



EDUCATIONAL PATHWAYS ACADEMY

Great Minds. Innovative Paths. Successful Journeys.

2022-2023

Educational Pathways Academy

Staff & Teacher Handbook

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Section 1: General Policies & Procedures

Team Work

Teamwork is essential for the success of Educational Pathways Academy and ultimately the success of our students. When each staff member fulfills their own responsibilities, supports & encourages one another, we can meet success. All staff members are expected to be respectful to fellow staff members, students, and families at all times.

Staff Attendance

All team members at EPA are essential. Daily attendance ensures our school is functioning optimally.

Staff members are allotted 10 personal/sick days per school year. When the need arises to take a personal day or a planned sick day for medical reasons, it is the responsibility of the staff member to notify the Director 1 week in advance. Once approved, the staff member should post the absence on the EPA google calendar (Information regarding leave time requests, approvals, and calculations will be shared and maintained via Google drive). Teachers are responsible for supplying lesson plans and materials in advance of a scheduled absence. Teachers must also prepare lesson plans to be used in case of an emergency. These should be submitted to the office at the beginning of the school year.

All staff must report to school at 7:45 a.m. for morning planning.

Morning Duty (carline, homeroom) begins at 8:00 a.m.

School ends for staff at 3:30 p.m.

Lesson Planning

Lesson plans serve multiple purposes: curriculum pacing, ensures daily preparation, provides a reference for administration when in contact with families, gives information for substitute when the need arises.

Teachers are expected to complete weekly lesson plans.

These are to be completed by the Friday prior to the school week and uploaded to the teacher's folder on google docs. Lesson plans may be handwritten & scanned or in digital format. Plans should include group name/level, lesson objectives, procedure and materials.

Daily Lesson Plan Example:

	8/22/21
Spire Level 1	<p>Objective: Students will identify and manipulate the phonogram qu in short vowel words</p> <p>Procedure:</p> <ol style="list-style-type: none">1. Phonogram Drill/Intro QU (Phonogram Cards)2. Phonemic awareness activity TG p. 2503. Word Building Activity TG p. 252 <p>Materials: Phonogram cards Letter tiles</p>

Assessment/Record Keeping

All teachers and staff are expected to keep a consistent, daily record of attendance, homework, assessments when applicable.

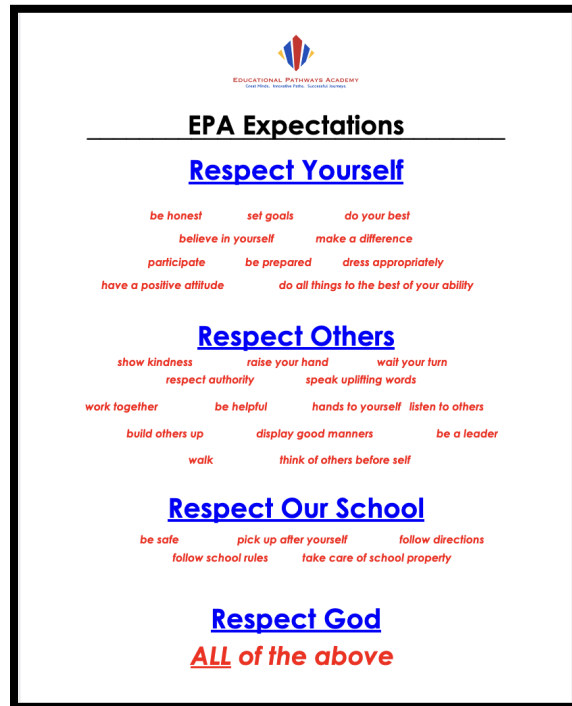
Attendance should be recorded during homeroom each day in TADS/EDUCATE.
Late arrivals/early dismissal should be recorded by office staff.

Assignment and assessment grades should be recorded in the gradebook weekly. Additionally, homework should be marked on Showbie for Upper School within one week of the assignment date.

Classroom Management

Teachers are responsible for creating a loving, caring, and safe classroom climate. Daily procedures and classroom expectations need to be communicated explicitly to students. Proper supervision, engaging lessons, and effective teaching strategies are proactive measures in preventing unwanted behaviors. Enforcing school rules and appropriate behaviors are an integral part of creating a positive learning environment.

EPA Expectations



Classroom Maintenance

Classrooms are to be kept clean and organized. Professional housekeeping will clean the building 3x times per week on Monday, Wednesday, and Friday evenings. However, staff members are responsible for wiping down desks, light vacuuming, and taking out the trash on Tuesday & Thursday, and as needed.

Materials should be organized and easily accessible to students. Bulletin boards and displays should be neat and reflect class learning objectives and activities. General appearance of the classroom should promote a calm, streamlined, and clutter free environment so as to not distract our students (many of whom have diagnosed attentional issues) from their learning.

Professionalism

Appearance: At EPA, the dress code is casual, but displays professionalism. Staff should be neat in appearance and grooming. Dressing appropriately communicates confidence to yourself and to your students. Please refrain from wearing shorts, leggings, short skirts, tank tops, and jeans (except on Friday). Jeans are permitted on Fridays.

Communication: All communication with students and families should be professional in nature. Avoid controversial topics, private personal matters, and confidential school information. Communication with parents should be kind, thoughtful, and positive. Our parents are our customers and should be treated with the utmost respect.

Additionally, please avoid communication regarding students in front of students.

Connecting with Families

EPA values fostering a positive, respectful partnership between school and home. Please keep daily communications with family positive. At times, information about academic or behavioral concerns may need to be communicated to families. Please feel free to discuss the manner and means of communication with administration. If more serious issues arise, the Director may choose to contact the student's family. Please CC the Director and Campus Head Administrator on any important correspondence. Use EPA email and school phone when communicating with families pertaining to school matters. Communication regarding an ill child should be handled only by office staff.

Staff communication with EPA families should be professional. Information about students is confidential and should not be shared with other families.

Social Media posts that reference students or student work may not be posted on personal accounts unless you are sharing a post directly from the EPA Facebook page on your personal page.

Staff may not "friend" students on social media.

Planning Periods

Planning periods are incorporated into the school day to ensure appropriate teacher preparation for classes. Additionally, this time allows for a break, lunch, and time to meet with fellow team members. If a staff member needs to leave the building during the planning period, please inform office staff.

Duty

All staff may be assigned morning or afternoon duty.

Occasionally, teachers may be assigned lunch duty, homework detention or classroom coverage as needed.

Team Meetings

Team meetings provide time for communicating, learning and fellowship. All staff are required to attend team meetings as designated (teacher team meeting/school staff team meeting).

Bridge Bulletin

Periodically, staff may be asked to contribute to the Bridge Bulletin. Please write about current topics of study in class and/or an interesting project. Course objectives, information about

homework and reinforcement practice may also be included. Write-ups are due by the Thursday before, shared with both Molly and Kristy via google docs.

Google Suite

Google docs, Google Calendar, Google sheets and Gmail are utilized at EPA. Please check school email for important information such as the Bridge Bulletin and Info for the Week email from Molly. These are emailed on Sunday. Please read in its entirety as both emails communicate critical information such as schedule changes, shadow students, absences, etc. Staff must also be able to access Google Docs and Google Sheets in order to obtain important school documents such as schedules and student information.

Staff Support and Evaluation

At EPA, we aim to provide ongoing support and training in effectively carrying out each staff member's role. Please bring to the attention of the Director of Curriculum & Instruction or Principal if you need assistance in any aspect of your position.

Administration will meet with teachers and observe classes to help set goals, provide resources and trouble shoot as needed.

An administrator will conduct a series of mini visits instead of one formal evaluation. These brief observations allow for a more realistic snapshot of the classroom climate. These observations, along with lesson plans, daily attendance, performance of duties, participation in staff meetings, work ethic and teamwork help to comprise the overall teacher evaluation.

Section 2: Contractual Obligations

Spiritual: The teacher/employee shall...

- A. Seek to be a role model in attitude, speech and actions. Seek to display the Fruits of the Spirit (love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control) to all you encounter.
- B. Be sensitive to students' struggles, concerns, learning differences, and pressures. Lead students to a realization of their self-worth in Christ.

Instructional: The teacher/employee shall...

- A. Recognize the role of parents as being primarily responsible before God for their child's education and assist them in the task. Maintain consistent, frequent, and ongoing communication with parents. Respect or maintain confidentiality in communication regarding students.
- B. Teach classes as assigned following prescribed scope and sequence of academic content as scheduled by the administration, using the prescribed curriculum and according to the school's philosophy and administrative directive.
- C. Develop lesson plans and supplementary materials compatible with EPA's instructional and philosophical standards. Submit lesson plans weekly in accordance with administrative direction for review and accountability.
- D. Seek ways to integrate biblical principles and the Christian philosophy of education throughout the curriculum and in behavior management.
- E. Challenge students to reach their full potential in every area of learning while being sensitive not to frustrate them by asking more than they are developmentally ready to do.
- F. Provide varied, research-based, student-centered instruction in order to adapt the curriculum to the needs of each student.
- G. Translates lesson plans into learning experiences to effectively and actively engage students.
- H. Guide students to know their own profile and to advocate for their learning needs.
- I. Work collaboratively with the teaching team on behalf of students, and seek the ideas, feedback or advice of colleagues as an integral part of effective planning.
- J. Integrate modern technologies, media, and other tools into instruction.
- K. Establish and maintain standard of student behavior through relationship, positive reinforcement, and support.
- L. Evaluate and document academic and social growth of students, while keeping required records
- M. Supervise and monitor students in class and during transitions for the safety of students, both physically and emotionally
- N. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work and

to relate well to a variety of tasks and of personality.

- O. Employ a variety of instructional aides, methods, materials and techniques that will provide for clear instruction to reach the whole child: spiritual, mental, physical, social and emotional.
- P. Seek to find ways to enrich student learning through the balanced use of field trips, guest speakers, and projects.
- Q. Assess students' progress against established norms on a regular basis and provide reports as required. Maintain regular assessment practices, both formal and informal.
- R. Keep parents informed regarding their child's progress. Return all graded tests and student work in a timely manner
- S. Keep proper discipline in the classroom and on the school premises for a good teaching environment

Non-instructional: The teacher/employee shall...

- A. Cooperate with administration in implementing all policies, procedures, and directives governing the operation of the school.
- B. Keep students, parents, and administration adequately informed of progress or deficiencies and give sufficient notice of failure.
- C. Actively seek opportunities to speak with parents formally and informally regarding their child.
- D. Maintain a clean, attractive, well-ordered classroom. Display only items that are consistent with school policy and the school's mission.
- E. Attend open house events and school sponsored events that benefit the school at large. Be an active member of the team promoting the school and the students.

Professional: The teacher/employee shall...

- A. Utilize educational opportunities and evaluations for professional growth.
- B. Seek the counsel of administration, colleagues, and parents while maintaining a teachable attitude.
- C. Provide ideas and recommendations through proper channels for the administrative and managerial functions in the school.
- D. Attend and participate in scheduled in-service seminars, faculty, and other meetings-- taking leadership when appropriate.
- E. Contribute to the general improvement of the school.
- F. Be committed to displaying the attributes of professionalism, flexibility, willingness to collaborate, creativity, humor, and passion for emerging research and pedagogy.
- G. Participate fully as a team member who seeks to fulfill EPA's mission with excellence.

- H. Refuse to use or circulate confidential information inappropriately.
- I. Endeavor to attain and maintain professional Florida Teacher Certification.
- J. Utilize the school's chosen platform for recording of student assessments, progress reports, etc.
- K. Participate in additional in-service and professional development opportunities that increase knowledge and understanding of our student population.
- L. Recognize the need for excellent public relations. Represent the school in a favorable and professional manner to the constituency and general public.
- M. Understand your obligations under Florida law regarding child abuse reporting requirements and fulfill those obligations. (Included in Section 3 of this handbook.)

From the Director's heart:

"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."

Pray about God's design for your classroom, your lessons, and how to best teach His children. Be joy, spread joy, and abound in joy!

Love the children. We are being entrusted with very special children. Many times they are coming to us with wounds, academically and emotionally. Seek to know each child personally and develop a relationship of trust.

Handle each student as a "Masterpiece of God."

Give clear expectations to students and remain consistent and patient. Discipline students with love, consistency, and the Truth of God's Word.

Seek to personally know and work cooperatively with fellow employees/team members. We are a team who has been selected by God to fulfill His purposes at EPA. In order to do that, we need one another both professionally and spiritually.

Proverbs 27:17, "Iron sharpens iron, so one person sharpens another."

1 Corinthians 12:4-6, "There are different kinds of gifts, but the same Spirit distributes them. There are different kinds of service, but the same Lord. There are different kinds of working, but in all of them and in everyone it is the same God at work."

Each team member has God-given strengths. Ask for help when you need it; give help when it is needed.

Section 3: Ethical Conduct of Personnel & School Administrators

**Standards of
ETHICAL CONDUCT
EDUCATIONAL PATHWAYS ACADEMY**

**For
INSTRUCTIONAL PERSONNEL
&
SCHOOL ADMINISTRATORS**

2022-2023

WORKPLACE STANDARDS AND POLICIES
ETHICAL CONDUCT OF INSTRUCTIONAL PERSONNEL AND SCHOOL ADMINISTRATORS

***Training Requirement:** All instructional personnel, educational support employees, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

As a representative of Educational Pathways Academy (EPA), personnel and administrators must demonstrate and uphold standards of ethical conduct both in and outside of the classroom. As an employee and a role model to students, instructional personnel and school administrators have a duty, at all times, to:

Abide by the Code of Ethics of the Education Profession in Florida (Rule 6B-1.001, F.A.C.)

1. Our school 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. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

3. **Concern for the student requires that our instructional personnel and administration:**
 - 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. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

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

k. 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.

l. 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.

m. Shall comply with the conditions of an order of the Education Practices Commission.

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

School personnel, teachers, and administrators shall abide by all school policies and procedures with steadfast adherence to the following:

Training Requirement All instructional personnel, educational support employees, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

Reporting Misconduct by Instructional Personnel and Administrators All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees, and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors.

Reports of misconduct of employees should be made to Molly Arthur, Head of School.

Reports of misconduct committed by administrators should be made to the Board of Trustees.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators, which affects the health, safety, or welfare of a student, are posted in the school's front office and on our website at educationalpathwaysacademy.com.

Reporting Child Abuse, Abandonment or Neglect

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

Signs of Physical Abuse: The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse: The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect: The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections: Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

Immediately report known or suspected child abuse or neglect to the Florida Department of Children and Families Toll-Free Hotline (1-800-96-ABUSE)

In accordance with section 39.201, Florida Statutes, any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, or 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 Department of Children and Families (DCF) Central Abuse Hotline at 1-800-96-ABUSE.

Instructional personnel and school administrators may report such information to DCF in unison, but reporting to another school employee does not fulfill the legal obligation to report to DCF.

A person who is required by statute to report known or suspected abuse or neglect and fails to do so, is subject to disciplinary action by the employer, by the State Department of Education and/or through criminal prosecution.

In section 39.01(2), Florida Statutes, the term "Abuse" means any willful act 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.

In section 39.01 (44), Florida Statutes, an act of "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 or to be in danger of being significantly impaired.

In section 39.01 (47), Florida Statutes, "Other person responsible for a child's welfare" includes the child's legal guardian or foster parent; an employee of any school, public or private child day care center, residential home, institution, facility, or agency; a law enforcement officer employed in any facility, service, or program for children that is operated or contracted by the Department of Juvenile Justice; or any other person legally responsible for the child's welfare in a residential setting; and also includes an adult sitter or relative entrusted with a child's care.

In accordance with section 39.203, Florida Statutes, any person who reports in good faith any instance of child abuse, abandonment, or neglect to the Department of Children and Families or any law enforcement agency, shall be immune from any civil or criminal liability, which might otherwise result by reason of such action.

Immediately report to Molly Arthur, Head of School, any alleged misconduct that affects the health, safety or welfare of a student, by other instructional personnel or school administrators.

In accordance with section 1012.795(1)(b) Florida Statutes, any instructional personnel or school administrator must report alleged misconduct that affects the health, safety or welfare of a student by instructional personnel or school administrators.

If instructional personnel or school administrators have knowledge of a violation of section 1012.795 or the Standards of Professional Conduct or the school code of conduct, designated employees shall immediately report the nature of the misconduct to the school designee. The school designee is Molly Arthur, Head of School.

Instructional personnel or school administrators who fail to report misconduct of other instructional personnel or school administrators that affect the health, safety or welfare of students shall be subject to disciplinary action up to and including termination of employment and revocation of their Florida Educator Certificate.

Prohibition of Bullying and Harassment

All students and school employees have the right to an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and/or harassment, as defined by district policy and section 1006.147, Florida Statutes, are prohibited.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on

one or more students and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual religious, or racial harassment
9. Public humiliation
10. Destruction of property

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

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and Harassment also include: Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

Perpetuation of conduct listed in paragraph (a) or paragraph (b) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by:

- a. Incitement or coercion;
- b. Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Discrimination Prohibited

All employees shall abide by the school's policy on prohibiting discrimination. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school, except as provided by law.

Educational Pathways Academy admits students and hires personnel of any race, color, gender, national or ethnic origin. All rights, privileges, programs and activities generally accorded are made available to students and employees of the school. EPA does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, admissions policies, hiring policies, scholarship and loan programs, and other school-administered programs.

Confidentiality Agreement Prohibited

In accordance with section 1001.42(6), Florida Statutes, neither the school administration nor any employee of the school may enter into a confidentiality agreement, written or verbal, with an instructional personnel or school administrator who resigns, is terminated, or resigns in lieu of termination due to allegations, in whole or in part, of misconduct related to the health safety or welfare of a student. Any part of an agreement that has the purpose or effect of concealing misconduct which affects the health, safety or welfare of a student is void and contrary to public policy and shall not be enforced.

Reference Checks

In accordance with section 1001.42(6), Florida Statutes, neither the school board nor any employee of the school board may provide instructional personnel or school administrators with employment references or discuss their performance with prospective employers from another educational setting without also disclosing the personnel's or administrator's misconduct.

In accordance with section 768.095, Florida Statutes, an employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes.

Alcohol and Drug Free Workplace

No employee shall possess, consume, sell, distribute, dispense, use or be under the influence of any alcoholic beverage in the workplace, including all school sponsored events that may be on or off school grounds. No employee shall possess, consume, inject or ingest, sell, manufacture, distribute, dispense, use or be under the influence of, on or off the job, or in the workplace,

including all school sponsored events that may be on or off school grounds, any narcotic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the Controlled Substances Act and as further defined by regulations at 21 CFR 12001.11 through 1300.15 or Florida Statutes Chapter 893, without a lawful prescription. As a condition of employment, each employee will abide by the terms of this policy and notify the Director of any arrest for a criminal drug offense within 48 hours.

Reasonable Suspicion Tests

As a condition of continued employment, current employees shall submit to drug screening when reasonable suspicion exists to believe that an employee is using a substance that is impairing the employee and/or his or her job performance.

Perform duties in a competent manner

Continuing evaluation of instructional and administrative staff is necessary to enable the school to monitor the effectiveness and competence of instructional and administrative staff members and to assist them in the improvement of their professional performance. In accordance with section 1012.34, Florida Statutes, the performance and capacity of instructional and administrative staff shall be evaluated according to procedures established by the Director.

Physical Examinations and Medical Evaluations

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

Conflicts of Interest

No employee shall engage in conduct, which creates a conflict of interest. A conflict of interest shall be defined as a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.

Corporal Punishment

Pursuant to section 1002.20(4)(c), Florida Statutes, corporal punishment of a public school student may only be administered by a teacher or school principal within guidelines of the school principal and according to district school board policy. If corporal punishment is used, it must be administered in accordance with section 1003.32(1) (k), Florida Statutes.

Reasonable Force

In accordance with sections 1003.32, 1006.11 and 1012.75, Florida Statutes, reasonable force, as defined by State Board of Education Rule, may be used by school district personnel in order to maintain a safe and orderly learning environment.

Acceptable Use of School Property and Resources

All employees shall use school resources, electronic and otherwise, only for duties and activities in support of the educational goals and policies of the school board. Use of such school resources, electronic and otherwise, for purposes not related to the educational goals and policies of the school can result in adverse action against the employee, up to and including termination and, when appropriate, certification action and/or criminal charges.

Weapons

Except as provided in sections 790.115, 790.06, and 1006.12, Florida Statutes, the School Board prohibits all staff from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the school including, but not limited to, property leased, owned, or contracted by the school, or a school-sponsored event. (A weapon and examples thereof are as defined school policy.)

Security of Tests

All mandatory tests administered by or through the State Board of Education and / or School administered national norm-referenced achievement tests shall be secured pursuant to Florida Statutes and State Board of Education Rules. The loss of testing materials, cheating or any other breach of test security procedures and laws shall be reported immediately to the Head of School.

Dress Code

All instructional staff and school administrators shall be physically clean, neat and well groomed and shall dress in a manner consistent with being a professional.

Tobacco Use in District Facilities

All use of tobacco products in any form are prohibited in or on any school-associated building, facility or property.

Electronic Communications and Social Networking Sites

Instructional Personnel and School Administrators shall use caution and good judgment when using electronic communications and social networking sites. Any information relayed to students via electronic communications shall be professional in nature and related to a student's academic progress. Any information posted to or communicated through a social networking site shall not bring disfavor, embarrassment or condemnation to the employee, student or school.

Training Required

All instructional personnel and school administrators must engage in annual training on the standards of ethical conduct and the policy for reporting misconduct. Training may be provided or conducted as determined appropriate by the district, but at a minimum must include examples of violations of the Code of Ethics and Principles of Professional Conduct and potential penalties, information on how to properly identify and report child abuse or neglect, procedures on how to report misconduct of other instructional personnel and school administrators, requirements of self-reporting criminal charges, the nature and consequences of disqualifying offenses, the importance of being a role model, and the fiduciary responsibility of being an educator.

Reports to the Office of Professional Practices Services (DOE)

Any violation of these standards of conduct may result in the information being reported to the Office of Professional Practices Services for investigation to determine if disciplinary action should be taken against an educator's Florida Educator Certificate.