurse in collaboration with the parent, physician, and student.
  - 2) Middle School Students: Prescription medication may not be self-administered by middle school students with the exception of metered-dose inhalers, pancreatic enzymes, auto-injectors of epinephrine (FS 1002.20) insulin and other injectable medication, if authorized in writing by both the student's physician and parent/legal guardian. An Individual Health Care Plan that addresses the administration of injectable medication, the use and safe maintenance of supplies needed for injection or invasive testing (e.g. diabetes glucose monitoring equipment) in the school setting, on the school bus and during school sponsored activities will be developed by the school board nurse in collaboration with the parent, physician and student.  
Over-the-counter medication may be carried and self-administered by middle school students if authorized in writing by the student's parent/legal guardian (SCPS 160).
  - 3) High School Students: Prescription medication may be carried and self-administered by high school students if authorized in writing by both the student's physician and parent/legal guardian. All medication must be in the original container and contain no more than one day's dosage. An Individual Health Care Plan that addresses the administration of injectable medication, the

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use and safe maintenance of supplies needed for injection or invasive testing (e.g. diabetes glucose monitoring equipment) in the school setting, on the school bus and during school sponsored activities will be developed by the school board nurse in collaboration with the parent, physician and students. Over-the-counter medication may be carried and self-administered by high school students if authorized in writing by the student's parent/legal guardian (SCPS 160).

- g. 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. Elementary Students: 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.
- b. Middle School Students: 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. Over-the-counter medication to be self-administered will require completion of the Authorization for Over-the-Counter Student Administered Medication form (SCPS 160) by the student's parent/legal guardian.
- c. High School Students: 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 any prescribed medication is self-administered by the student. Over-the counter medication to be self-administered will require completion of the Authorization for Over-the-Counter Student Administered Medication form (SCPS 160) by the student's parent/legal guardian.
- d. All Students: 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 **OR**
  - 4) Faxed authorization forms requiring physician's signature must be sent directly to the school from that provider'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 attached. Adding medication to the medication container at school is not permitted.

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All over-the-counter and sample medication to be administered by school personnel 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 over-the-counter and sample medication that will be self-administered, when permitted will be labeled with the student's name.

Sample medication that will be self-administered when permitted will be labeled with student's name. All medication to be administered at school must be received, counted, and stored in the original container. The medication count and signatures of persons delivering and receiving medication must be recorded on the Student Medication Log. (If you have any questions, please contact SCPS Lead School Board Nurse Patty Caulfield @ (407) 320-9325 or patty\_caulfield@scps.us).

Medication must be stored in a secure fashion under lock and key in a location designated by the principal (FSC 1006.062). Medication that requires refrigeration must be stored either in a locked refrigerator or in a locked box inside the refrigerator.

a. *Elementary/Middle School*

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

b. *High School*

All school-administered medication must be delivered to and retrieved from the designated employee by the student's parent/legal guardian, the student 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

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4. Amount of medication being delivered
5. Name of person delivering 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 filed along with the school's Student Injury Reports.

### 6. **School Sponsored Activities**

#### *a. Field Trips During School Hours*

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

#### *b. After School Sponsored Activities*

For after school activities and 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 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.

**Guidelines for Student Health Services**

At the beginning of each school year, the principal shall inform the parent(s) or legal guardian, in writing, that students will receive specified health services as provided in the District's Health Services Plan. A student shall be exempt from any of these services when his/her parent(s) or legal guardian requests such exemption in writing. When invasive screening is one (1) of the specified services, written consent of the student's parent(s) or legal guardian shall be obtained prior to any such screening. Invasive screening means any screening procedure in which skin or any bodily orifice is penetrated. However, simple procedures commonly used during the evaluation of the health status of a student, such as oral temperature measurement, the use of a tongue depressor to examine the throat and teeth, or the use of an otoscope by a school nurse to visualize the middle ear shall not be considered invasive and may be performed without the expressed written consent of the parent(s) or legal guardian.

**EMPLOYEE RELATIONS – CIVILITY 6.501**

**I. Purpose** - The purpose of this policy is to provide rules of conduct for employees that permit and encourage communication between employees, but which also identify behaviors that are unacceptable, inappropriate, and/or disruptive to the operation the School District. It is the intent of the School Board to promote mutual respect, civility, and orderly conduct among District employees. It is not the intent of the School Board to deprive any employee of his or her right to freedom of expression. The intent of this policy is to encourage positive communication by and among employees and to prohibit rude, impolite, disruptive, volatile, hostile, pejorative, derisive, disparaging discriminatory, scandalous, false, threatening or aggressive communications or actions by employees.

**II. Expected Behavior** - Employees at all levels will treat other employees with courtesy and respect.

**III. Unacceptable Behavior** - Prohibited behavior includes, but is not necessarily limited to:

- A. Behavior that interferes with or threatens to interfere with the operation of an employee's department, work unit, workspace, work area, office area, or any other area owned, operated, or maintained by the School Board;
- B. Using loud, offensive, rude, impolite, disruptive, volatile, hostile, pejorative, derisive, disparaging, discriminatory, scandalous, false, threatening or aggressive language; swearing, cursing, using profane language; or the display of temper in the presence of, directed to, or stated about another employee or employees;
- C. Threatening to do bodily or physical harm to another employee regardless of whether or not the behavior constitutes or may constitute a criminal violation;
- D. Damaging or destroying school or School Board property;
- E. Spreading rumors or making false statements about another employee or other employees;

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F. Being rude or disrespectful to another employee or other employees; and

G. Any other behavior that disrupts the orderly operation of a school, a school classroom, any other School Board facility, work unit, or work site.

LAW(S) IMPLEMENTED: 1001.43, 1012.23, F.S.

STATE OF BOARD OF EDUCATION RULE(S): 6B-1.001, 6B-1.006

**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, teachers, 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 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 may act in a manner that is disruptive of a school or other school district facilities 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. The policy permits and encourages communication between parents, other persons, and school/district personnel concerning students or other matters. It also encourages participation in school or district activities, while at the same time enabling the school board to identify and deal with those behaviors that are inappropriate and disruptive to the operation of a school or other school district facilities.

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 parents 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: Chapter 9 (9.63)*

*Also, please see the policy entitled "Employee Relations – Civility," at Chapter 6 (6.051) of the SBSC Policy Manual. Policy 6.051 governs conduct amount SBSC employees.*

## **Emergency Response Plan**

The Emergency Response Plan is based upon the National Incident Management System (NIMS) and the Incident Command System (ICS), which is a nationally recognized emergency management methodology used by public safety agencies, schools and businesses. The ICS provides an organized approach to managing emergencies from the time of discovery all the way through to recovery and resuming full school operations. This plan provides guidance and direction to principals, faculty and staff for responding to critical incidents that could occur on a school campus, including specific acts of terrorism. For more information, see School Emergency Plan.

The Emergency Response Plan is exempt from the Public Records Law under Florida Statute 119.07(3)(a)1. This exemption also includes all records, information, building plans, blueprints, surveys, recommendations or consultations relating directly to the physical security of a school, or discussion of evacuation plans, security training or emergency equipment. The statute is intended to protect security plans from being released to the media or general public which could compromise the safety of school district personnel. Employees should not discuss school emergency plans, drills, or responses to incidents with those outside of the school system or through social media outlets/message boards. All communication during such instances will be handled by the District Office.

## **Field Trips and Excursions**

Approved fieldtrips are limited to educational experiences that cannot be provided on the school campus. 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 requires approval by the respective Elementary or Secondary Executive Director. Approval requests for trips not on the list shall be submitted at least thirty (30) days prior to the trip date. Out-of-state educational, all overnight, 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 TOWARD THE COST.**

*For more detailed information, please see SCPS Policy Manual Field Trips and Excursions: Chapter 4 (4.60)*

### **Field Trip Requirements:**

1. All chaperones must be 21 years of age.
2. All chaperones must comply with the screening requirements of the Jessica Lunsford Act, § 1012.465, Fla. Stat.
3. Chaperones must complete the required field trip Dividend form.
4. Chaperones must attend chaperone training as requested by the school.
5. All chaperones and students must be transported by bus to and from destination.
6. Chaperones must dress appropriately.

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7. **NO** siblings of students or non-student children of chaperones 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.*

### **Field Trip Transportation Policy**

Every person transporting students for a field trip or other school or school board sponsored activity, or otherwise driving a vehicle in conjunction with a school or school district activity, including away athletic games, must have their driving record checked to ensure that their driver's license is not under suspension or revocation.

Principals **must** complete an HSMV 73901 form requesting a transcript of driver record for each person, including School Board employees. The form must be submitted with the appropriate fee to the Florida Department of Highway Safety and Motor Vehicles at least six (6) weeks prior to the activity. Persons who have not been cleared by the Risk Management Department may not transport students, equipment, or otherwise act on behalf of the school or the School Board. Forms may be obtained through the principals' office or by contacting the Risk Management Department.

The Risk Management Department will notify the school as to the approval or non-approval of a driver's license. *All field trips are governed by SBSC Policy Manual Field Trips and Excursions: Chapter 4 (4.60)*

**The principal or designee is responsible for verification of insurance.** The minimum insurance coverage is **ALL** of the following:

1. **Liability:** \$100,000 per individual; \$200,000 total accident coverage, no deductible
2. **Uninsured Motorist:** \$100,000 per individual; \$200,000 total accident coverage
3. **Personal Injury Protection (PIP):** \$10,000 no deductible

### **Suggested Procedures:**

Driver must provide a copy of the coverage page/declarations page of his or her policy to the principal for review or a certificate of insurance issued by the driver's insurance agent.

Driver must give the principal written authority to contact the agent. If the agent is out of town, calling expense is the responsibility of the driver.

Written evidence of coverage must be maintained by the principal for a period of 4 years from the date of the field trip.

**IF INSURANCE COVERAGE DOES NOT INCLUDE THE MINIMUM REQUIRED LIMITS, THE DRIVER SHALL NOT BE APPROVED TO DRIVE ON A FIELD TRIP.**



## **Guest Classroom Speakers**

All guest classroom speakers must have their topics and presentations reviewed by the district to become an approved speaker in the online Speakers Bureau catalog. Speakers wanting to be considered for the Speakers Bureau catalog should apply for evaluation to Kathy Green at [kathy\\_green@scps.k12.fl.us](mailto:kathy_green@scps.k12.fl.us).

Teachers requesting classroom speakers must use the Speakers Bureau catalog and have administration approval. Speakers must additionally be registered as a dividend at the requesting school.

### Teacher responsibilities:

Check speaker's dividend status, notify parents/students of speaker and topic, review all handouts/materials, be present during presentation, notify Speaker's Bureau of any inappropriate conduct or content, send a thank you note or certificate to speaker. Guest speaker handouts should only be provided to the teacher for distribution to interested students. No personal student information may be shared with any guest speaker.

### Administrative responsibilities:

Approve or disapprove speaker/topic, add to school-wide calendar (if appropriate), check teacher is in attendance and cancel speaker if not.

## **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 and appropriate forms are completed.
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 conducted 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 Department, Legal Services, or the

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appropriate executive director). A Facility Use Agreement and approved certificate of insurance must be on file with the Risk Management Department prior to the event.

7. Collections for all school sponsored fund-raising activities must be deposited in the Internal Accounts Fund, and all transactions in connection with the activity conducted in accordance with School Board Rules.

### **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 may 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, receive pre-approval from the principal and operate 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 deposited in the Internal Accounts Funds of the school, unless accounted for in the district level accounting system.
2. Official pre-numbered receipts, tickets, or other records, which may be audited, shall substantiate all money received.

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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. A "Report of Monies Collected – SCPS 1370" shall be used by all teachers when submitting collections to the Bookkeeper/FTE. Funds should be verified by the Bookkeeper/FTE in the presence of the teacher submitting the funds, then signed by the Bookkeeper/FTE at that time, with the yellow duplicate copy given back to the teacher as their receipt for turning over the funds.
5. 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.*

### **Grant Submissions**

All grants must be aligned with the mission, vision and priorities of the district. Identification of a funding opportunity may occur at the district or school level. In all instances, administrators, staff and faculty interested in pursuing support from an external funding source must first complete a **Grant Intent Form**. The Grant Intent Form must be signed by the Principal (schools) or Executive Director (district departments) prior to submission to the Resource Development department. Please note that grants submitted to the Foundation for Seminole County Public Schools are not external and do not require a Grant Intent Form. Further instructions and the Grant Intent Form are available on the SCPS home page. Click on the Departments tab on the top banner, then click on Grants.

### **Research Permission Request**

Seminole County Public Schools requires all interested parties, including SCPS employees, who wish to conduct research to submit a completed Research Permission Request form. Research requests are reviewed and approved by the Deputy Superintendent for Instructional Excellence and Equity. Please email Dana Summers at dana\_summers@scps.us to receive instructions and related documents.

### **Emergency Protocol**

Please adhere to the following procedures in an emergency.

**Immediate treatment and mobilization of emergency medical services are required for the following:**

1. Acute Airway Obstruction
2. Respiratory Arrest
3. Unconsciousness
4. Near Drowning
5. Significant External Wounds and/or Internal Hemorrhage

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6. External or Internal Poisoning
7. Severe Allergic Reaction/Anaphylaxis
8. Neck, Back, or Head Injury
9. Wounds of the Eye
10. Heat Stroke
11. Penetrating/Crushing Chest
12. Chemical Burns, Second/Third Degree Burns
13. First Time Seizure or Seizure Occurring with Diabetes or Pregnancy

### **School Emergency Plan**

In the event of an emergency, all employees are authorized to call **911**. It is NOT necessary to dial “9” before dialing “9-1-1”.

1. The caller should give detailed information regarding the person’s condition and specific location (room) at the school, as well as directions. Begin first aid/CPR if the situation dictates that such aid is appropriate.
2. Notify front office and principal
3. Refer to Classroom Emergency Procedures Guide for additional actions to be taken to care for the injured or ill person and to protect others.
4. Notify Parent/Guardian
5. Call School Board Nurse

### **Telephone Number**

1. Local Police, Fire/Rescue – 911
2. Animal Control – (407) 665-5110
3. Poison Control – 1(800) 222-1222

**The procedures are also included in the Classroom Emergency Procedures Guide which should be posted near the classroom door and in the clinic for easy reference. Be sure to post the names of staff members certified in first aid and CPR, to include expiration date of certification. (F.S. 743.064, 381.0056, F.A.C. 64F-6)**

### **Public Relations and Media Coverage**

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 by getting the “good news” out to the media.

Each school should appoint a publicity chairman who can be the contact for the Communications Officer at the Educational Support Center and the media at your school. Individual teachers or staff members are encouraged to provide the publicity chairman with information about activities such as a special school program or activity, teacher/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, your school’s social media pages and emailed to the district’s Communications Officer. The Communications officer will

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then review the information, create a press release, and distribute to the appropriate media for coverage.

If media contacts your school directly about a potential news story or inquiry, please refer them directly to the Communications Officer at 407.320.0471. The Communications Office will then work with your school's principal, publicity chairman, and/or appropriate staff member to acquire the necessary information to distribute to the media and approve of any specific requests.

### **Records Management**

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 School Codes, School Board Policies, Federal Laws and Regulations
8. Records and other written or electronically maintained information or data generated in the performance of employment duties.

Each school shall maintain a copy of the Seminole County Public Schools Records Management Manual that is kept by the school's Records Contact and updated annually. In addition to the 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 regard to records issues.

Record schedules apply to records regardless of their physical format. (i.e. printed, scanned, electrically stored, etc.) Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules, whether the electronic records are the record copy or duplicates. Printouts of standard correspondence in text or word processing files are acceptable in place of the electronic files. Printouts of email files are acceptable in place of the electronic files provided that the printed version contains the complete header information, including all date/time stamps, routing information, etc.

### **Records and Reports (Employees) – School Board Policy – 6.40**

All School Board employees shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education rules, and School Board rules, or as the Superintendent or principal may deem necessary for the effective administration of the District school system. Such records shall include student attendance, property inventory, personnel, school funds and other types of information. Reports shall be submitted on forms

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prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time. The Superintendent may withhold any salary warrants until the required report is submitted in acceptable form. School Board employees who resign shall receive the final salary warrant when all reports are current and officially checked.

### Ombudsman and Educational Equity Administrator

#### **Role of the Ombudsman/Professional Standards Investigator**

To foster professionalism and ethical behavior as an operational standard of performance in the multiple work sites within the Seminole County Public Schools District. The following outline summarizes the responsibilities that consume the majority of time and are common issues handled by the Ombudsman/Professional Standards Investigator:

1. At the direction of the Executive Director of Human Resources and Professional Standards, impartially conducts and/or supervises investigations of complaints received from employees of the district, parents, district administrators and members of the general public relating to a wide variety of issues and topics including but not necessarily limited to, matters of misconduct by employees in the district. (i.e. excessive use of force, allegations related to child abuse, theft of School Board property, personal use of School Board property, cyber misconduct, 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).
2. Investigative findings are formed and presented to the Executive Director of Human Resources and Professional Standards, Professional Standards Executive Review Committee and/or the Superintendent for appropriate, resolution, disciplinary action and/or final disposition.
3. Coordinates investigative efforts with law enforcement and/or other agencies when applicable.
4. Conducts and/or supervises statutorily mandated pre-employment and contractor criminal background screening and/or investigations in conjunction with procedures set forth by the Florida Department of Law Enforcement and the Federal Bureau of Investigation.
5. Conducts as needed administrative training on topics such as Investigative Techniques and Reporting Procedures, The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.

#### **Educational Equity Administrator**

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 Educational Equity Administrator:

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1. 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
  
2. 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:
  - 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
  
3. Receives parent complaints in conference, in letter form, by telephone or 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.

**Employment Nondiscrimination – School Board of Seminole County Policy 6.06**

**I. Purpose**

The Seminole County School Board is committed to providing educational and work environments free of all forms of harassment or discrimination. No employee or applicant for employment shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment in any program, activity, employment, or conditions of employment in Seminole County Public Schools on the basis of race, color, national or ethnic origin, gender, disability, marital status, age, religion, political or religious beliefs, or any other basis prohibited by law. Nor shall any person be subjected to retaliation for reporting or complaining of alleged discrimination or harassment or participating in any way in the investigation of such allegations. The employees of Seminole County Public Schools shall not engage in such discrimination or harassment, and such conduct is also prohibited for any third party while participating in any activity sponsored by Seminole County Public Schools.

**II. Definitions**

A. *Sexual harassment* consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when

1. Submission to that conduct is made a term or condition, either explicitly or implicitly, of employment or full participation in a program or activity;

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2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or his/her participation in a program or activity; or

3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment. Sexual harassment, as defined above, may include but is not limited to the following:

- a. Verbal, graphic and written harassment or abuse;
- b. Pressure for sexual activity;
- c. Repeated remarks to a person with sexual or demeaning implications;
- d. Unwelcome or inappropriate touching; or
- e. Suggestions or demands for sexual involvement accompanied by implied or explicit threats concerning one's job performance or job evaluation.

The prohibition against sexual harassment applies, whether the harassment is between people of the same or different genders.

B. *Racial harassment* is verbal (oral or written) or nonverbal (physical or graphic) conduct that degrades or shows hostility or aversion toward any employee based upon race, color or national origin when such conduct substantially interferes with the employee's job performance or the terms and conditions of his/her employment, or creates an intimidating, hostile, or offensive work environment. Racial harassment, as defined above, may include but is not limited to the following conduct:

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.

C. *Harassment based on disability* is verbal, nonverbal or graphic conduct that degrades or shows hostility or aversion toward any employee based upon disability when such conduct substantially interferes with the employee's job performance, or creates an intimidating, hostile or offensive work environment. Harassment based on disability may include conduct such as that listed above when that conduct is based on disability rather than race, color or national origin. Another example of possible disability-based harassment, that is not typical of other kinds of harassment, might occur where a person seeks to involve an employee with a disability in antisocial, dangerous or prohibited activities where the employee, because of his/her disability, is unable to fully understand or consent to the activity.

D. *Retaliation* includes but is not limited to any form of threat, intimidation, reprisal or discrimination against any person who has reported or complained of alleged discrimination or harassment or has participated in any way in the investigation of such allegations.



### **III. Publication**

Seminole County Public Schools shall provide initial and continuing notification of this policy and the identity, location, address and phone number of the District Equity Administrator to all employees, students, parents, and the general public. This notification shall be made by various means such as District newsletters, the *Student Conduct and Discipline Code*, and the website of Seminole County Public Schools. Reports of discrimination, harassment, or retaliation may be submitted at any time to the District Equity Administrator at the following address and telephone number:

Educational Equity Administrator  
Seminole County Public School  
400 East Lake Mary Boulevard  
Sanford, Florida 32773-7127  
Telephone: (407) 320-0198

### **IV. Annual Review**

A. Each principal and cost center supervisor shall ensure that this policy is specifically reviewed with employees, including administrators, instructional personnel, and non-instructional personnel, with volunteers, and with students on an annual basis. It is the responsibility of each supervising administrator in the school system to ensure that this policy is reviewed with all other employees over which he/she directly or indirectly has supervisory authority. Additionally, this annual review shall ensure that the entire education community understands this policy, what constitutes prohibited harassment, discrimination, or retaliation and the consequences of engaging in such conduct.

B. All employees must clearly understand that conduct believed by them to constitute harassment should be reported to the principal, supervising administrator, or the District Equity Administrator. They also must clearly understand that if an employee complains to them regarding alleged harassment, they should immediately refer that employee to the principal, the supervising administrator or the District Equity Administrator for appropriate action under this policy.

C. Any personnel who may be called upon to conduct investigation must clearly understand how to do so, including the circumstances in which immediate or interim measures are necessary or appropriate.

D. All employees, as well as students and volunteers, also must clearly understand that they and others supporting them will not suffer any retaliation or recrimination on account of their reporting of any alleged harassment or on account of participating in an investigation of any alleged harassment.

**V. Reporting Procedures**

A. An employee who believes he/she has been discriminated against or has been harassed by an employee, student, or third party participating in an activity or event sponsored by Seminole County Public Schools may use the Grievance Procedure described below. In addition, any student, parent, staff member or other person who believes an employee has been harassed or otherwise discriminated against in contravention of this policy should report this information to the relevant building principal or supervising administrator or to the District Equity Administrator.

B. Any employee of Seminole County Public Schools who believes another employee has been subjected to prohibited discrimination or harassment *must* so report it.

C. Whenever a formal complaint or an informal report of discrimination or harassment is made to a building principal or supervising administrator, he/she shall immediately notify the District Equity Administrator. All allegations of discrimination or harassment, whether made at the school level, to a supervising administrator or to the District Equity Administrator, will be addressed promptly, so that any necessary actions (including, where appropriate, interim measures) may be taken to remedy the situation or prevent its recurrence.

**VI. Guidelines for Investigations**

A. At any time, the District Equity Administrator may, in his/her discretion, appoint an appropriate person to investigate a report of harassment or discrimination. All such investigators will be appropriately trained in how to conduct an investigation pursuant to this policy and will not be persons alleged to have any involvement in the situation at issue.

B. Filing of a complaint pursuant to the Grievance Procedure outlined below or otherwise reporting harassment or discrimination will not affect the employee's evaluations, conditions of employment, or work assignments. Seminole County Public Schools will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against or attempts to retaliate against any person who has reported alleged harassment or discrimination or filed a complaint concerning such alleged conduct, or any person who has testified, assisted, or participated in any investigation, hearing or proceeding related to such allegations.

C. The right to confidentiality, both of the complainant and of the accused, should be respected, consistent with Board's legal obligations, and with the necessity to investigate allegations of misconduct and to take appropriate corrective actions to prevent, stop or remedy such conduct.

D. In determining whether alleged conduct constitutes prohibited harassment or discrimination, the totality of the circumstances, including the alleged victim's age, race, sex and disability status, the nature of the conduct, and the context in which the alleged conduct occurred, will be investigated.

E. A substantiated charge against a student or students shall subject that student or those students to disciplinary action, which may include suspension or expulsion, consistent with the Student

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Conduct and Discipline Code. Similarly, a substantiated charge against an employee of the Seminole County Public School System shall subject that employee to appropriate sanctions, which may include reprimands, reassignment, or termination, subject to applicable procedural requirements. Third parties found to have engaged in discrimination or harassment prohibited by the policy also shall be subject to sanctions, which may include exclusion from further participation in school system events.

F. In some instances, harassment may be so severe as to merit referral to appropriate authorities outside of the Seminole County Public School System for additional remedial or punitive measures.

### **VII. Grievance Procedure**

The following steps will be followed if an employee feels that he/she has experienced prohibited discrimination or harassment at work or during an activity sponsored by Seminole County Public Schools:

Level I: If the employee believes that he/she has been discriminated against or harassed, the employee should file a written complaint with his/her building principal, supervising administrator, or the District Equity Administrator. If the building principal or supervising administrator is allegedly involved, the complaint should be filed directly with the District Equity Administrator. If the complaint is filed with the principal or supervising administrator, he/she shall immediately forward a copy to the District Equity Administrator. The principal, the administrator or the District Equity Administrator must then schedule a conference with the employee to find out more about the complaint and explore possible resolutions. The conference should be held as soon as possible in light of the nature of the allegations and, in any event, must be held within five (5) working days of the date of filing.

Level II: If the grievance is not resolved at the initial conference, the District Equity Administrator shall conduct an investigation of the complaint. The investigator shall notify persons alleged to have been involved in harassment or discrimination that they are under investigation and of the prohibition on all forms of retaliation. Within thirty (30) days of the filing of the complaint, the investigator must complete his/her investigation and recommend a resolution.

Level III: If the employee is not satisfied with the resolution made at Level II, the employee may appeal to the District Equity Administrator in writing. Within fifteen (15) days following receipt of the employee's appeal, the District Equity Administrator shall render a written decision that either dismisses the complaint or initiates corrective action. If the employee is not satisfied with the resolution made at Level III by the District Equity Administrator, the employee may appeal to the appropriate Executive Director in writing. Within fifteen (15) days following receipt of the employee's appeal, the Executive Director shall render a written decision that either dismisses the complaint or initiates corrective action.

Level IV: If the employee is not satisfied with the resolution made at Level III, the employee may appeal to the Superintendent. Within thirty (30) working days, the Superintendent (or his/her designee) shall render a written decision resolving the appeal. The use of these Grievance

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Procedures shall not prohibit the complainant from seeking redress from other available state and/or federal sources.

**LAW(S) IMPLEMENTED: 119.07, 760.01, 760.10 *et seq.*, 1000.05, 1005.05, F.S. 34 CFR 99, 34 CFR 200.43(C), P.L. 110-233 42 U.S.C. 2000e-2 [Title VII], 42 U.S.C. e-3 [Title VII], 42 U.S.C. 12101 *et seq.* [ADA], 29 U.S.C. 794 [Sec. 504 of the Rehabilitation Act of 1973]**  
**STATE BOARD OF EDUCATION RULE(S): 6A-19.001 *et seq.***

NOTE: For any concerns regarding employees/applicants -- contact the Executive Director/Professional Standards at 407.320.0097; regarding students – contact the Executive Director/ Exceptional Student Support Services at 407.320.0216. Either Executive Director may be contacted at: Seminole County Public Schools, Educational Support Center, 400 E. Lake Mary Blvd., Sanford, FL 32773-7127.

### **Facilities Information**

#### **Energy Conservation**

##### ***“Best Practices” for Seminole County Public Schools Employees***

We ask you support the energy conservation program and join the team effort to save dollars, which would otherwise go to the utility companies. The objective is to keep the dollars saved and use it to benefit the students of Seminole County Public Schools. We solicit your assistance in promoting and implementing energy conservation measures so that the overall objective is met. Remember together we can keep more dollars in the classrooms. The list below is just a small amount of energy conservation measures you can influence.

#### **Heating / Cooling**

- ✓ Close blinds and shades (especially on the East and West Exposures) to keep sun’s rays out of the room during warm months.
- ✓ Keep doors and windows closed.
- ✓ PORTABLES (and other areas that have local t-stat control): At the end of each school day and on weekends, have the teacher raise the cooling set-point to 80 degrees. Upon return to the classroom, lower the cooling set-point to 75 degrees.

#### **Lighting**

- ✓ Turn off lights in unoccupied areas or in spaces with sufficient natural lighting. Also, when the teacher is in the room without a class, use “task style” lighting in lieu of the classroom lights.
- ✓ Turn off the lights when not needed or not in the room.

### **Technology and Appliances**

- ✓ Turn off computer, scanners, printers, and other devices. Implement the Energy Star savings features.
- ✓ Do not leave equipment in sleep mode overnight because it will continue to draw a small amount of power. Turn equipment off every night!
- ✓ Use appliances before noon and minimize unnecessary personal appliances (for example spot heaters, personnel coffee warmers, etc.)
- ✓ In the kitchen, preheat ovens no more than 15 minutes. Keep hood systems “off” unless cooking is occurring underneath.
- ✓ Turn off Shop equipment (laminators, kilns, etc.) when not in use.

### **General Consumption / Tips**

- ✓ Pick an energy helper in each classroom to monitor classroom energy activities / usage.
- ✓ Recycle paper, aluminum and other recyclables.
- ✓ Use recycled paper products for copiers, printers, napkins, etc.

### **Hazardous Materials**

The District Environmental Coordinator handles these issues. Contact the coordinator for hazardous materials disposal. Provide inventory of materials for disposal including material name, size and number of containers along with room number and point of contact.

### **Indoor Air Quality**

Questions or concerns about the indoor air quality of a classroom or workspace must be reported to the principal or assistant principal immediately. The District Environmental Coordinator will schedule a team of professionals to investigate and respond.

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

1. Help control the **humidity** by keeping doors and windows closed and leaving the thermostat set at 77 degrees.
2. Maintain proper **air distribution** by not blocking return air grills with furniture or partitions.
3. Help with **dust control** by supporting the custodial staff and encouraging students and other occupants to “clean as you go.”

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Help correct potential problems by reporting all **water leaks** immediately.

### **Fire Drills**

Fire drills are exercises in school management for principals and teachers with the chief purpose of every drill being the complete control of the class so that the teacher can form its ranks quickly, silently, and orderly and halt, turn, or direct the class as desired during the evacuation. *Great emphasis must be put upon the execution of each drill in a brisk, quiet, and orderly manner.*

Fire drills shall be conducted regularly in accordance with the applicable provisions of *Life Safety Code of the National Fire Protection Association (15-7.1.2)*. At least one fire drill shall be conducted every month the facility is in session (eleven fire drills per year per school code). One additional fire drill shall be required within the first 30 days of operation. Drills shall be executed at different hours of the day, during the changing of classes, when the school is at assembly, or during other times to avoid distinction between drills and actual fires. All occupants of the building(s) shall participate in the drills.

### **Inspection**

It shall be the duty of the principal and teachers to inspect all exit facilities in order to make sure that all stairways, doors, and other exits are in proper condition. Open-plan buildings shall require extra surveillance to ensure that exit paths are maintained clear of obstruction. Child-prepared artwork and teaching materials shall be permitted to be attached to the walls and shall not exceed 20 percent of the wall area.

### **Use of Facilities**

The principal may approve the use of school facilities pursuant to Seminole County School Board Policy. The following guidelines apply: (*See Use of Facilities Policy: Chapter 9.00 (9.30)*)

### **Facility/Supervision**

1. School Board employees should never invite outsiders onto or into a school facility after hours for private purposes or personal gain. 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 violation of School Board policy, 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

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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. **Prior** to an employee's use of a school facility, the employee *must* have the approval of his/her cost center supervisor AND must execute a release of liability form.

2. If staff members are going to return after their assigned hours to the worksite, they *must* have the approval of their cost center supervisor. If they are working on an *authorized* task or at a task that is directly related to their employment duties, regardless of whether they earn overtime, they are on the job and if injured are entitled to workers' compensation benefits. Cost center supervisors need to know who is going to be in the building and for what purpose. Only appropriate activities 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 is the subject of a workers' compensation claim.

### **Murals**

Any staff member desiring to paint a mural on a wall or other surface to create a mural must receive permission from the school administrator. Principals, in turn, will discuss the request with the school's Facilities Project Manager.

### **Restrictions to Staff on Leave**

Any staff member on extended leave must obtain permission from the principal prior to coming on campus. Staff members on extended leave must turn-in any campus keys prior to his/her leave.

### **Student Information**

#### **Student Accident Insurance**

The following information is for your use in parent communications. Student accident insurance is one of the best deals your money can buy. For those students who have medical insurance through family coverage, school insurance generally pays any deductible and more. For those students who do not have such insurance, student accident insurance ensures access to medical treatment in case of injury. Twenty-four hour student accident insurance covers a student 24 hours a day, seven days a week, and not just at school. Athletic insurance provides an extra level of financial protection for those students who may suffer athletic related injuries. Student accident insurance is available through each school. Information should be sent home with each student, or parents may contact the school for further information. Additional information is available on the Risk Management website.

#### **Student Attendance**

Student Attendance is governed by School Board Policy 5.31. This policy and the truancy handbook provide specific actions and timelines needed to comply with truancy enforcement.

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The following provides a general overview of this Board policy. Contact your area administrator or school social worker for assistance regarding truancy matters. Regular attendance provides students the opportunity to master required skills at each grade level. Each teacher is required to take and record daily attendance or absence of each student each day and for each class (middle and high schools). 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 policies for elementary and secondary attendance. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all students, parents, teachers, and administrators. Teachers are required to provide requested make-up work within twenty-four hours of the parental request.

Parents/guardians must be contacted after **each unexcused absence**. The purpose of this contact is to notify the parent/guardian to discuss reasons for the absence (FSC 1003.26). The contact should be documented and a written copy sent to the guidance office and/or school administration.

After five (5) **unexcused** absences in any grading period, the principal or designee must contact the parent/guardian via telephone or by mail. The purpose of this contact is to notify the parent/guardian and to discuss the reason for the absences (FSC 1003.26). Any attempts should be documented and a copy sent to the principal or his/her designee. After all school-based interventions are utilized the principal or designee will refer a student accumulating ten (10) **unexcused** absences within ninety (90) calendar days to the school social worker by following the established truancy procedures.

### **Health Insurance Portability and Accountability (HIPAA) Signed Consent**

In order to stay in compliance with the Health Insurance Portability and Accountability Act of 1996, all Florida school districts participating in the Medicaid Direct Service program are required to obtain signed informed consent when protected health information is transmitted to the Agency For Health Care Administration to obtain Medicaid eligibility information and to bill for health or behavioral services rendered to Medicaid eligible students. These services include guidance, social work, psychological services, nursing services, health management / treatments / personal care procedures, medication administration, occupational therapy, physical therapy, speech/language therapy and augmentative services as established on the student's IEP. HIPAA consent will not affect the services a child receives beyond the school setting. SCPS Form 103 will be the document that will be used to obtain parental consent. Any questions relative to this form should be forwarded to Mr. Joseph S. Greene at the Educational Support Center or by calling (407) 320-0422.

### **Health Issues**

1. If a medical problem (including head lice) exists, a referral should be sent to the school board nurse for follow-up.
2. If appropriate, the student may be referred to the home/hospital office.



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### **Social-Emotional Issues**

1. In-school individual or group guidance counseling may be considered.
2. Referral to the Student Study Team or another school-based team for review (SAT).
3. Possible referral to a local mental health community clinic.
4. Consultation with the school social worker regarding related or other issues.

### **School-Based Problems**

1. Conference with the student, teacher(s) and school administrator(s).
2. Request parent conference.
3. Refer to Student Study Team, Student Assistance Team, or other school-based team.

### **Continued Absences (10 unexcused absences within 90 calendar days)**

1. Make a referral to the school social worker.
2. Referral must include:
  - a. Referral to school social worker (SCS Form 158, Rev. 7/98).
  - b. A recent attendance printout.
  - c. Summaries of the school based interventions to date.
  - d. Copies of any letters sent to parents or guardians by the school.
  - e. Copies of any notes sent by parent regarding absences.

### **Student's Return to School**

To facilitate the return of a student who has been absent ten or more days, a transition meeting scheduled by the guidance counselor is recommended. This should include all interested persons such as social workers, parents, teachers and administrators as well as the student when appropriate.

### **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.

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### **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.*

### **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: Chapter 5 (5.37)*

### **Student Conduct and Discipline Code**

The Student Conduct and Discipline Code is 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.

Each individual teacher shall be granted disciplinary authority over every student in his/her classroom in accordance with Florida and Federal law. Disciplinary control of student conduct in the classroom is the teacher's responsibility. Teachers are required to submit a Student Discipline Referral (Form 835-D) whenever a student is directed to the administration for disciplinary action. *See SEA Contract Article XI.*

All school personnel are responsible for reporting delinquent acts and crimes on school campus.

It is to be noted that when a student is placed on a District Behavior Contract or when a student is received from another school on contract, each teacher of that student must be notified.

*Please see the Student Conduct and Discipline Code and the Discipline Procedures Manual, both of which are available on the School Board's website.*

### **Bullying and Harassment**

It is the policy of the Seminole County School Board that all of its students, school district level employees and district volunteers have an educational setting that is safe, secure and free from harassment and bullying of any kind. The School Board will not tolerate bullying and

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harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Bullying or harassment of any student, school district employee, or school district volunteer, including but not limited to dividend volunteers is prohibited:

- During any education program or activity conducted or sponsored by the School Board or any school;
- On a school bus or any commercial or private vehicle providing transportation for a School Board or school sponsored program or activity;
- When in route to school aboard a school bus or at a school bus stop. Notwithstanding the duty to investigate complaints of bullying or harassment while a student is at a school bus stop, the School Board is not liable for such incidents but is only responsible to investigate and refer to the appropriate agency;
- Through the use of Seminole County Public School data or computer software that is accessed through a computer, computer system, or computer network maintained by the School Board or any district school. In the event a cyber communication of any type causes an educational environmental disruption, it is subject to Seminole County Public School discipline;
- At any facility owned, operated or maintained by the School Board;

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students, a district employee or a district volunteer, including: unwanted and repeated written, verbal, or physical behavior. This includes any threatening, insulting, or dehumanizing gesture; that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation.

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, written, verbal or physical conduct directed against a student, school district employee or volunteer by a student, school district employee or volunteer.

Bullying and Harassment includes cyber stalking which means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose, as defined by § 784.048(1)(d) Fla. Stat.

The Seminole County School Board requires that students, employees, and volunteers conduct themselves as appropriate for their respective level of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, employees, and volunteers and as otherwise set forth in School Board policies.

To review the entire Seminole County Bullying and Harassment Policy please visit the website: [www.scps.k12.fl.us](http://www.scps.k12.fl.us)

## **Reporting Student Dating Violence and Abuse**

1. District employees shall report known or reasonable suspected dating violence that is subject to School Board Policy 5.425 to the principal or designee of the school of attendance of the students involved in the known or suspected dating violence, to appropriate law enforcement authorities, and to the DCF child abuse hotline.

A. *Dating violence* means violence between students who presently have or have had a past continuing and significant relationship of a romantic or intimate nature.

B. *Violence* means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, or false imprisonment, or any criminal offense resulting in physical injury or death, by a student against any other student and in addition thereto includes insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse, abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental or both.

2. Reports of known or reasonable dating violence may be made in person or anonymously, orally or in writing, but student disciplinary action may not be based solely on an anonymous report.

A. The submission of a good faith complaint or report of dating violence or abuse will not affect the complainant or reporter's future employment by the School District, working environment, or work assignments. Appropriate remedial action, however, will be pursued for persons found to have wrongfully and intentionally reported an act of dating violence or abuse.

## **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 SBSC Policy Manual, Policy Number 5.41 entitled "Student Detention, Search and Seizure".*

## **Student Progression Plan**

The Student Progression Plan is a manual, which governs the admission, transfers instruction, reporting of progress, and remediation of elementary, middle, high school and exceptional education students in Seminole County. The School Board approves it each school year. The current Student Progression Plan is incorporated within the school's Management Plan.

**Legal Issues**

**Guardianship**

Guardianship is a legal term that designates the person(s) who has 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(s), who has 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.

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. Persons asserting "in loco parentis" status must execute a SCPS Form 893 without exception.

**Guardian Ad Litem**

A guardian ad litem is an officer of the court and a person is appointed to serve as a guardian ad litem by a court order. A guardian ad litem is neither a custodian of a minor or of the minor's

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property. The authority a guardian ad litem is prescribed by court order. One must obtain a copy of the court order appointing a person as a guardian ad litem to determine the authority.

- Upon receipt of the order appointing a guardian ad litem, the principal of the child's school will designate a person at the school to be the contact with whom the guardian ad litem will communicate regarding matters involving the child, including requests to visit the child at school. If the name of the child's school is unknown to the court, the guardian ad litem may contact the Legal Services Department at the district office to determine the name of the child's school. The person to be called in the Legal Services Department is Ned Julian (407.320.0010) or Serita Beamon (407.320.0340).
- The guardian ad litem will coordinate/schedule meetings between the guardian ad litem and the child with the designated school contact person.
- Every effort will be made by the guardian ad litem to meet with the child during non-academic periods of the school day, such as during lunch period, specials or electives, and immediately after school.
- Upon arrival at the school, the guardian ad litem will sign in at the front office, presenting picture identification.
- The school contact will make available to the guardian ad litem a suitable public room, such as the media center or the guidance office, in which the guardian ad litem may visit with the child. School grounds in public view, such as an outdoor picnic table area, may also be used for visitation, as agreed by the guardian ad litem and the school contact.
- The guardian ad litem may visit with the child without the presence of the principal or school contact.
- It is not appropriate for the principal or school contact person to notify the child's parent or legal guardian that a visit by the guardian ad litem is scheduled or has occurred.
- A guardian ad litem wishing to review the child's school records, including confidential school records, shall *submit a written* request to the school's principal or assistant principal. If the guardian ad litem does not have written consent signed by the child's parent or legal guardian, the school contact will send required reasonable notice letter together with a copy of the guardian ad litem's written request to review records and a copy of the order of appointment to the child's parent or legal guardian. The reasonable notice letter should be sent to the parents or guardians address of record. On the 11<sup>th</sup> day following the date of the reasonable notice letter the school contact person shall make the child's school records, including confidential school records, available to the guardian ad litem for review. *Notice by mail is not required if the guardian ad litem presents a written consent from the student's parent or guardian.*
- Unless specifically invited or authorized by the child's parent or legal guardian or authorized by the order appointing guardian ad litem, the guardian ad litem may not attend school conferences regarding the child, including but not limited to, parent-teacher

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conferences, parent-administrator conferences, Student Study Team meetings, Individual Educational Plan meetings, manifestation determination meetings, expulsion meetings or hearings, or meetings regarding the child's status or accommodations under §504 of the Rehabilitation Act.

If authorized by the court order of appointment, a guardian ad litem shall be permitted to meet with school personnel or the student or students, in the absence of the student's parents. Notice of such meetings should not be communicated to the student's parents.

*For Guardian Ad Litem Program questions contact the District Legal Services Department. See Parent Letter at back of handbook.*

### **Legal 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. 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 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.

Whenever a child is adopted, by new parents or by a step-parent, 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 between parents and guardians, etc., all SCPS employees should remain neutral.

## Reporting Child Abuse

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

### Protocol for Child Abuse, Abandonment, or Neglect Reporting and Investigations

This policy 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 39, Florida Statutes to immediately report such knowledge or suspicion to the **Florida Abuse Hotline at 1-800-962-2873**. Moreover, any person who knows, or has reasonable cause to suspect, that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the **Florida Abuse Hotline at 1-800-962-2873**. Failure to report suspected child abuse, abandonment, or neglect is a crime and may subject the non-reporting employee to criminal prosecution.

If an employee is in doubt as to whether the prohibited conduct constitutes child abuse, neglect, or abandonment the employee **MUST** report his or her knowledge or suspicions to the appropriate agency.

## REPORTING CHILD ABUSE – School Board Policy 2.80

### I. Definitions of Child Abuse, Abandonment or Neglect

- A. *Abuse* means any willful or threatened act that results in any physical, mental or sexual injury or harm that causes, or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.
- B. *Abandonment* means a situation in which the parent or legal custodian of a child, or in absence of the parent or legal custodian, the caregiver responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.
- C. *Neglect* occurs when a child is deprived of or is allowed to be deprived of, necessary food, clothing, shelter or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial inability, unless actual services for relief have been offered and rejected. A parent or legal custodian legitimately practicing religious beliefs in accordance with a recognized church or religious organization who thereby does not provide specific medical treatment for a child shall not, for that reason alone, be considered a negligent parent or legal custodian.



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- D. *Caregiver* means the parent, legal custodian, adult household member, or other person responsible for a child's welfare as defined in § 39.01(48) to include any employee of the Seminole County School Board.

**II. Prohibition Against Child Abuse, Abandonment or Neglect**

- A. The School Board strongly prohibits any action or omission constituting child abuse, neglect, or abandonment by any of its employees, agents, volunteers, or by other persons affiliated in any way with the School District. Further, all employees, agents, and volunteers of the School District must comply with Florida law requiring reporting of child abuse, neglect, or abandonment.

**III. Notification of Responsibility**

A notice providing the following information shall be posted in a prominent place in each school:

- A. All employees and agents of the School Board have an affirmative duty 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 have the responsibility to comply with child protective investigations and all other provisions of law related to child abuse, abandonment or neglect.
- B. Statewide toll-free telephone number for the central abuse hotline.  
**1-800-962-2873**

**IV. Requirements for Reporting Child Abuse, Abandonment or Neglect**

- A. Florida Statute requires that any person including, but not limited to, any
- Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, or hospital personnel engaged in the admission, examination, care or treatment of persons;
  - Health or mental health professional other than one listed in 1.;
  - Practitioner who relies solely on spiritual means for healing;
  - School teacher or other school official or personnel;
  - Social worker, day care center worker, or other professional child care, foster care, residential, or institutional worker; or
  - 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, caregiver, including but not limited to, district administrators, school administrators, teachers, instructional assistants, school bus drivers and monitors, clerical employees, coaches, guidance counselors, security personnel, or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Department of Children and Family Services.

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- B. Each report of known or suspected child abuse, abandonment, or neglect shall be made immediately to the Department of Children and Family Service's abuse hotline, on the single statewide toll-free telephone number. After the report has been made to the Department of Children and Family Service's abuse hotline, the reporter, including but not limited to, district administrators, school administrators, teachers, instructional assistants, school bus drivers and monitors, clerical employees, coaches, guidance counselors, and security personnel, must also contact his/her principal, the principal's designee, the District office or cost center supervisor to let them know the case has been reported and document the reporting for their own protection.
- C. Reporters in the categories specified in IV.A. above, will be required to provide their names to hotline staff. The extent of confidentiality of the reporter's name, with respect to the Department's records, is governed by Florida Statute.
- D. In accordance with state law, the Department of Children and Family Services, in conjunction with applicable law enforcement agencies, are responsible for investigating allegations of child abuse, abandonment, or neglect.
- E. Complaint Against School District Employee, Volunteer or Agent - If a complaint is made against a School District employee, volunteer, agent or other person affiliated with the School District which, if true, would constitute child abuse, neglect, abandonment or be a violation of law by that person, that complaint shall be immediately reported to the Florida Abuse Hotline at 1-800-962-2873 and then to the cost center supervisor or district professional standards department as appropriate. The person accused of child abuse, abandonment or neglect may be suspended or reassigned from duties involving interaction with children pending investigation of the allegations. If the allegations are substantiated by the investigating agency or by an internal District investigation, the Superintendent shall take appropriate disciplinary action. School District staff shall cooperate with and participate only as directed by the investigating authority during the investigation and with respect to any subsequent criminal proceedings.
- F. When a report of child abuse, neglect or abandonment has been made to Child Protective Services, a district administrator, school administrator, teacher, staff member, volunteer or agent should **not** take it upon themselves to interview the child, talk with the suspected abuser, discuss the allegations with other potential witnesses or otherwise investigate the case either before filing a report with the DCF Hotline or thereafter, except as may be directed by the Executive Director for Human Resources. Nor should a teacher, staff member, volunteer or agent divulge information relating to the complaint to persons other than school officials, Child Protective Services investigators, law enforcement investigators, the State Attorney or other court designee. If a parent, caregiver, or legal guardian desires information related to a complaint of child abuse, that person should be directed to contact the Child Protective Services and/or the appropriate law enforcement agency handling the investigation.

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- G. Florida Statute provides that a person required by state law to report child abuse, abandonment, or neglect, but who willingly and knowingly fails to do so, or prevents another from doing so, is guilty of a first-degree misdemeanor. Likewise, knowingly and willingly filing a false report of child abuse, neglect, or abandonment or advising another to do so constitutes a third degree misdemeanor. A first-degree misdemeanor is punishable by a term of imprisonment not to exceed one year, a fine not to exceed \$1,000.00, or both.
- H. Child Abuse Prevention Training for School District employees, staff, and volunteers shall be provided in compliance with, and as specified in, Florida Statute.

### **Reporting Student on Student Child Abuse/Neglect**

Each employee of Seminole County Public Schools who knows, or has reasonable cause to suspect, that a child has been abused, neglected, or abandoned by a parent, custodian, caregiver, or other person responsible for the child's welfare is required, pursuant to *Chapter 39, Florida Statutes*, to immediately report such knowledge or suspicion to the **Florida Abuse Hotline at 1-800-962-2873**. Moreover, SCPS employees that know or have reason to suspect that a student has committed a juvenile sexual offense on another student shall immediately report that information to the **Florida Abuse Hotline at 1-800-962-2873**. Juvenile sexual offender behavior includes, but is not limited to, noncontact sexual behavior such as making obscene phone calls, exhibitionism, voyeurism, the showing or taking of lewd photographs and varying degrees of direct sexual contact such as frottage, fondling, digital penetration, rape, fellatio, sodomy, and various other sexually aggressive acts.

There are four options for reporting child abuse, abandonment, or neglect to the Florida Abuse Hotline:

1. **Telephone** –This is the option that is preferred for all SCPS employees. You may call (800) 962-2873 or (800) 96-ABUSE, and talk directly to an Abuse Hotline report call taker. This option must be used unless there is a legitimate and important reason for using one of the other reporting options. **This option must be used in all cases of abuse, neglect, and/or abandonment that involve emergency situations.**
2. **Internet** – Reporters can now visit the Department of Children and Families Web site and file an abuse report online. To file an abuse report online, simply visit the Department of Children and Families Web site at [http://www.state.fl.us/cf\\_web/](http://www.state.fl.us/cf_web/) and click on the icon titled "Report Abuse Online."
3. **Fax**—You may also fax a completed "Fax Transmittal Form to Report Abuse/Abandonment/Neglect/Exploitation," to (800) 914-0004. The information in the fax will be assessed to see if it meets the legal criteria as a report for investigation. It is extremely important that as much information as possible be provided in the faxed form. If you need more space to explain your report than the fax form allows, additional pages can accompany it. Bear in mind that the time frame involved in processing a faxed report of abuse may be longer than that

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of processing a telephone report, which may delay assistance to victims. If you report child abuse, abandonment or neglect to the Abuse Hotline by fax, it is critical to include the following: a means of locating the victim; your school-based telephone number, in case additional information is needed; typed or legibly printed text; and the indication that you want a faxed response from the Abuse Hotline verifying receipt of your fax.

4. **TDD** (Telephone Device for the Deaf) – by calling (800) 453-5145.

It is recommended that the employee making a 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, neglect or abandonment will subject each employee having knowledge, but failing to report, to possible criminal prosecution.

### **Protocol for Interviews of Students at School by Child Protective Investigators of the Seminole County Sheriff's Department Investigating Possible Child Abuse, Abandonment or Neglect ("Investigator")**

1. The principal of each school will designate a person at the school to be the contact with whom the investigator will communicate regarding interviewing a student during school hours. The investigator will be provided with the name of the school contact.
2. The principal or his/her designee will inform the investigator as to whether or not the student is in attendance on the day the investigator inquires.
3. A Child Protective Investigator is permitted to conduct on-site interviews with a victim child that is unannounced and/or without prior notice to the school or school principal or designee.
4. If possible, the principal or his/her designee may coordinate with the Child Protective Investigator to conduct such interviews in a manner that is conducive to the academic welfare of the child such as, during non-academic periods of the school day, during lunch period, specials or electives.
5. Upon arrival at the school, the investigator will sign in at the front office and present proper identification.
6. The school contact will make available to the investigator a suitable room, such as the guidance office or conference room, in which the investigator may interview the child privately.
7. A school staff member who is known to the child may be present during the interview **only** if the investigator believes the school staff member will enhance the success of the interview by his or her presence and the child requests or consents to the presence of the school staff member.

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8. Neither the principal, the school contact, nor any SCPS employee will notify the child's parent or legal guardian that a visit by the investigator is scheduled or has occurred unless directed by the Child Protective Investigator or a law enforcement officer.
9. The child's school records, including confidential records, shall be made available to the investigator for review in a timely manner after a written records request from the investigator has been received.
10. If the child's parent has filed a written objection with the school refusing permission for a Child Protective Investigator to interview their child at school, the investigator must present a court order granting him/her permission to interview the child before the principal or his/her designee makes the child available for interview. **This does NOT include law enforcement officers conducting criminal investigations. The principal or his/her designee, upon request from the law enforcement officer, will make the child available for interview.**

### **Investigation of Suspected Child Abuse/Neglect/Abandonment Reports Involving School Board Employees**

1. All allegations that a Seminole County Public Schools employee, while acting in an official capacity, has abused, abandoned, or neglected a child shall be immediately reported to the Department of Children and Family Services abuse hotline at **1-800-96-ABUSE**.
2. A Child Protective Services investigator will initiate the appropriate investigation. School staff must not conduct an internal investigation into the allegations. Instead, after reporting the incident to the abuse hotline, school personnel must report the relevant information to the cost center supervisor or the district Professional Standards Office. The reporting individual must provide sufficient information to identify the school, the name of the alleged victim(s), and the substance of the complaint. **Parents/guardians of students involved in the allegations shall not be notified unless otherwise directed by the Child Protective Investigator or law enforcement investigator.**
3. The district's Professional Standards Office, with the assistance from the cost center administrator as needed and requested, will immediately initiate an internal District 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 child protective and/or law enforcement investigators may conduct joint investigations, unless independent investigations are more feasible and do not interfere with the child protective and/or law enforcement investigation. The district's investigator and/or building administrator may be used to assist with investigations as well as providing assistance to Child Protective Services and/or law enforcement as requested. Upon completion of the district's investigation, a detailed report of the investigation will be submitted to the Executive Director of Human Resources and Professional Standards.
4. The cost center administrator and the district's Professional Standards Office will determine, upon completion of the investigation, the appropriate administrative action regarding an employee involved in a confirmed incident. Certificated employees shall be reported to the

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Department of Education, Office of Professional Practices Services when allegations of abuse/neglect are confirmed.

5. Confidentiality of student involvement in matters will be maintained pursuant to the appropriate Florida Statutes.
6. All school personnel are required to report suspected acts, which constitute a delinquent act or a criminal act, in accordance with the provision of Florida Statutes Section 1006.13, 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.

### **Parent Rights and Student Records**

Federal and State of Florida laws provide that a student's education records are private and confidential. Education record means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche, that is directly related to a student and maintained by employees of the School District, including principals, assistant principals, deans, guidance counselors, and teachers, and by any county level employee. Parents and legal guardians, or the student, if age 18 or older, have certain rights regarding their child's education record:

1. The right to inspect, review, and copy education records within 45 days of such a request. A written request to inspect, copy, or disseminate education records shall be made to the school principal or designee;
2. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or designee], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment;
3. The right to consent to the disclosure of personally identifiable information, other than directory information, contained in the student's education record to third parties, **except that consent is not required to disclose personally identifiable information to other school officials in the school district who have legitimate education interests, and to other school systems where the student seeks or intends to enroll.** A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff

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member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, or auditory, medical consultant, or therapist); or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The School Board of Seminole County, Florida maintains some or all of the following records for each student:
  - a. SASI computer database records including, but not necessarily limited to enrollment, discipline, academic history, class schedule, and attendance data;
  - b. Student cumulative file;
  - c. Discipline file;
  - d. Health records;
  - e. Academic improvement plan;
  - f. Behavior intervention plan;
  - g. Miscellaneous communications between teacher/school and parent;
  - h. Portfolio of student work; and
  - i. Material provided by parent.

The primary custodian of your student records is the principal. A parent or student over the age of 18 who believes their rights regarding education records have been violated may file a complaint with the Family Policy Compliance Office of the United States Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Authority: Family Educational Rights and Privacy Act 20 U.S.C. 1232g; 34 CFR 99; §1002.22  
Fla. Stat.; 6A-1.0955 F.A.C.

### **Prayer in Public Elementary and Secondary Schools**

Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, requires that a local educational agency (LEA), as a condition of receiving ESEA funds, must certify in writing that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the “Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools” published by the U.S. Department of Education (USDE).

Moreover, pursuant to Section 1002.205, Florida Statutes, the USDE guidance is distributed to all LEA school board members, school superintendents, school principals, assistant principals, and instructional personnel.

### **School Safety Zone**

Florida State Legislature enacted SF 810.0975 in 2002 for the purpose of defining a “school safety zone,” which prohibits certain persons from entering or loitering within a school safety zone, providing a penalty and exception for residents and persons operating a licensed business.

The law is an enhancement of the existing trespassing statute (810.097) and establishes a specific boundary around a school where loitering is prohibited. The “school safety zone” is defined as “in, on, or within 500 feet of any real property owned by or leased to any public or private elementary, middle, or high school or school board and used for elementary, middle, or high school education.” The statute further states that “Each principal or designee of each public or private school in this state shall notify the appropriate law enforcement agency to prohibit any person from loitering in the school safety zone or who does not have legitimate business in the school safety zone or any other authorization, license, invitation to enter or remain in the school safety zones” This law applies to the period from one hour prior to the start of a school session until one hour after the conclusion of a school session.

### **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**

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 applicable Florida Statutes, State Board Rule and/or appropriate collective bargaining contract language. The employee will also be referred to law enforcement officials for investigation. School Board employees also have a statutory duty to report suspected substance abuse by a student to the principal (*FSC 1003.22*).

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

The public policy of the State of Florida as expressed in Chapter 384, Florida Statutes, states that 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: Policy 5.63.



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**Notice to Parents Regarding Student Surveys**

Federal law, 20 U.S.C. §1232h, requires the school to notify parents in advance if their child is asked to participate in a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behaviors or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

You must receive permission from the school administrator prior to distributing or contacting any parents. Schools may use the following consent form sample or develop its own.

\_\_\_\_\_  
I, \_\_\_\_\_ [parent name] \_\_\_\_\_, DO NOT give my consent for \_\_\_\_\_ [child's name] to take the Survey on or about \_\_\_\_\_ [date] \_\_\_\_\_.

\_\_\_\_\_  
Parent's Signature

Please return this form no later than \_\_\_\_\_ [insert date] \_\_\_\_\_ to the following school official: \_\_\_\_\_ [provide name and mailing address] \_\_\_\_\_.

**Courier, Media and Technology Information**  
**Inter-school 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.

See example below:

<b>TO:</b> <u><b>(Cost Center Name - Department - Individual's Name)</b></u>
<b>FROM:</b> <u><b>(Cost Center Name - Department)</b></u> <b>DATE:</b> <u><b>(Date sent)</b></u>

*(Incomplete envelopes are returned to sender.)*

3. Envelopes should be placed in the plastic courier bin and left in an area where the couriers may have easy access.

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4. Please RETURN extra envelopes to Distribution Services on a regular basis, packaged separately (may be rubber-banded).
5. Please REACH all the way into courier envelopes and visually check to see that they are empty before using or returning.
6. 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 four separate routes. (*See Courier Route Schedule*).
7. If you are inquiring about shipments or pickups of instructional materials (textbooks), please contact the Textbook Department at 407 320-0351.

### **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.
2. 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:

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

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

### **Materials Not Qualifying for Courier Delivery**

1. Any shipments exceeding 50 lbs to a single cost center.
2. The following items do not qualify for Courier Delivery:

Articles of clothing, personal articles, sports equipment, music instruments, money (checks or cash) other than payroll, personal communications, commercial material, advertisements or solicitations, Instructional materials (textbooks, etc), perishable (plants) or fragile items.

School requests for pick up of Instructional Materials (Textbooks), or transfer to another school, must come from the school textbook manager to Instructional Resources x 50351.

### **Loan of Equipment**

Schools cannot loan equipment to anyone for personal use. (See Acceptable Use Policy.)

## 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. No employee should sign up for any special phone service such as voice mail, web mail, or long distance service using their SCPS phone number. Any charges made by an employee on a SCPS phone number will be billed directly to the employee that has been assigned that phone number and all non-SCPS services will be cancelled.

[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 all long distance calls are logged.

All staff members including teachers are assigned a phone number that in most cases is also their phone mailbox. At the middle and high school level all incoming phone calls go directly into the mailbox. This way, teachers who are assigned to different classrooms during the school year can be contacted at one number. Since at the elementary school level each teacher is assigned a classroom, each classroom phone has a DO NOT DISTURB button on the telephone. This function is utilized during class time, allowing the teacher uninterrupted teaching time by having any incoming calls go directly to phone mail. In case of an emergency, the front desk can contact all teachers by using the intercom system in the phone.

Voice mail is provided for all employees through the SCPS phone system. Access is available both internally and externally. Voice mail needs to be checked, answered and deleted frequently.

## 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 days to determine whether the school board has an interest in such a product. If, at the end of

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such a sixty-day period, the employee has received no such statement from the office of the superintendent, the product becomes the personal property of the employee.

4. In the event the superintendent informs the employee and recommends to the board that the board has an 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 which the school board is liable to pay.

Specific questions regarding copyright laws should be directed to the Technology Implementation Managers or the SCPS Legal Department.

### **Printing Department**

The Printing Department supports all schools and staff with offset printing and copy services. The Printing Department charges for all materials and labor. Services provided range from simple black and white copying (Internet capable) to large volume offset printing in multiple colors. Although the Printing Department is basically a “Quick Printer” the department tries to produce almost every printed product the district can use. The Printing Department also offers color copying, rubber stamps, mail services and vinyl lettering. The department has limited Desktop Publishing capabilities.

We also provide these services for personal use for SCPS employees and outside organizations (non-political) on a space available basis.

### **Consolidated Copy Center Program**

The Consolidated Copy Center Program is voluntary and provides copy support to most district schools as well as charter schools. Schools send originals to the Copy Center and the copies are returned overnight versus doing their own in-house copying. The charge to schools for copying is priced at cost. Schools interested in using this program should contact the Printing Department.

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For questions concerning specific pricing and available services, please call 407-320-0393 option 1.

### **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 recommendation(s) 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 a professional library, media, or education selection aids or journals, if available. Careful consideration of materials, which might be objectionable to some 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.

Each school is responsible for the content of all instructional materials used in a classroom, whether purchased through an adoption process or otherwise purchased or made available in the classroom.

### **Media Shown to Students**

Media shown to or used with students, other than district adopted instructional materials, must be previewed and approved by the principal or principal designee prior to usage, must be linked to the Florida Standards for the course, and must be referenced in the lesson plans.

Media may not contain:

- Inappropriate language
- Nudity
- Sexually explicit or sexually implied materials or scenes
- Scenes showing alcohol or drug use
- Other questionable material

At all levels media must be age appropriate.

### **Challenged Material**

The following procedures shall apply to all objections to instructional materials adopted by the district School Board:

- I. The parent, as defined by Florida Statutes, of a student enrolled in a Seminole County public school may contest the district school board's adoption of a specific instructional material by filing a petition, on form (#479) Objection to Instructional and/or Media Material, within 30 calendar days after the adoption of the material by the school board.
- II. The Objection to Instructional and/or Media Material form must be signed by the parent, include the required contact information, and state the objection to the instructional

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material.

- III. Within 30 days after the 30-day period has expired, the school board will conduct at least one open public hearing on all petitions timely received and provide the petitioner written notification of the date and time of the hearing at least 7 days before the hearing.
- IV. The school board's decision after convening a public hearing is final and not subject to further petition or review.

The following procedures shall apply to other objections to instructional and/or media materials:

The parent, as defined by Florida statute, of a student enrolled in a Seminole County public school or any adult student who objects to any instructional/media material(s) being used in a school curriculum or media center may request a personal conference with the principal, or the principal's designee to discuss the use of the material. During this initial conference, the parent/guardian or adult student will be given a copy of the district policy and procedures for selection of instructional/media materials. The principal or designee will explain the reason(s) for the use of the material(s) and answer questions the parent/guardian or adult student has concerning the selection(s) in question. If an agreement regarding the objection is not reached in the initial conference, the parent/guardian or adult student will be given an Objection to Instructional and/or Media Material form (#479) for the purpose of making a formal complaint to the Principal, giving the specific reasons for his/her objections and the authority upon which the objections are based. One copy of the completed form is retained by the principal of the school.

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

Within a reasonable time, but not more than twenty-one (21) days after receipt of the objection, the school review committee will conduct a meeting to review the objections listed on the Objection to Instructional and/or Media Material form. The school review committee will include the principal, an assistant principal, the instructional staff member responsible for the use of the questioned material and his/her grade group chair, department head, or team leader. The parent/guardian or adult student making the objection will be given notice of the time, date and place of the school review committee's meeting and invited to attend this meeting. The parent/guardian or adult student will be permitted to address the school review committee. After the scheduled meeting, the school review committee will prepare a written response to the objection. A copy of the Objection to Instructional and/or Media Material form, a copy of the written response by the school review committee, and minutes of the school review committee's meeting will be sent to the parent/guardian or adult student and the Superintendent.

If the parent/guardian or adult student disagrees with the decision of the school review committee, the parent/guardian or adult student may request a review by the Superintendent. The request for review by the Superintendent must be submitted in writing within twenty-one (21) days from receipt of the school review committee's decision and signed by the parent/guardian or adult student. The Superintendent will review the request and may appoint a committee that will include, but not be limited to, appropriate district staff; one elementary, middle or high school administrator at large; a representative of the Seminole County Council of PTAs; and one lay person to conduct the review. The parent/guardian or adult student will be notified of the time, date and place of the review committee meeting and will be permitted to address the review

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committee. The Superintendent will prepare a response to the objection as recommended by the Superintendent's review committee. If the parent/guardian or adult student disagrees with the decision, the parent/guardian or adult student may appeal to the School Board. The request for an appeal to the School Board shall be submitted in writing to the Clerk of the School Board and be signed by the parent/guardian or adult student and must be filed with the Clerk on or before twenty-one (21) days from receipt of the Superintendent's decision.

The appeal will be placed on the agenda of a regular or special school board meeting at the direction of the Chairman of the School Board. The parent or guardian will be advised of the time, date, and place of the meeting in writing at least fourteen (14) days prior to the meeting at which the appeal will be considered. The parent or guardian will be permitted to address the School Board and submit evidence and present witnesses. The decision of the School Board is final.

### **Use of Electronic Resources**

Many SCPS employees enjoy access to technology, including Internet access and internal and external Email through school board provided computers. Use of such computers to access the Internet and Email for personal activities is not prohibited. However, employees are not permitted to utilize electronic resources for personal use during any period of time that is identified as their assigned duty day.

In addition, certain limitations do apply. 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 is called into question. Although professional and personal use of School Board provided electronic resources is encouraged, as skills are built through use, such use/privilege should not be abused. Discretion, good judgment, and common sense should prevail. Use of school district, electronic resources is subject to the School Board Acceptable Use Policy (AUP) and Implementation Guidelines which is published below. Violation of the AUP and guidelines is grounds for discipline, including termination.

### **Acceptable Use Policy for Creating Digital Citizens – Employee of Seminole County School Board – 6.891<sup>+</sup>**

#### **I. Purpose**

These procedures are written in support of *The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida, the Student Conduct and Discipline Code, including but not limited to: School Board Policies 2.63 (Education Equity Complaints), 3.33 (Directive, Procedures, and Administrative Manuals), 6.50 (Professional Ethics), 6.501 (Employee Relations-Civility), and 6.84 (Relationships With Students);* of the School Board and to promote positive and effective digital citizenship on the part of all School Board employees, including OPS personnel and substitute teachers.

The School Board and the Superintendent see the Internet and digital technologies as valuable resources, including the use of various social networking sites, such as Facebook, Twitter,

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Instagram, Pinterest, YouTube, Flickr, and like sites, but acknowledge they must be used responsibly. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. The School Board and Superintendent believe the teaching of safe and responsible online behavior is essential in the lives of students and is best taught in partnership between home and school.

Twenty-first century students and employees of the School Board at all levels spend increasing amounts of time online, communicating with school board employees (district and school based, students enrolled in district schools, and others, learning and collaborating. They recognize that information posted on the Internet is public and permanent and can have a long-lasting impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

### **II. Acceptable Uses of Digital Resources by District Staff**

- Creation of files, projects, videos, web pages and podcasts using network and internet resources in support of educational objectives.
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational objectives.
- Publishing original educational material and/or curriculum related materials in compliance with copyright laws. Sources outside the classroom or school must be cited appropriately.
- Publishing student work with parental permission.
- Use of mobile devices (such as cell phones, cameras, media players, etc.) for teacher-approved learning purposes.
- Use of the network, internet resources, and mobile devices for incidental personal use in accordance with all District policies and guidelines.

### **III. Unacceptable Uses of Digital Resources by District Staff**

- Use of digital resources for personal gain, commercial solicitation and compensation of any kind.
- Use that result in liability or unapproved cost to the district.
- Downloading and/or installing software without prior permission or approval of school technology contact.
- Supporting or opposing ballot measures or candidates, or participating in any other political activity.



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- Damaging, or attempting to damage, the network, equipment, materials or data physically or electronically. Examples include hacking, vandalizing, flooding, spamming, phishing, virus/worm/Trojan horse deployment.
- Accessing unauthorized district computers, networks and information systems.
- Cyber-bullying, harassing, insulting, and/or spreading messages of hate or discrimination.
- Attempting to send or sending anonymous messages of any kind or pretending to be someone else online.
- Storing, sending or posting information that could endanger others (e.g., bomb construction, drug manufacturing).
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material.
- Attaching unauthorized equipment to the district network.
- Other uses that the Superintendent or his/her designee may deem unacceptable.

### **IV. Expectations of Good Digital Citizens**

- Protect personal information of self and others by not sharing full names (unless permission is given), home addresses, phone number(s), ages, birthdates, and passwords. (Examples: Use first name and last initial when identifying students or student work.)
- Seek or verify permission according to district policy prior to publishing or electronically sharing photos, work, or information of others.
- Notify the appropriate school authority if dangerous or inappropriate information or messages are encountered.
- Practice safe and respectful communication.
- Abide by copyright laws and procedures.
- Understand the permanence of digital footprints.
- Use mobile phones and digital devices responsibly to enhance the capacity for learning, communication and collaboration.

### **V. Filtering and Monitoring**

Filtering software is used on the district network to block or filter access to objectionable material in accordance with the Children's Internet Protection Act (CIPA).

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Filtering software is not 100% effective. On a global network such as the Internet, it is impossible to effectively control the content of the information. On occasion, users of online systems may encounter material that is controversial and which other users, parents or staff may consider inappropriate or offensive. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution by themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.

Any attempts to subvert the District's Internet and/or e-mail filter or to conceal Internet activity are prohibited, such as proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.

In order to maximize the effectiveness of filtering and monitoring:

- Staff must make a reasonable effort to become competent Internet users and to monitor, instruct and assist students effectively.
- All users should refrain from indiscriminately sending unsolicited bulk messages. (SPAM)
- Staff, students and parents should be aware that personal devices, while appropriate as tools to enhance the capacity for learning, communication and collaboration, are not protected through district filtering.

### **VI. Copyright**

Board policy, (Policy 3.52), requires that employees respect the Copyright Law and the rights of copyright owners. Copyright law information has been provided to each school library media center for reference.

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited.

The Fair Use Doctrine of the United States Copyright Law (Title 17, USC) allows for the duplication and distribution of materials for educational purposes within the four walls of a classroom and when content is cited appropriately. Once those materials leave the four walls of that room - e.g. in a podcast or video placed on a website - fair use ceases to apply and all copyright laws are in full effect.

An individual may be breaking the law if he/she reproduces or uses a work created by someone else without permission. Permission may be granted in the following ways:

- Language contained within the work permits use of the material.
- Written permission has been obtained, or
- Use falls under one of the special Fair Use privileges provided in the law.

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Whenever you are unsure about using a copyrighted work, obtain permission from the copyright owner.

### **School Board Rights**

Works created specifically for the use of a school or the school board, and/or to represent the school or school board, such as a school web site, are the properties of the school board, even if created on the employee's time and with the use of their materials. (Also see Board Policy concerning copyright.)

### **Employee Rights**

Employees own the copyright to works created outside of their employment responsibilities and without the use of school board resources. Employees may post such work on the school board or school web site as long as notice of such posting and claim of ownership is provided to the webmaster of the site.

### **Student Rights**

Works created by students, including works created as part of a course requirement, are owned by students, may not be appropriated to school or school district use without the permission of the student and do not become the property of the School Board, the school, or the teacher unless ownership is specifically conveyed to the School Board, the school, or the teacher by written agreement. Works loaned to the school or School Board for display or publication may only be displayed or published by consent of the student and original works shall be returned to the student.

### **Trademarks**

Trademarks, such as logos and names representing a company, are protected under Trademark Law. Permission should be obtained prior to using trademarked names in any widespread publications, such as on the web.

## **VII. The District Network: Security and Privacy**

The District network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content. The District reserves the right to prioritize the use of, and access to, the network.

All use of the network must support educational objectives and be consistent with the mission of the District.

### **Username and Passwords**

Username, passwords and other measures are used to maximize security. Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are

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responsible for all activity on their account and must not share their account password. The following procedures are designed to safeguard network user accounts:

- Change passwords according to district policy.
- Maintain password security by not writing, sending or storing passwords without encryption.
- Lock the screen, or log off, if leaving the computer.
- Do not use another user's account.
- Notify appropriate personnel should a security problem be identified.

### **No Expectation of Privacy**

The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No user should have any expectation of privacy when using the district's network or equipment. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws.

Any personal electronic device installed or connected to the District network, and all information and data on it, is subject to the policies of the school board and any additional school or district department guidelines.

### **VIII. Confidentiality of Student Data**

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA). Staff shall not use IT resources (including but not limited to servers, networks, workstations, and printed output) to reveal confidential or sensitive information, student data, or any other information covered by existing state or federal privacy or confidentiality laws, regulations, rules, policies, procedures, or contract terms. Staff who engage in the unauthorized or accidental release of confidential information via the district's IT resources will be subject to sanctions in existing policies and procedures associated with release of such information.

**IX. Records Retention and Archiving/Backups**

Backup is made of all District e-mail correspondence for purposes of public disclosure and disaster recovery. Refer to the District retention policy for specific records retention requirements.

**X. Warranties**

Seminole County School Board makes no warranties of any kind, whether expressed or implied, for the services provided. The School Board is not responsible for any damages suffered, including loss of data, in conjunction with the use of its networks or equipment. In addition, the School Board will not be responsible for the accuracy, errors, or quality of information or data obtained through the use of digital resources.

**XI. Acceptance of Terms and Conditions**

All terms and conditions, as stated in this document, are applicable to each user. 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. Employees requesting access to electronic resources will be required to sign an acknowledgement of the 4 Acceptable Use Policy terms and conditions. In addition, all employees are bound by the School Board AUP Implementation Guidelines as published and periodically updated.

**XII. Disciplinary Actions**

If an employee violates any of the preceding policy provisions, his/her access may be limited or terminated and future access may be denied. In addition, appropriate disciplinary actions may be taken which may include, but are not limited to, a letter of concern, suspension with or without pay, termination, legal action and/or referral to law enforcement as appropriate.

**STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED: 1001.43, 1001.51, 1012.27, F.S.**

**HISTORY:       Adopted 7/19/2005  
                  Revised 6/21/2011  
                  Revised 6/20/2006**

**FORMERLY: EHAA**

**Acceptable Use Policy (AUP) for Electronic Resources Implementation Guidelines  
(Employee)**

**Expected Behaviors**

These guidelines are in effect seven days a week, 24 hours a day for use anywhere on the school board's network and/or with school board electronic resources. Individual users shall at all times be responsible for the proper use of accounts issued in their names.

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**Employees shall:**

1. Be familiar with the AUP and Implementation Guidelines
2. Use electronic resources for educational purposes, such as:
  - Lesson planning
  - Classroom instruction
  - Research
  - Professional development
  - Collaboration with peers
  - Participation in global learning communities
  - Communication with experts
3. Check school board provided email frequently and delete unwanted or unneeded messages promptly
4. Keep passwords private and change them frequently
5. Follow Netiquette rules
6. Make back-ups of important data files
7. Report any security problems, errors, bugs, viruses, system weaknesses, or damage to an immediate supervisor
8. Report any inappropriate message, or other communication that makes a student or employee feel uncomfortable, to an immediate supervisor
9. Log off when leaving a computer station

**In addition to those activities prohibited in the Acceptable Use Policy, employees shall not:**

1. Use another person's username and password or allow someone else to use theirs
2. Leave user accounts open or unattended
3. Send or spread viruses or other harmful software
4. Broadcast uninvited messages ("spamming") or send chain letters
5. Use obscene or offensive language
6. Download, copy, and/or share software, videos, music, movie files, or anyone else's work for which educational use rights have not been granted as per Copyright Law
7. *Enter and/or damage another person's folders, work or files*
8. Damage or attempt to damage the network, equipment, materials or data
9. Access any electronic resource without proper authorization
10. Monopolize equipment, bandwidth, storage space or any other shared resources
11. Use the network for video or audio entertainment
12. Download or install any software without authorization
13. Use electronic resources for illegal activities such as, but not limited to, the illegal sale or illegal use of drugs or alcohol, participation in or facilitation of criminal gang activity, participation in or facilitation of gambling
14. Alter, disable, or remove the Seminole County School Board Acceptable Use Policy notice presented at login, as a screen saver, or in another form.

**Important Information for Employees:**

**Users should have no expectation of privacy in any communication sent or received by email, or in regard to the Internet, network access, or other electronic resources. This also applies to files that are archived or otherwise recoverable. School officials may review files and communications to ensure that users are using the system responsibly.**

**Use of Electronic Resources**

Seminole County School Board electronic resources are primarily for educational use. Any information carried or contained on these resources is subject to review.

**Personal Devices**

Employees may not use a personal electronic device to access any school's local area network (LAN) and/or the school board's network, or any information contained or stored in electronic resources, without specific permission from school or school board technology staff. If any such electronic device is installed or connected, its use and all information and data on it shall be subject to the policies of the school board and any additional school or district department guidelines.

**Modems**

The use of a modem on school board property requires specific permission from an Information Services supervisor.

**Removing/Borrowing Equipment**

Employees may remove equipment from school board property when necessary to accomplish tasks associated with position responsibilities. In order to remove equipment from school board property, employees must follow appropriate procedures as outlined by each school or district department, including sign-out forms with acknowledgement of liability for loss or damage.

**Limits on Use of Resources**

Employees must exercise great care in the use of electronic resources. The network is not designed for video or audio entertainment. The following will help avoid network gridlock:

- a. Users should not tie up the network with idle activities such as surfing the Internet or playing games.
- b. Users should limit the use of streaming video and audio to ensure that there is sufficient bandwidth to support other educational activities. Be aware that although streaming video and audio may appear to be basic uses of the Internet, they consume large amounts of bandwidth (network resources).

Due to bandwidth concerns, all Internet-based curriculum resources must be approved by the Information Services Department prior to purchase. Examples of online curriculum resources

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include: *United Streaming Digital Media*; *Riverdeep*; *NovaNet*; *BrainPop*; *Enchanted Learning*; *Beyond Books*; *Turn It In*; and online periodicals.

The use of MP3, MVI, and similar file structures for both audio and video must be in support of educational activities, limited to very specific project needs, and in keeping with bandwidth restrictions and copyright considerations. Student use of these types of files will be conducted under the guidance of a faculty member.

### **Trouble-shooting/Repairs**

While it is expected that employees apply basic trouble-shooting techniques (checking power cords, cables, etc.) users shall not attempt to repair electronic resources. All requests for repair or service must be forwarded to the appropriate school technology contact. At all non-school sites, all requests for repair or service must be forwarded to school board support personnel via the Information Services Help Desk or work order system.

### **Reinstallation of software/data files**

On occasion it is necessary that school and/or school board technology personnel reformat hard drives or other storage devices. Reformatting completely erases all contents of these devices. All school board software which is consistent through the district, such as *Microsoft Office* and *Integrate Pro*, will be reinstalled. All other approved software will need to be reinstalled by school educational technology facilitators and/or network specialists once proof of licensing has been obtained. Unapproved copies of software will not be reinstalled, nor will personal data files be restored. Please keep any installation disks of specific school-purchased software in an identified location on campus should the need for reinstallation arise. Please be personally responsible for making backups of any important data files that are stored on local hard drives.

### **Purchasing of Electronic Resources**

All electronic resource purchases should be for items following the school board standards and procedures which can be found on the Information Services Department web site. For items not listed on the web site, please contact Information Services.

### **Wireless**

In order to ensure the security of the network, implementation of wireless connectivity (following 802.11 or newer standards) at any district site must follow district wireless standards (e.g. Enterprise wireless components). Each implementation of wireless devices must be approved by an Information Services supervisor or manager prior to acquisition.

### **Internet Communications**

The creation and/or use of Internet communication forums, such as blogs and wikis, must be limited to educational purposes and be in keeping with behaviors within the AUP and related guidelines. Student use of communication forums will be conducted under the guidance of a faculty member.



## **Copyright and Trademarks**

Board policy requires that employees respect the Copyright Law and the rights of copyright owners. Copyright law information has been provided to each school library media center for reference. An individual may be breaking the law if he/she reproduces or uses a work created by someone else without permission. Permission may be granted in the following ways:

1. Language contained within the work permits use of the material
2. Written permission has been obtained
3. Use falls under one of the special Fair Use privileges provided in the law

Whenever you are unsure about using a copyrighted work, obtain permission from the copyright owner.

## **Posting or Transmitting Works**

Reproducing or distributing copyrighted material on the network or posting such material to a website is strictly prohibited, unless the material is in the public domain, is in accordance with the fair use provisions of the copyright law, or is distributed or posted with permission of the copyright holder. Use of copyrighted materials for distance learning is governed under an amendment to the law, the TEACH Act. (Please reference information in the media center.)

## **School Board Rights**

Works created specifically for the use of a school or the school board, and/or to represent the school or school board, such as a school web site, are the properties of the school board, even if created on the employee's time and with the use of their materials. (Also see Board Policy concerning copyright.)

## **Employee Rights**

Employees own the copyright to works created outside of their employment responsibilities and without the use of school board resources. Employees may post such work on the school board or school web site as long as notice of such posting and claim of ownership is provided to the webmaster of the site. By posting such work to the school board's or school's web site, the employee grants a non-exclusive license or permission for any staff or student within the district to freely use such work.

## **Trademarks**

Trademarks, such as logos and names representing a company, are protected under Trademark Law. Permission should be obtained prior to using trademarked names in any widespread publications, such as on the web.

## **Plagiarism**

Plagiarism is defined as taking ideas or writings from another person and presenting them as if they were your own. Cutting and pasting of others' materials into one's own document is considered plagiarism if appropriate credit to the original source is not given.

A charge of plagiarism may be avoided by:

1. Creating original materials, or
2. Giving credit to the source of the materials

## **Licensing**

A license is a contract. In a school setting, it is most often associated with the use of networks, software, videos, and other audiovisual resources. The license governs the use of these materials. The user has no greater rights than those stated. Since each license is different, users should contact the individual in their school or district most familiar with the license agreement in order to comply with the requirements.

Licensing is required for transmitting any copyrighted materials over a network, whether it is a data network or closed circuit television (CCTV), especially if the CCTV network extends beyond one school. The following applications require licensing or written permission:

1. Computer software placed on a server or network for multiple-user access
2. Entertainment videos used for instructional or non-instructional purposes
3. Programs taped off-air under the 10-day use, 45-day erasure guidelines
4. Purchased or rental videos with the "Home Use Only" warning label
5. Instructional videos that require purchasing of closed circuit rights or prohibit closed circuit use

## **Safety**

Seminole County School Board cares about the safety of all network users. Employees who receive, or become aware of others receiving, threatening or inappropriate communications should take appropriate action as outlined on the Protocols for Inappropriate Use of Electronic Resources chart. (See Appendix)

Good online safety practices for employees and students include:

1. Not sharing personal or private information through email or the Internet
2. Not sharing financial information through email or the Internet
3. Ensuring students are aware of the Acceptable Use Policy and guidelines
4. Setting educationally relevant objectives for all student technology activities
5. Previewing Internet sites for educational value and appropriateness
6. Realizing that filtering isn't foolproof

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7. Placing computers in central locations in the classroom or media center, where screens are highly visible

### **Security**

Employees shall access electronic resources in a manner that does not compromise the security and integrity of these resources such as allowing intruders or viruses. Users wishing to download any document, file or software must observe district policies and procedures for virus checking and system security.

Users may occasionally be required to update registration, password, and account information in order to continue network access.

### **Privacy Communication**

The school board reserves the right to log, monitor, examine and evaluate all usage of its electronic resources, including email. Communications received or transmitted using electronic resources are not private despite any such designation by either the sender or the recipient.

The existence of passwords and “message delete” functions do not restrict or eliminate the school board’s ability or right to access communications and information on electronic resources. Messages sent over the Internet to recipients outside of the district should not be considered secure inside or outside of the network even if encrypted.

### **Confidentiality**

Access to certain information and files is restricted to protect the administrative security of the school board and its records, and to protect rights relating to privacy and confidentiality.

Employees who are provided access to such restricted information and files shall exercise the utmost care to prevent unauthorized persons from gaining access to them and to maintain the confidentiality of such information.

Users will take precautions to protect access to their accounts, ensuring that passwords are not accessible by others. The user must log out when leaving the computer workstation to ensure others do not use the account.

### **Confidentiality and Handheld Devices**

Information from any school board data source(s), including SASI, may not be downloaded into any handheld device without specific permission from the administrator responsible for that data.

To maximize the protection of student data on handheld devices:

1. Download only information that is critical to the job function
2. Ensure the device is password protected
3. Protect the device from damage, theft, or unauthorized use

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### **Email Guidelines**

Employees who access email accounts, either school board provided or private, via the district network must abide by the terms and conditions of the Acceptable Use Policy and related guidelines.

Subscriptions to Internet listservs and/or groups should be limited to professional or educational uses due to the amount of email traffic generated by general subscriptions.

Employee email addresses must be shared with interested parents and community members.

Requests for personal information about students or employees should not be honored via email. It is critical that personal contact is made with any individual requesting personal information. This particularly relates to any requests for student grades, discipline, attendance or related information. Once personal contact has been made, information may be shared electronically. In addition, security information such as username or password should not be sent via email for any reason.

Attachments to email messages should only include data files. At no time should program files (typically labeled “.exe”) be attached due to software licensing requirements. In addition, there exists the real possibility that any program files received as attachments over the Internet may include viruses or other very destructive capabilities once they are “launched” or started. Messages with these attachments should be deleted immediately.

### **Web Site Guidelines**

#### ***General Introduction***

The School Board of Seminole County maintains a range of websites accessed through its primary site at [www.scps.us](http://www.scps.us). These sites allow communication between the district, employees, students, and the community. The district, school, and teacher web pages that comprise the School Board of Seminole County websites may be used for the sharing of school and district-related information, publishing district policies, and the delivery of curriculum and instruction. All electronically-delivered materials must be consistent with the educational goals of the School Board of Seminole County.

All official web sites and/or pages that represent a school, school-based organization, department, or other Seminole County School Board entity must follow the school board’s Web Site Guidelines. Official web sites or pages are defined as those that have been approved as to format and content by a school’s principal or administrator designee or, in the case of district/departmental web sites or pages, by the Chief Information Officer or his designee and are monitored for compliance.

#### **Hosting of Websites**

All official sites representing the district will be hosted on servers located within the network of the School Board of Seminole County. Teacher/staff web pages – including communication

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tools such as, but not limited to, blogs and message boards – will be considered official sites and must also be hosted on district servers.

Official sites representing the School Board of Seminole County will be hosted in one of the following ways:

- A. School sites
  - 1. District web server for schools
  - 2. District solutions such as Teacher Center and Blackboard
  - 3. Existing school-based web servers established before July 19, 2005 \*
  
- B. Classroom sites
  - 1. District solutions such as Teacher Center and Blackboard
  - 2. School website \*\*
  
- C. Student sites
  - 1. Intranet
  - 2. Classroom website (student work posted by teacher)
  
- D. School-related Organizations
  - 1. School website
  - 2. District solutions such as Teacher Center and Blackboard

\* An approval process for new, school-based web servers will be made available to take into account situations when the district is not able to satisfactorily provide the specific service required. Such approvals will carry the requirements of compliance with School Board of Seminole County's Acceptable Use Policy (AUP) and Implementation Guidelines

\*\*Schools with pre- July 19, 2005, off-site, web hosting arrangements will be permitted to continue to use such as an option, as long as they comply with the School Board of Seminole County's Acceptable Use Policy (AUP) and Implementation Guidelines

### **Publishing Requirements:**

- A. Each school will develop a web publishing plan to be revised annually. The plan will include an approval process that outlines the method by which a school administrator approves web pages and content prior to publishing.
  
- B. Each school will identify a web master who is a district employee.
  
- C. The home page of each website will include a return link to the School Board of Seminole County home page ([www.scps.us](http://www.scps.us)).
  
- D. The home page of each website will include an email link to the web master.
  
- E. Each page of a website will include a return link to the site's home page.

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- F. Each page of a website will include the following notice of copyright: ©2005 School Board of Seminole County.
- G. Each website must comply with district policy on the posting of student images, names, and/or student information as per Board Policy, 5.71, Directory Information.
- H. The posting of copyrighted material must comply with the Copyright Law and follow the guidelines in the Copyright and Trademarks section of this Employee AUP and Implementation Guidelines document.
- I. Linking from an official school/district site to other websites that are not approved as official is only permitted when a disclaimer (see below) appears at the point of the link on the official site and on those sites being linked stating that these are not approved sites and neither the format or content has been approved, endorsed or sponsored by the School Board of Seminole County or the school.  
The following wording will be used for the disclaimer. [Neither the School Board of Seminole County, Florida nor any of its schools approves, endorses, or sponsors the format and content of this site.] A linked site that does not follow the School Board of Seminole County's Acceptable Use Policy and Implementation Guidelines is not considered official.
- J. A custom domain name must be owned and maintained by the school if it is to be used as an official website address for the school.

**The following are expected behaviors:**

- Use the district approved web template and content management system.
- Reduce impact on bandwidth by:
  - Keeping the graphics, sounds and animation to a minimum
  - Minimizing the use of multimedia such as Flash and providing a text bailout link
  - Avoiding the use of large images. Control image size by using image-editing software, not HTML. Use thumbnails when possible.
- Keep the length of a page manageable. Use anchors (targets or bookmarks) to allow quick access to sections of long pages.
- Assign ALT text to images to provide access to the sight-impaired.
- Keep links current.
- Keep all phone numbers and contact info. (i.e. emails) current.

**The following activities are not permitted:**

- Using slang or objectionable language
- Posting pages under construction
- Posting commercial information. Sponsorships and business partnerships may be appropriately acknowledged on district-supported pages.
- Allowing students to participate in online forums or chat areas that are not moderated by an instructor in a classroom setting

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- Using web pages or web forms to solicit personal information from students

### **Consequences/Due Process Standards of Conduct**

Standards of conduct are necessary to assure that people expressing their own individual rights do not violate the rights of others.

- a. Employee misuse of the system is defined in the Acceptable Use Policy and related guidelines. The definitions stated are not exclusive. If an employee is capable of inventing a new way to misuse the system, and it is reasonable that the employee would know these actions are improper, the employee may be disciplined.
- b. Employees should report system abuse to their immediate supervisor for appropriate action.
- c. Employee use of electronic resources is a privilege granted as a result of the employee's work status and is not a legal right. The school board may restrict any employee's use if the privilege is abused.
- d. If an employee uses an electronic device to gain prohibited access to an account that the school board has through a lease, rental agreement, or other contract with a third party, the employee will be subject to disciplinary action. This may include the notification of the appropriate state or federal law enforcement agency.

### **Consequences**

**If an employee violates any of the preceding policy provisions, his/her access may be limited or terminated and future access may be denied. In addition, appropriate disciplinary actions may be taken which may include, but are not limited to, a letter of concern, suspension with or without pay, termination, legal action and/or referral to law enforcement as appropriate.**

### **Warranty**

The school board makes no warranties of any kind, whether expressed or implied, for the communication/data/networking services it is providing. The school board will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the school board or as a result of the school board's negligence or by the user's errors or omissions.

Use of any information obtained via the Internet is at the user's own risk. The school board specifically denies any responsibility for the accuracy or quality of the information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

The school board will not be responsible for any financial obligation arising through the unauthorized use of the school board's electronic resources.

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Opinions, advice, services and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the school board.

The Seminole County School Board will cooperate fully with local, state, or federal officials in any investigation concerning or related to misuse of electronic resources.



## ***Protocols for Inappropriate Use of Network Systems***

Seminole County Personnel who receive or become aware of inappropriate, suspicious or offensive Internet or Email transmissions within their respective facility should do the following:

If the situation or electronic transmission is considered an ***immediate threat to life or property:***

↓

Contact school administration and the school resource officer. If not available, contact the Local Police Department responsible for your facility.

↓

The SRO and/or Principal/Administrator should take immediate and appropriate action to protect life and property by referring to the Emergency Procedures Manual under the "Threat Section."

↓

The administrator should contact one of the following Educational Support Officials as soon as possible:

***Bob Devecchio***    ***OR***    ***Erica Pooler***

*District Security Coordinator*  
Phone: 407/320-0025  
Cell: 407/402-8328

*Director of School Safety &  
Student Alt. Placement*  
Phone: 407/320-0167

In all other non-emergency cases involving inappropriate, offensive or suspicious Internet activity or Email transmissions, the initial point of contact should be the school administration who will contact one of the following persons:

John Byerly,  
***Ombudsman/Prof. Standards Investigator***  
Phone: 407/320-0537  
Cell: 407/448-3790

***OR***

Boyd E. Karns, Jr.  
***Exec. Dir. Human Resources/Prof. Standards***  
Phone: 407/320-0198  
Cell: 407/416-6251

In any case, immediately secure and protect affected computer hard drive(s) for possible further evidentiary analysis.

To anonymously report inappropriate, suspicious, or offensive Internet activity and/or Email transmissions, call the Speak Out Hotline 1-800-226-7733 or go to their website at [www.speakouthotline.org](http://www.speakouthotline.org). Teachers, students, and community members may use this hotline.

PARENT LETTERS

Dear Parent/Guardian:

We are pleased to offer students of Seminole County Public Schools access to the district's electronic resources, including the Internet, for instructional purposes. Access to school and district software, shared files, email, and other electronic resources will enable students to fully participate in required instructional activities. Students benefit from this access as they explore information resources and collaborate with professionals and peers.

The district provides Internet filtering, but filters do not offer 100% protection from accessing inappropriate sites. Some material accessible via electronic networks might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Students utilize electronic resources under the supervision of faculty and staff and with the expectation that they will act in accordance with the Student Code of Conduct, the Acceptable Use Policy and related guidelines. Seminole County Public Schools views parents and guardians as partners in setting and conveying the standards that their children should follow when using electronic resources, media and information sources.

**Access requires responsibility.** At any time an administrator or representative may review files and communications to insure that users are using the system responsibly. Students should have no expectation of privacy in any communication sent by e-mail or in regard to Internet and/or network access. As a reminder of appropriate use, a warning screen will appear on the user's computer at logon and/or other times.

As outlined in the Acceptable Use Policy for Electronic Networks section of the Student Code of Conduct, the following are not permitted, including, but not limited to:

1. **Using another individual's username and password.**
2. **Using electronic resources for financial gain or for political or personal business activity.**
3. **Accessing, downloading, storing, sending, or displaying text, images, movies, or sounds that contain pornography, obscenity, or language that offends or tends to degrade others.**
4. **Attempting to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.**
5. **Attempting to or actually accessing, modifying, harming or destroying another user's data.**
6. **Harassing, insulting, threatening, or attacking others via electronic resources.**
7. **Electronically or physically damaging or attempting to damage the network, equipment, materials or data. Examples include hacking, flooding or virus deployment.**
8. **Using telephone services, including long distance, without authorization.**

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9. **Using electronic resources\* for illegal or inappropriate activities.**  
Electronic resources include but are not limited to:
  - Network access
  - Internet access
  - Digital Cameras
  - Personal digital assistants (PDAs, Pocket PC, Palm OS devices, etc)
  - Personal communication devices (cell phones, pagers, messaging devices, telephones)
  - mp3 players
  - USB flash drives
  - Email
  - Computers
  - Laptops
10. **Sharing confidential information about students or employees.**
11. **Other uses that the Superintendent or his/her designee may find unacceptable.**

*Seminole County Public Schools supports and respects each family's right to restrict access. If you choose to restrict your child's access, please visit the SCPS web site at [www.scps.us](http://www.scps.us) or contact your child's school for the Internet Exclusion Request Form.*

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Estimados Padres/Guardianes:

Nos complace informarles el ofrecimiento de acceso de recursos electrónicos a los estudiantes de las escuelas públicas del condado de Seminole. Los mismos incluyen el uso de la red cibernética, para propósitos educacionales, acceso al software de la escuela y del distrito, a los archivos compartidos, al email, y a otros recursos electrónicos que permitirán al estudiante a participar completamente en actividades educacionales requeridas. Los estudiantes se beneficiaran de este acceso, mientras exploran recursos de información, colaboran con los profesionales y los compañeros.

El distrito proporcionara un sistema de filtración para evitar el acceso a información no educativo. Sin embargo, estos filtros no ofrecerán protección al 100% contra el acceso a lugares inadecuados. Cabe la posibilidad de que se filtre algún material ilegal, difamatorios, inexactos o potencialmente ofensivos para algunas personas. Los estudiantes utilizarán recursos electrónicos bajo supervisión de la facultad y del personal; con la expectativa de que deberán cumplir con las normas del distrito, la Política, y pautas de uso aceptable que aparecen en el código de conducta de los alumnos. El condado de Seminole considera a los padres y guardianes de los estudiantes como miembros que forman parte del establecimiento de los estándares que los estudiantes deben seguir cuando utilizan recursos electrónicos.

**Tener acceso requiere responsabilidad.** Un administrador o representante esta en todo el derecho de examinar los archivos y las comunicaciones para garantizar la integridad del sistema y verificar que los alumnos estén utilizándo los recursos electrónicos de forma responsable. Los alumnos no pueden esperar que sus mensajes de correo electrónico o sus accesos a Internet o a la red se consideren privados. Para recordar al usuario que se espera que utilice el sistema según las normas, aparecerá en la pantalla un aviso cuando la persona entre en el sistema y en otras ocasiones. Esta pantalla siempre estará activa y no podrá ser inhabilitada.

La sección de política sobre uso aceptable de redes electrónicas del código de conducta de los alumnos prohíbe las siguientes conductas entre otras:

- 1. Usar el username y la contraseña de otro individuo.**
- 2. Usar los recursos electrónicos para el aumento financiero o para la actividad económica política o personal.**
- 3. Tener acceso, descargar, almacenar, enviar, o exhibir al texto, imágenes, películas, o sonidos que contienen pornografía, obscenidad, o la lenguaje que ofende o tiende para degradar otras.**
- 4. Enviar mensajes anónimos o pretender ser otra persona al enviar mensajes.**
- 5. Evitar destruir, cambiar o accesar información de otros usuarios.**
- 6. Acosar, insultar, amenazar, o atacar otros usuarios vía recursos electrónicos.**
- 7. Electrónicamente o físicamente dañar la red, el equipo, los materiales o los datos. Los ejemplos incluyen cortar, inundar o desplegar virus.**
- 8. Usar servicios telefónicos, incluyendo larga distancia, sin la autorización.**
- 9. Usando recursos electrónicos \* para actividades ilegales o inadecuadas.**

**Los recursos electrónicos incluyen pero no se limitan a:**

**Acceso de red**

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Acceso del Internet

Cámaras Digitales fotográficas

Ayudantes digitales personales (PC de PDAs, del bolsillo, dispositivos del OS de la palma, etc)

Dispositivos personales de la comunicación (teléfonos de la célula, paginadores, dispositivos de la mensajería, teléfonos)

Jugadores mp3

Impulsiones del flash del USB

Computadoras

Computadoras portátiles

**10. Compartir la información confidencial sobre estudiantes o empleados.**

**11. Otras aplicaciones que el superintendente o su designee puede encontrar inaceptables**

*Las escuelas públicas del condado del seminole apoyan y respetan el derecho de cada familia de restringir el acceso. Si usted elige restringir el acceso de su niño, favor de visitar el Web site de SCPS en [www.scps.us](http://www.scps.us) o entrar en contacto con la escuela de su niño para la forma de la petición de la exclusión del Internet.*



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*Seminole County Public Schools*

**Seminole County Public Schools, Florida**  
**Internet Exclusion Request**

Student Name: \_\_\_\_\_  
School Name: \_\_\_\_\_  
Student Number: \_\_\_\_\_

In the event that you do not wish your child to access the Internet, please complete this form.

Seminole County Public Schools believes technology is a valuable educational tool. All classroom teachers use technology as an instructional tool. We strongly encourage you to allow your child to participate in ALL technology experiences. The chart below provides examples of the use of technology in the teaching and learning process.

Technology Application	Examples of Technology Use
<p><b>Access the Internet</b> <i>(Note: In addition to a filter, Internet access is supervised by the faculty. Students are educated on Internet safety.)</i></p>	<ul style="list-style-type: none"> <li>• Access to district online subscriptions such as encyclopedias and magazines</li> <li>• Access to district online Media/Library Catalog</li> <li>• Access to educational websites for projects</li> <li>• Access to district and state online classes</li> <li>• Access to network-based courses, i.e., keyboarding, accounting, etc.</li> </ul>

**Exclusion Request**

I am requesting that the above named student **NOT** be allowed to directly access the Internet when on school campus or while participating in activities supervised by school staff. I understand that my child will be subject to disciplinary action if he/she attempts to directly access the Internet.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
Please return this signed form to your child’s school.

If you have any questions regarding technology use at your child’s school, please contact the school directly.

\_\_\_\_\_  
(For office use only)

Date received \_\_\_\_\_  
Received by \_\_\_\_\_



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Escuelas Públicas del Condado de Seminole, Florida  
**Solicitud de exclusión de Internet**

Nombre del alumno: \_\_\_\_\_

Nombre de la escuela: \_\_\_\_\_

Número del alumno: \_\_\_\_\_

Si usted no desea que su hijo o hija acceda a Internet, complete este impreso.

Las Escuelas Públicas del Condado de Seminole piensan que la tecnología es un instrumento educativo muy valioso. Todos los maestros hacen uso de algún tipo de tecnología con este fin. Le recomendamos encarecidamente que permita que su hijo(a) participe en TODAS las experiencias relacionadas con la tecnología. El cuadro siguiente contiene ejemplos del uso de tecnología para enseñar y aprender.

<b>Tecnología</b>	<b>Ejemplos de uso de la tecnología</b>
<p><b>Acceso a Internet</b> <i>(Nota. Para acceder a Internet no sólo existe un filtro, sino que además el profesorado se encarga de supervisar en todo momento. También se educa a los alumnos para que visiten Internet sin peligro.)</i></p>	<ul style="list-style-type: none"> <li>• Consulta de las suscripciones en línea del distrito, por ejemplo, enciclopedias y revistas</li> <li>• Consulta de los medios y el catálogo de la biblioteca en línea del distrito</li> <li>• Acceso a sitios Web educativos para investigar proyectos</li> <li>• Acceso a las clases en línea del distrito y del estado</li> <li>• Acceso a los cursos en red, como por ejemplo, mecanografía, contabilidad, etc.</li> </ul>

**Solicitud de exclusión**

Quiero solicitar que **NO** se permita que el alumno mencionado anteriormente acceda directamente a Internet cuando se encuentre dentro de los límites de la escuela y cuando esté participando en actividades supervisadas por el personal de la escuela. Entiendo que se tomarán medidas disciplinarias contra el alumno si intenta acceder directamente a Internet.

Padre / madre/ tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

Presente este impreso firmado en la escuela de su hijo(a).

Si tiene alguna pregunta sobre la forma en que la tecnología se usa en la escuela del niño, pregunte en dicha escuela directamente.

\_\_\_\_\_  
(Para uso de la oficina)

Fecha de presentación \_\_\_\_\_

Recibido por \_\_\_\_\_



**RELEASE OF DIRECTORY INFORMATION**  
**The School Board of Seminole County, Florida**

The School Board of Seminole County, Florida may release the following “directory information” without your permission unless you notify the principal in writing by **September 10, 2014**. Upon request, military recruiters will be provided with your child’s name, address, and telephone listing unless you advise your child’s school not to release their information to any military recruiter.

Directory Information is defined as: student’s name; address; telephone number; current or most recent school attended; date of birth; weight and height of members of athletic teams; honors and awards received; participation in officially recognized activities and sports; grade level; and student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc., (a student’s SSN, whole or in part, may not be used for this purpose)..

Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold the release of the directory information listed above. If you decide you do not want the school to release the information listed above, any future requests for the “directory information” will be refused. Please indicate here your request to withhold the items listed above. You may request that directory information not be released except for having your child’s name and photograph appear in the school yearbook.

I do not want my child’s directory information released, including but not limited to any military recruiter.

I do not want my child’s directory information released to higher education: colleges and universities

I do not want my child’s directory information released to the public for media articles about students and schools, television stories about students and schools.

I do not want my child’s directory information released except for the following purposes:

- school yearbook (Local)
- school website (Local/District)
- school newsletter and newspapers (Local/District)
- school newscasts (Local)
- newspaper articles about students and schools (Local/District)
- television stories about students and schools (Local/District)

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student I.D. #: \_\_\_\_\_

School Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

If this form is not received by the school principal or information changed in Family Access by **September 10, 2014**, it will be assumed that the above information may be released. Please note that, notwithstanding the completion and submission of this document or information changed in Family Access, directory information may be released to local, state, and federal law enforcement agencies to the extent disclosure is permissible by the Family Educational Rights and Privacy Act.



**RELEASE OF CONFIDENTIAL STUDENT INFORMATION (GAL)**

[INSERT DATE]

[INSERT ADDRESS OF PERSON TO WHOM LETTER IS DIRECTED]

Dear [insert name of names of persons to whom the letter is directed]

This is to advise you that [name of school] has received an order appointing [name of GAL] as the guardian ad litem for [name of child] or a court order directing release of confidential student information to [name of person named in the order to receive the information] or a subpoena requiring release of confidential student information to [name of attorney or person named in the subpoena]. A copy of the court order/subpoena is enclosed. The requested information will be released on or after 10 days from the date of this letter unless the school is otherwise directed by the judge assigned to the case.

Sincerely,

[School Principal/Administrator]

**ACCESS TO DISTRICT ELECTRONIC RESOURCES**

Dear Parent/Guardian:

We are pleased to offer students of Seminole County Public Schools access to the district's electronic resources, including the Internet, for instructional purposes. Access to school and district software, shared files, email, and other electronic resources will enable students to fully participate in required instructional activities. Students benefit from this access as they explore information resources and collaborate with professionals and peers.

The district provides Internet filtering, but filters do not offer 100% protection from accessing inappropriate sites. Some material accessible via electronic networks might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Students utilize electronic resources under the supervision of faculty and staff and with the expectation that they will act in accordance with the Student Code of Conduct, the Acceptable Use Policy and related guidelines. Seminole County Public Schools views parents and guardians as partners in setting and conveying the standards that their children should follow when using electronic resources, media and information sources.