

MADISON COUNTY SCHOOLS
EMPLOYEE
HANDBOOK



"Purpose Driven"

Shirley D. Joseph
SUPERINTENDENT
2020-2021



Greetings,

Welcome to the 2020-2021 school year in Madison County! If you are new to our district, I welcome you to the Madison County School District Team! I wish you a great deal of success as you join us in challenging students to **Achieve more**. I am looking forward to a great year of student achievement, teaching excellence, and organizational performance. We believe that each employee contributes directly to the success of our students, and we hope you will take pride in being a member of our team. It is important to remember our mission to meet the educational needs of all children in our district. In this time of Pandemic, the methods we use to meet the needs of all children may look different from any time in the past. Even so, we must ensure that each child is provided with rigorous instruction designed to facilitate acquisition of knowledge and skills required for life in the increasingly complex and global twenty-first century society. Students must be able to think critically, solve complex problems, work collaboratively, demonstrate creativity, and be able to separate the wheat from the chaff in information rich environments.

In our school district, we place a high priority on providing a collaborative and employee-friendly environment, while being mindful of our primary responsibility: enhancing student learning. We expect respectful and professional relationships among staff, students and parents, and all those who rely on us to provide more opportunities and more choices for our students. The purpose of this Employee Handbook is to provide you with information regarding employment expectations and benefits, as well as insight into the overall philosophy of the Madison County School District and district policies and procedures to guide you in your work. We encourage you to have discussions with your supervisor if you have any questions regarding the contents of this handbook. Each of our schools also has a handbook specific to their building, and you should become familiar with that document as well. Your principal, department supervisor, or our Human Resources staff can answer any questions you may have about either document. We hope your employment with the Madison County School District will be a long, fulfilling, and rewarding experience. Let's make 20-21 an exciting year to remember!!!!

Our Children, Our Commitment, Our Future

Shirley D. Joseph
Superintendent
Madison County School District

*Preparing Students for Career, College and Community
Purpose Driven*

Superintendent	Shirley D. Joseph	Shirley.joseph@mcsbfl.us	(850) 973-1530
Director of Human Resources	Dr. Travis Blue	travis.blue@mcsbfl.us	(850) 973-1531
Director of Finance			(850) 973-1541
Coordinator of Student Services and ESE	Mrs. Melinda Richie	Melinda.richie@mcsbfl.us	(850) 973-1562
Coordinator of Curriculum	Mrs. Robin Hill	Robin.hill@mcsbfl.us	(850) 973-1552
Coordinator of Federal Programs	Mrs. Lisa Roderick	Lisa.roderick@mcsbfl.us	(850)-973-1565
Coordinator of Assessment, Accountability, Data, and Quality	Dr. Barbara Pettiford	Barbara.pettiford@mcsbfl.us	(850) 973-1554
Coordinator of Safety and Operational Services	Mr. Ben Killingsworth	Ben.killingsworth@mcsbfl.us	(850) 973-1529
Coordinator of Information Technology	Mr. Isaac Goyette	Isaac.goyette@mcsbfl.us	(850) 973-1540
Supervisor of Food Services	Mrs. Iris Wynn	Iris.wynn@mcsbfl.us	(850) 973-1564
Supervisor of Transportation	Mr. Ivan Johnson	Ivan.johnson@mcsbfl.us	(850) 973-1546
Supervisor of Maintenance	Mr. Tim Ginn	Tim.ginn@mcsbfl.us	(850) 973-1543

SCHOOL BOARD MEMBERS

Mrs. Susie Williamson – District I
 2529 Colin Kelly Hwy.
 Madison, Florida 32340
 Phone: (850) 973- 6413
 Email: susie.williamson@mcsbfl.us

Mrs. Carol Gibson – District II
 1489 NE Avocado ST
 Madison, Florida 32340
 Phone: 850-673-9208
 Email: carol.gibson@mcsbfl.us

Mrs. Suretta Bell– District III
 216 SW Hall Street
 Madison, Florida 32340
 Phone: 850-973-7493
 Email: suretta.bell@mcsbfl.us

Mr. Reggie Daniels - District IV
 P.O. Box 975
 Madison, Florida 32341
 Phone: 850-290-5119
 Email: reggie.daniels@mcsbfl.us

Mr. Bart Alford - District V
 P. O Box 563
 Madison, Florida 32341
 Phone: 850-973-1450
 Email: bart.alford@mcsbfl.us

This is a living document and updates will be available when needed.

MADISON COUNTY SCHOOL DISTRICT

Madison County High School
Mr. Charles Finley Principal
Email: charles.finley@mcsbfl.us
William Hightower, Assistant Principal
Mrs. Jada Williams, Assistant Principal
2649 W Hwy 90
Madison, FL 32340
Phone: 973-5061
Fax: 973-5066

Madison County Central School
Mr. Roderick Williams, Principal
Email: roderick.williams@mcsbfl.us
Mrs. Kali Bass, Assistant Principal
Mrs. Yolanda Davis, Assistant Principal
Madison, FL 32340
Phone: 973-5192
Fax: 973-5194

Greenville Elementary School
Mr. Michael Sneed, Principal
Email: michael.sneed@mcsbfl.us
729 SW Overstreet Ave
Greenville, FL 32331
Phone: 973-5033
Fax: 973-5040

Lee Elementary School
Mrs. Amanda Brown, Principal
Email: Amanda.brown@mcsbfl.us
7731 E US Hwy 90
Lee, FL 32059
Phone: 973-5030
Fax: 973-5032

Pinetta Elementary School
Mrs. Amy Kendrick, Principal
Email: Amy.kendrick@mcsbfl.us
135 NE Empress Tree Phone 973-5028
Pinetta, FL 32350
Phone 973-5028
Fax: 973-5029

Right of Passage, DJJ
Mrs. ILA Williams
950 SW Greenville Hills Rd
Greenville, FL 32331
Phone: 948-2230
Fax: 948-2238



MOTTO

“In God We Trust”

VISION

The vision of Madison County School District is to provide a safe and supportive environment that will meet the individual needs of all students in their quest for academic achievement.

MISSION

Our Mission is to educate all students in a safe and quality learning environment that ensures student success.

BELIEFS

- All students can learn.
- The goal of our educational programs is to prepare students to become contributing members of society.
- **Each student is a valued individual with unique physical, social, emotional, and intellectual needs.**
- A safe and supportive learning environment promotes student achievement.
- The success of our school system depends on the commitment of all staff (administrators, teachers, and support staff) to high quality standards, expectations, performances.
- **Effective collaboration and communication with families as partners in the education of their children is essential to the success of our school success.**
- Teachers, administrators, parents, and the community share the responsibility for advancing the school system’s vision and mission.
- The development of a caring school community is a priority for our school system.
- Diversity enriches our school system through the recognition of the contributions of a variety of ideas, values, and cultures.
- The development of the curriculum, design of instructional activities, and the use of assessment measures are focused on providing learning opportunities and feedback systems that enable students to achieve success.
- Students need to not only develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning, and to reason, solve problems, and produce quality work.
- The commitment of continuous improvement is expected of all stakeholders of the school system to achieve the goal of enabling all students to realize their potential in a rapidly changing, diverse, global society.

THE FIVE-YEAR STRATEGIC PLAN FOR HIGHEST STUDENT ACHIEVEMENT 2017-2022

1. All students performing on or above grade level in their achievement
2. To strengthen connections to postsecondary offerings
3. Total parent, community, and business involvement/support
4. Educate responsible and productive citizens
5. District remains fiscally sound
6. Improve the professional competency of our administrators and staff
7. Provide a safer school environment for everyone

Curriculum & Student Services 1-Year Bold Action Plan

- Provide rigorous instruction to all students at all grade levels in order to ensure college and career readiness.
- Provide Differentiated instruction and a comprehensive multi-tiered system of support to meet the needs of all students in order to improve the graduation rate.
- Implement effective behavior management strategies.

Operations 1-Year Bold Action Plan

- Improve school safety and transportations.
- Improve emergency management communications with all stakeholders.
- Maximize the use of fiscal resources to improve financial accuracy.

Community Relations 1-Year Bold Action Plan

- Improve relationships and communications with all stakeholders.
- Improve family and community involvement/engagement in school activities.
- Improve the utilization of media resources to inform all stakeholders.

Human Capital 1-Year Bold Action Plan

- Recruit and retain highly effective, highly qualified, and high performing teachers and administrators.
- Recruit and retain the most qualified support staff.
- Promote a positive and professional climate for all staff and students.

Superintendent and School Board 1-Year Bold Action Plan

- Improve board, community and district relations.
- Improve the understanding of roles and responsibilities.
- Improve the understanding of roles and responsibilities of Administrators.

Employee Nondiscrimination Accommodation Notice

Madison County School Board Policy 4122.01 – “Prohibition Against Disability Discrimination in Employment”

The School Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability

This notice is provided as required by Title 11 of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints or requests for additional information regarding ADA and Section 504 may be forwarded to:

If you believe that you have been discriminated against in any way, please contact:

Equity Coordinator
210 NE Duval Ave
Madison, FL 32340
distrit.equity@mcsbfl.us
(850) 973-5022

District Compliance
210 NE Duval Ave
Madison, FL 32340
district.compliance@mcsbfl.us
(850) 973-5022

504 Coordinator
210 NE Duval Ave
Madison, FL 32340
district.504@mcsbfl.us
(850) 973-5022

EQUITY STATEMENT

Non-Discrimination Statement

No person shall, on the basis race, color, religion, age, ethnicity, national origin, marital status, disability, political or religious beliefs, national or ethnic origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

Madison County School District prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's nondiscrimination policies). Lack of English language skills will not be a barrier to admission and participation.

Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment. (Refer to School Board Policy 1122 Nondiscrimination and Equal Employment Opportunity)

Complaint Procedures: If a person believes that s/he has been subjected to unlawful discrimination, the person may utilize complaint procedures found in MCSB Policy 1122 as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter. Complaints must be in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. All complaints shall be filed within the guidelines found in applicable policies. The compliance officer is available to assist individuals in filing a complaint.

For Equity Issues, please contact:

Equity Coordinator
210 NE Duval Ave
Madison, FL 32340
distrit.equity@mcsbfl.us
(850) 973-5022

District Compliance
210 NE Duval Ave
Madison, FL 32340
district.compliance@mcsbfl.us
(850) 973-5022

504 Coordinator
210 NE Duval Ave
Madison, FL 32340
district.504@mcsbfl.us
(850) 973-5022

Staff Training

All employees shall be provided opportunities for professional growth and development through participation in staff development activities. Training for employees should minimally include:

1. Identifying and reporting child abuse and neglect;
2. All nondiscrimination provisions;
3. Sexual harassment guidelines
4. Handling hazardous materials and toxic substances including blood pathogens, chemicals, and petroleum products
5. District policies related to HIV/AIDS disease, communicable diseases, alcohol and drug free facilities, use of tobacco products, possession of weapons, and Code of Student Conduct;

6. Suicide prevention; and
7. Other topics as deemed appropriate by the Superintendent or required by law, rule, or other governing provision.
8. Ethics



STATE EDUCATION GOALS

Highest Student Achievement

Highest student achievement, as measured by: student FSA performance and annual measurable objectives; the number and percentage of schools that improve at least one school performance grade designation or maintain a school performance grade designation of “A”); graduation or completion rates at all learning levels; and other measures identified in law or rule.

Seamless Articulation and Maximum Access

Seamless articulation and maximum access, as measured by: the percentage of students who demonstrate readiness for the educational level they are entering, from kindergarten through postsecondary education and into the workforce; the number and percentage of students needing remediation; the percentage of Floridians who complete associate, baccalaureate, professional, and postgraduate degrees; the number and percentage of credits that articulate; the extent to which each set of exit-point requirements matches the next set of entrance-point requirements; and other measures identified in law or rule.

Skilled Workforce and Economic Development

Skilled workforce and economic development, as measured by: the number and percentage of graduates employed in their areas of preparation; percentage of Floridians with high school diplomas and postsecondary education credentials; the percentage of business and community members who find that Florida’s graduates possess the skills they need; and other measures identified in law or rule.

Quality Efficient Services

Quality efficient services, as measured by: cost per completer or graduate; average cost per non-completer at each educational level; cost disparity across institutions offering the same degrees; the percentage of education customers at each educational level who are satisfied with the education provide; and other measures identified in law or rule.



- 1 Work together as a T.E.A.M. (Together Everyone Achieves More) in providing a safe, quality education and working environment throughout our school.**
- 2 Operate in accordance with the Code of Ethics and the Principles of Professional Conduct.**
- 3 Be competent, demonstrate a strong work ethic and accept the responsibility of educational accountability.**
- 4 Maintain open and honest communication, loyalty, commitment and confidentiality.**
- 5 Facilitate and support the implementation of high expectations for academic achievement.**
- 6 Utilize resources that enhance professional development.**
- 7 Display a professional and positive attitude in the promotion of education.**
- 8 Be fair, consistent and supportive in working with others.**
- 9 Dress professionally and for success. Our dress/ appearance sets the example for our students to follow.**
- 10 Be on time to work and follow the schedule set by your administrator.**
- 11 All employees should be aware of their School Emergency Plan. They should know what their role is in the case of any emergency that occurs at their school. Review your school's Emergency Plans and study your flip charts.**

The School Board of Madison County Bylaws and Policies are found at:
<https://www.boarddocs.com/fl/madcofl/Board.nsf/Public/>

PERSONNEL FILES OF TEACHERS AND STUDENT RECORDS

Permanent personnel files of teachers will be kept in locked fire-resistant cabinets under the direct control of the Chief Human Capital Officer and are open only to the teacher, his/her designee, or on the authority of the Principal. All files kept on each teacher shall be open to the inspection only by the teacher, such other persons as the teacher or the Principal may authorize in writing or as otherwise mandated by **Chapter 119 and Section 231.291, Florida Statutes.**

Linda Irvine @ (850) 973-1532, must be notified within in writing of any changes in name, address, or marital status. Employees must provide updates effecting their payroll to the Payroll Specialist @ (850) 973-1537. If an employee wishes to make changes effecting individual insurance plans should contact Employee Benefits @ (850)973-1536.

Employees making requests in Personnel Records, Finance and Insurance must be in writing and signed by the employee requesting such change.

WHAT WE DO WITH SOCIAL SECURITY NUMBERS 321-11-1111

Employee:

All individuals are advised that **social security numbers are confidential** and may only be released under such circumstances as set forth in **Florida's Public Records Act**. The Madison County School Board is required to **request social security numbers for use in proper identification, background screening of employees, vendors and volunteers, for processing payroll and other human resources functions. 119.071 F.S. (4) Agency Personnel Information**

Student:

All individuals are advised that social security numbers are confidential and may only be released under such circumstances as set forth in Florida's Public Records Act. The Madison County School Board requests student social security numbers for use in student enrollment and it is included as part of the student's demographic record.

CONFIDENTIAL STUDENT RECORDS ACCESS

Access to records of students by school staff must be severely restricted. Every student shall have a right of privacy with respect to the educational records kept on him/her. **No school shall permit the release of such record, reports or information without the written consent of the student's parents/guardian, or of the student if he/she is qualified.**

NOTICE: Personally, identifiable records/reports of a student may be released to the following persons/organization without the consent of the student or student's parents:

1. Officials of schools, community colleges or institutions of higher learning in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent, guardian, or student upon request.
2. Other school officials who have legitimate educational interests in the information contained in the records.
3. School readiness coalitions and the Florida Partnership for School Readiness in order to carry out their assigned duties.
4. A court of competent jurisdiction in compliance with an order of that court or that attorney of record pursuant to a lawfully issued subpoena, upon the condition that the student and the student's parent are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.
5. Parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime.

ACCESS TO STUDENT RECORDS REQUIRES THE PRINCIPAL'S

AUTHORIZATION

To assist with compliance with the Federal Privacy Act, **each school employee who comes in contact with students or student records will be requested to sign a confidentiality statement** which reads:

"I understand that in the course of my work in the Madison County Schools, I will be exposed to information that is confidential in nature. I will not discuss any of this information with anyone, including members of my own family, outside this building. Additionally, I will not discuss this information in open environments during the regular school day and/or during school activities where the confidentiality of a situation may be jeopardized (teachers' lounge, field trips, school programs, classroom parties, etc.)" Policy 8330 Student Records.

BULLYING AND HARASSMENT

It is the policy of the Madison County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited.

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or

humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- | | | |
|-----------------|--|-----------------------------------|
| 1. Teasing | 5. Cyberstalking | 9. Public humiliation; |
| 2. Threats | 6. Physical violence | 10. Destruction of property; and, |
| 3. Intimidation | 7. Theft | 11. Social Exclusion |
| 4. Stalking | 8. Sexual, religious, or racial harassment | |

“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:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

“Cyber stalking” as defined in *s. 784.048 (1)(d) F.S.*, 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.

For more information relative to “Bullying and Harassment” please refer to Madison County School Board Policy 5517.01 Bullying and Harassment found at: <https://www.boarddocs.com/fl/madcofl/Board.nsf/Public/> then type Bullying and Harassment into the Search Box.

District Guidelines For Maintaining Religious Neutrality and Protecting Religious Liberty in Madison County Public Schools

Madison County School Board Policies: 1) 2240 “Controversial Issues”; 2) 2270 “Religion in the Curriculum”; 3) 5223 “Absences for Religious Instruction”; 5225 “Absences for Religious Holidays; and, 5730 “Equal Access for Non-district Sponsored, Student Clubs and Activities”

The School Board of Madison County has adopted several policies to maintain religious neutrality and protect religious liberty in Madison County Public Schools including:

- A. Religious Freedoms
- B. Equal Access for Non-Curriculum Related Student Meetings; and
- C. Student Distribution/Posting of Literature and Materials

The Establishment clause of the First Amendment requires that public school officials and employees be neutral toward religion. However, the Free Exercise and Free Speech clauses protect the right of students to express their religious beliefs, as long as such expression does not disrupt the school or interfere with the rights of others. **Students have the right to pray individually or in groups and to discuss their faith with others.** Students may not cause substantial disruption or harass other students.

While the school district requires the teaching of particular subjects, it may not require students to make assertions or engage in actions that violate their deeply-held religious beliefs. When a parent or student asks to be excused from a limited portion of the curriculum or a particular assignment, school officials should try to accommodate them by providing an alternative assignment. Students may express their religious or non-religious beliefs in class discussions and assignments, but teachers may require that discussions and assignments meet valid pedagogical and curricular objectives.

School officials must prohibit outside adults from proselytizing on school grounds during the school day, and should prohibit distribution of religious literature by outside groups. Students have a right to engage in the distribution of religious literature on the same basis as students who distribute non-religious literature in accordance with the School Board policy.

The student's right to be free of religious indoctrination, which can reasonably be perceived to be school sponsored, outweighs an employee's free exercise of religious rights. Employees of the School Board are agents of the State of Florida and have a responsibility to avoid the appearance of inculcating or enforcing a particular religion. As a consequence, employees must not engage in conduct that appears to endorse religion while acting within the scope of their employment (such as when on contract time and/or while on district duty assignment). Teachers may include religion in the curriculum if it is relevant to the curriculum and taught in an objective manner.

If a secondary school permits students to form clubs not related to the curriculum, the **Federal Equal Access Act** provides that students may also form religious clubs that are student initiated and student led. The act prohibits public school officials from endorsing the activities of the student religious clubs, and states that non-school persons may not direct, control or regularly attend the meetings of student religious clubs.

The School Board can authorize the use of school facilities by outside groups or individuals at times when the public school is not in session. To comply with the neutrality principle, this authorization should be uniformly applied to all requests for use of facilities without regard to religious viewpoint of affiliation.

ALCOHOL, DRUG and TOBACCO USE BY EMPLOYEES

Drug Prevention MCSB Policy 5530 No employee of the Madison County Schools shall possess, consume or sell alcoholic beverages or manufacture, distribute, dispense, possess, use or be under the influence of, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined by regulations at 21 CFR 12001.11 through 13001.15 or Florida Statutes, Chapter 893.

Workplace is defined as the site for the performance of work done in connection with the duties of an employee of the School Board. That term includes any place where the work of the school district is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school-approved activities, off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip, workshop or athletic event.

Self-Reporting MCSB Policy 1139

Employees are required to self-report within forty-eight (48) hours 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, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgement.

Filing a Complaint with the Department of Education MCSB Policy 8141

If it is alleged that an instructional staff member or administrator has committed a violation as provided in F.S. 1012.795, and defined by rule of the State Board of Education, the Superintendent shall file with the Department of Education a legally sufficient complaint within thirty (30) days after the date on which the subject matter of the complaint came to the attention of the Superintendent. A complaint is legally sufficient if it contains ultimate facts that show a violation has occurred as provided in F.S. 1012.795 and defined by rule of the State Board of Education. .

(2) Per MCSB policies 1139.01 “Discipline of Administrative Staff” and 3139.01 “Staff Discipline” The School Board retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be in proportion to the employee's offense or misconduct, consistent with appropriate procedural and substantive due process, State law, and/or the specific provisions of any applicable collective bargaining agreement. **The School Board, based on the Superintendent’s recommendation, shall take one (1) or both of the following actions.**

(a) Initiate appropriate disciplinary action against the employee which may be referral for prosecution, nonrenewal, suspension, or termination of employment as provided in Sections 1012.796 and 1012.799 Florida Statutes, or pursuant to the Collective Bargaining Agreements (Instructional and Noninstructional) between the Madison County Education Association and The District School Board of Madison County.

(b) Per MCSB Policy 1170.01 – Employee Assistance Program (EAP). The District encourages the earliest possible diagnosis and treatment for illegal drug use or controlled substance abuse and supports sound treatment efforts. Whenever feasible, the District may assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the

individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Staff members with personal drug or controlled substance abuse problems should request assistance from the Human Resources Department. Assistance will be provided on a confidential basis, and each staff member will be referred to the appropriate treatment and counseling services.

Although the District may assist a staff member to the extent feasible through the Employee Assistance Program, the Board cannot guarantee that the staff member's use of illegal drugs or abuse of alcohol or controlled substances will not impact adversely the staff member's employment status through disciplinary procedures

- (3) The School Board shall offer assistance and information on drug abuse in order to maintain a drug-free workplace by providing School Board employees with:
 - (a) An annual written notice of this rule and of the disciplinary action which may be imposed for alcohol and/or drug use.
 - (b) A notice of this policy must be posted in an appropriate and conspicuous location at each work site.
 - (c) Information on workshops concerning the dangers of alcohol and drug abuse and,
- (4) Questions or concerns regarding this policy should be directed to the Madison County School Board Chief Human Capital Officer.

USE OF TOBACCO PRODUCTS BY STAFF

“Tobacco Free Environment” MCSB Policy 1215 The School Board believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco by-products.

The use of any and all tobacco products is prohibited at all facilities owned or operated by the Board. The use of tobacco products is also prohibited in all vehicles owned or operated by the Board. The following definitions apply:

- A The term "tobacco" as used herein, shall include all tobacco products, including but not limited to cigarettes, chewing tobacco, snuff, pipes, cigars, etc

The Board also prohibits the use of electronic, "vapor", or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.

- B The term "tobacco free facility" shall mean the entire campus including all buildings and all outside areas, including but not limited to practice fields, playgrounds, football fields, baseball fields, softball fields, soccer fields, tennis courts, open areas, etc.
- C The term "vehicle" shall include, but not be limited to, school buses, vans, trucks, station wagons, cars, etc.

(4) The school district encourages participation in programs to assist in the **cessation of smoking and the use of tobacco products to all staff.**

Betsy Rykard

Tobacco Prevention Specialist
 Madison County Health Department
 For FREE help quitting a tobacco habit, call the

218 SW Third Ave.
 Madison, FL 32340
 (850) 973-5000, Ext. 1181
QUITLINE at 1-877-U-CAN-NOW, 1-877-822-6669

www.tobaccopreventiontraining.org

ALCOHOL/DRUG AND VIOLENCE PREVENTION

RESOURCES AND REFERRAL

Emergency Response - 911
Madison County Sheriff's Office
Non-emergency, 973 - 4151
City of Madison Police
Non-emergency - 973-5077

Alcoholics Anonymous – 584-2554

Apalachee Center 584-5613

Department of Children and Families
584-3444

Drug Education Resource Coordinator
District Schools 838-2550
Routing Service for Drug & Alcohol Abuse
1-800-662-4357
Hotline for Abuse, Neglect & Exploitation Of Children, Adults, Elderly
1-800-962-2873
Florida Alcohol and Drug Abuse Association
1-850-878-2196
Tobacco Quitline 1-877-822-6669
www.tobaccopreventiontraining.org

Al-Anon/Alateen 1-850-222-2294

Tallahassee Counseling & Referral 1-850-224-6333

584-8808
Domestic Violence Hotline 1-800-500-1119

National Runaway Switchboard
1-800-621-4000
Department of Juvenile Justice 838-3660

Alcohol Hotline Information and Referral
1-800-252-6465

Greenleaf Center 1-800-247-2747

Twelve Oaks Alcohol & Drug Recovery
1-800-622-1255

Focus on Recovery Helpline
1-800-283-2600

Florida's Abuse Registry Hotline
1-800-962-2873

Refuge House Hotline 850-671-1920

**USE OF PHONES, FACSIMILE/DATATRANSMISSION
BY EMPLOYEES
OF
MADISON COUNTY SCHOOLS**

- Employee use of cell phones **MUST not interfere with duties and responsibilities.** MCSB Policy 7530.01 “Staff Use of Wireless Communication Devices” and MCSB Policy 8606 “Use of Wireless Communication Devices by District School Bus Operators”
- No long-distance calls or transmissions may be made by an employee at school expense when the call is of a personal nature.
- All long-distance telephone calls or facsimile/data transmissions made that relate to extra-curricular activities of the school, including athletics, shall be logged in and records kept of the activity.
- The Principal or department head is hereby required to give prior authorization for any long-distance call or facsimile/data transmission made at school expense.
- MCSB Policy 7540.04 “Staff Network and Internet Acceptable Use and Safety” provides information and guidelines regulating the use of District Network to access websites to include Social Media for personal use.
- MCSB Policy 7544 “Use of Social Media” provides further information and guidance regarding the use of social media for both personal and professional reasons.

The personal life of an employee, including the employee’s personal use of system owned or private electronic equipment (such as through texting, social networking sites and other personal portrayal on the internet) will be the concern of and warrant the attention of the Board if it impairs the employee’s ability to effectively perform his/her job responsibility or if it violates local, state, or federal laws or the Employee Code of Conduct, Principles of Professional Practices, Code of Ethics, or the Principles of Professional Conduct. **Unprofessional conduct pertaining to students or school related issues, including such unprofessional conduct on personal social media profiles, may subject the employee to disciplinary actions consistent with State law, Federal law, and/or Board policy.** All employees shall maintain a professional relationship with students at all times, both inside and outside of school. No employee shall engage in inappropriate or unprofessional conduct, including specifically conduct of a sexual nature, with a student at any time. This includes a prohibition on any inappropriate communications, conduct or action performed in person, in writing, or conveyed electronically through such means as a telephone, cell phone, computer, personal data assistant or other telecommunication devices, including text messaging, instant messaging and social networking.

NETWORK/INTERNET ACCEPTABLE USE PROCEDURE

The use of internet and other electronic communication networks by teachers, staff and students are encouraged. Because such networks may contain inappropriate materials or may be inappropriately used or accessed, the following guidelines have been developed:

Internet Use

Internet serves as the electronic superhighway, connecting thousands of computers all over the world and millions of individual subscribers. Students and staff will have access to:

1. Worldwide electronic mail services (E-Mail);
2. Global information and news, as well as the opportunity to correspond with other institutions;
3. Public domain and shareware computer software of all types;
4. Discussion groups on a broad range of topics;
5. Access to many universities, community colleges, and library catalogs, as well as sites all over the world;
6. Conferencing and bulletin boards.
7. Social Media as allowed by MCSB Policies.

Internet Warning

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts or communications, which are not suitable for school-aged children. The Madison County School District views information retrieval from the network in the same capacity as information retrieval from reference material identified by schools. Specifically, the school supports those activities, which will enhance the research and inquiry of the learner with directed guidance from faculty and staff. At school, student's access to and use of the Internet will be under direct teacher supervision and instruction and will be monitored as any other classroom activity. The School District, however, cannot prevent the possibility that some users may access materials that are not consistent with educational mission, goals, and policies of the school district since Internet access may be obtained outside the school setting.

GENERAL POLICY AND GUIDELINES

The use of a network must be in support of education and research that is consistent with the educational goals and policies of the Madison County School District. The use of Internet and the network is a privilege, not a right, and inappropriate use will result in being denied access and the cancellation of the privilege of use. School and district administrators will decide what is appropriate use based upon guidelines, standards, policies and prudent judgment and their decision is final. Access may be denied any time deemed necessary. Any user identified as a security risk or having a history of problems with the computer may be denied access. User accounts shall be assigned or closed at the direction of the site or programs administrator.

Acceptable Uses

Acceptable uses of the network are activities which support learning and teaching. Network users are encouraged to develop uses which meet their needs and which take advantage of the network's functions: electronic mail, conferences; access to databases, bulletin boards, and access to the internet.

- The person in whose name the access account is issued is responsible at all times for its use.
- Use only your individual account.
- Allow others access and conserve resources. (Unlimited and open-ended use of the network/Internet in terms of access time cannot be accommodated in as much as

supportive financial resources remain finite. Users shall exercise prudence and “fairness” in the shared use of limited resources.)

- Use of a network must be consistent with the rules of the network.
- Use electronic mail, instant messaging, conferences, bulletin boards, and databases for pre-approval educational needs under the supervision of the teacher.
- Avoid threatening or obscene material or material protected by trade secret.
- Be polite and do not “SHOUT” by using all caps.
- Avoid cute graphics and long quotes.
- Do not reveal your address or your phone number or those of others.

Unacceptable uses of the network include but are not limited to:

- Using the Internet for illegal purposes;
- Violating student or staff’s right to privacy;
- Attempting to log on as another user. (Misuse or sharing of passwords.)
- Using profanity, obscenity, or other language, which may be offensive to another user.
- Use for commercial activities, for product advertisement, or political lobbying is prohibited.
- Offering unlawful information.
- Sending or receiving pornographic text and/or graphics;
- Role playing games;
- Disrupting the network or the data of others.
- Violating students or staff’s rights to privacy.
- Reposting personal communications without the author’s prior consent.
- Hacking: Vandalizing or destroying hardware or data.
- Copying commercial software in violation of the copyright law or other protected material.
- Use of ‘district’ requires prior approval by school administration.
- Accessing and use of social media platforms/sites not conforming with MCSB Policies.

Network Resource Use

Users must be aware of the finite capacity of the network and must cooperate with the network management to conserve resources and assure equitable access for all. Users are expected to:

- Limit on-line time to valid educational/administrative activities;
- Prepare text files for uploading before logging on;
- Log off before editing and printing downloaded files.

Network Etiquette

Users should practice E-mail etiquette by:

- Making subject heading as descriptive as possible;
- Beginning messages with a salutation;

- Choosing words carefully to avoid misunderstandings, keeping in mind that electronic text is devoid of any context clues which convey shades of irony, sarcasm, or harmless humor, and;
- Ending messages with a signature.

Account Sponsors

Sponsors of classroom accounts are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network and for assuring that students understand that if they misuse the network, they will lose their privilege to use the network. Particular concerns include issues of privacy, copyright infringement, e-mail etiquette, and approved and intended use of the network resources. Conference moderators are responsible for monitoring the content and tone of messages and for taking steps to delete offensive materials.

Users Information and Updating

Persons using the Madison County Schools Internet must be properly authorized. They must have completed the necessary authorization forms and agreements and these must be maintained on file at the school. The person in whose name an account is issued is responsible at all times for its proper use. Users should be extremely careful with their password. You may be required to update your registration, password, account information (address, school, etc.). Users should change passwords frequently.

Vandalism

As noted in Unacceptable Uses, vandalism will result in the cancellation of your privilege of use. Vandalism is defined as any malicious attempt to harm or destroy hardware and/or data of another user, Internet, or the network. This includes the creation of or uploading of computer viruses onto the Internet or host site. Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

Warranties

The Madison County School District makes no warranties of any kind, expressed or implied, for the service it is providing and will not be responsible for the accuracy or quality of information obtained through the Internet connection.

The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The network management takes every possible precaution to safeguard the privacy of e-mail, but instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users may occur. In addition, credit card numbers or any other confidential data cannot be considered secure on the network.

Security

Security is a high priority. If you identify a problem, you must report it to the Technology Specialist immediately. Access will be denied and/or network and Internet privileges will be canceled if there is a perceived risk to security.

Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the Florida State Law, Federal Law, and/or MCSB Policies.

Grades and Attendance

Teachers must update grades weekly in the online grading system. Student attendance must be taken daily and entered electronically.

PRINCIPLES OF PROFESSIONAL CONDUCT OF THE EDUCATION PROFESSION IN FLORIDA

<http://www.fldoe.org/teaching/professional-practices/code-of-ethics-principles-of-professio.stml>

“PROFESSIONALISM THROUGH INTEGRITY”

The Madison County School District has adopted these standards for all employees.

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

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

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

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

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

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

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

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student’s mental and/or physical health and/or safety.
2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
3. Shall not unreasonably deny a student access to diverse points of view.
4. Shall not intentionally suppress or distort subject matter relevant to a student’s academic program.
5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
6. Shall not intentionally violate or deny a student’s legal rights.
7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
8. Shall not exploit a relationship with a student for personal gain or advantage.

9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

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

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

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

1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged

records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.

14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

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

STUDENT ABUSE, ABANDONMENT, AND NEGLECT - MCSB Policy 8462

The School Board is concerned with the physical and mental well-being of the students of this District and requires that school employees comply with the mandated identification and reporting of known or suspected cases of child abuse, abandonment, or neglect in accordance with law.

As members of a school staff, **you are legally obligated to report any suspicions you have about possible abuse or neglect of our students. Failure to do so could result in a lawsuit.**

If a student mentions something to you, if you are concerned that neglect is possible or you see marks indicating physical abuse, report the information to the guidance counselor or to the principal. **We cannot make judgments as to the intent of the parent or the severity of the neglect or abuse. Those decisions must be made by Child Protective Services. Our role is to report our suspicions and let them take it from there.**

(Once you have provided the pertinent information to the guidance counselor or principal, a call will be made to report the information.) A caseworker will likely come to visit the student at school to gather more information. A counselor may sit with the student during that time. The results of the investigation are confidential, so we may hear no more about it. The Abuse Hotline number is 1-800-914-0004.

DISTRICT SCHOOL BOARD OF MADISON COUNTY BENEFITS

You are a valuable employee to the Madison County School Board (DSBMC). We appreciate our employees and have designed "Employee Benefits" to show you that appreciation.

For discussion, here, we will divide Employee Benefits into several categories. These categories are as follows:

1. Legally Required Board Paid Benefits
2. Voluntary Board Provided Benefits
3. Optional Payroll Tax Deferred Benefits
4. Paid Leave Benefits

Florida Retirement System

With your MCSB employment, you have membership in the Florida Retirement System (FRS). The FRS membership is a split payment between the employee and MCSB. For this benefit, employee pays the mandatory 3% (\$3.00) for each \$100 that is earned while the Board pays FRS

7.52% (\$7.52) for each \$100 that you earn. Highlights and benefits of FRS include 8 years of service to vest or guarantee your membership and benefits upon retirement. Years of service may be gained while working with the DSBMC, another Florida School District, a State agency, or some Florida counties and cities. Any time credited to you at FRS will remain in your account even if you leave the state to live and/or work elsewhere. In other words, under current law, once you accumulate 8 years of service under FRS, you have a retirement benefit. For more information about the Florida Retirement System, please contact MCSB Payroll Specialist at the District Office, 973-1537.

DROP (Deferred Retirement Option Program)

The Deferred Retirement Option Program became effective 7-1-98. The DROP Program is an alternative method for payout of retirement benefits for up to 60 months for non-instructional staff and 60 months (with an opportunity to extend for an additional 36 months with board approval) for teachers after a member reaches his or her normal retirement date. The DROP allows an employee to save (accumulate with interest) all retirement benefits payable during the DROP, while continuing employment and receiving a salary as if no retirement had occurred. For more information on DROP participation, contact MCSB Payroll Specialist at the District Office, 973-1537.

Social Security

Social Security has a number of benefits available to you and/or your dependents, including a retirement benefit, disability benefits and Medicare with hospital and medical insurance. Contact the local Social Security Administration office for more information.

Workers' Compensation

Florida law requires that DSBMC provide Workers' Compensation protection for you. If you have a job-related injury or illness while on the job or while traveling on District business, Workers' Compensation will pay your medical expenses and part of your salary if you must be off work after the accident occurs. When an injury occurs, it must be reported to the employee's supervisor, and a "Notice of Injury" form must be completed on line at the work site location signed by the immediate supervisor and the employee. This form must be submitted within 24 hours. For more information contact Sheryl Alderman at the District Office, 973-1536.

Family Medical Leave Act of 1993

In compliance with the Family and Medical Leave Act of 1993, a unit member shall be eligible for a Family Leave of Absence. The member shall notify their immediate supervisor concerning the appropriate time to begin such leave. Accrued Sick Leave days may be used during Family Leave of Absence if the unit member so desires. Members of the bargaining unit who take Family Leave shall return to duty after completion of the leave, to his/her former position, if so requested. A unit member on family leave or the parent(s) of a newly adopted child under the

age of six (6) may be granted a leave of up to one (1) year, if requested. Such member(s) may remain a member of the appropriate Retirement System by making application and paying the full local and personal contributions.

Unemployment Compensation

If you are laid off or your employment is terminated through no fault of your own, you may be eligible for Unemployment Compensation benefits. The Unemployment Compensation program pays you a portion of your salary for that period of time whenever you are between jobs and actively seeking employment. Your nearest office of Unemployment Compensation (Jobs and Benefits of Florida) can provide you with information.

Compensatory Time

The principal may schedule faculty meetings in each school as needed, provided that such meetings shall be announced at least one (1) day (24 hours) in advance. However, in the case of emergency conditions requiring immediate action by the principal and involving his/her faculty such meeting may be extended beyond the regular workday until necessary action is concluded. Request to earn/use compensatory time must be made in advance prior to earning or using such time.

Information needed for compensatory time:

- Prior administrative request in writing before undertaking additional hours
- Non-Instructional employees who work over 40 hours are compensated at time and a half for any additional time. Time worked up to 40 hours will be paid at their normal hourly rate.
- Usage and accrual of compensatory time must be in accordance with Madison County Education Association Collective Bargaining Agreements for Instructional and Non-instructional Employees.
- All forms must be signed and dated by administrator and employee before work is done.
- All signed documentation must be retained by administration, employee and payroll.

Insurance

Insurance benefits are provided to all Madison County School Board employees who are employed in permanent positions. Employees must enroll within 30 days of initial employment. As part of your benefit package, DSBMC contributes toward your insurance plan. Once enrolled with your selected plan, changes may only be made during our annual open enrollment period. All premiums are payroll deducted. Information on insurance benefits may be obtained by contacting Employee Benefits at the District Office, 973-1536.

FINANCIAL PROGRAMS

To help you plan toward your retirement and boost your income at that time in your life, several optional financial programs are in place. You have a number of variable annuities, mutual funds, and tax deferred compensation plans from which to choose. You, also, have various choices for

optional insurance coverage for life, cancer, disability, etc. These providers have been approved to offer these products to you through payroll deduction. You should compare these companies, their products, their service, and the return on your investment and make a decision that best suits your needs.

Participation may begin once a year; however, School Board Policy requires that any such company be recommended by the Insurance Committee established by the Superintendent before a company may be granted a payroll deduction slot.

Contact the Finance Department at the District Office, 973-1541, for further information.

DIRECT DEPOSIT

As a District School Board of Madison County employee, you may have your check automatically deposited in the bank of your choice. The form may be obtained from your site's payroll clerk or the Finance Office. Once both the employee and the bank complete the form, and a copy is returned to the Finance Office, the funds will be transferred to your bank.

PAID LEAVE BENEFITS

To add to your value as an employee, the District provides a number of different types of Paid Leave Benefits as follows:

- Sick Leave leave our
 . Personal employment
- Paid Terminal Sick Leave - to be paid when you retire or
- Annual Leave
- Jury or Witness Duty
- Illness- in-the- Line- of- Duty Leave
- Military Leave
- Holidays
- Sick Leave Bank
- Professional Leave (may be paid or unpaid)

LEAVE OF ABSENCE

- **Military Leave: MCSB Policy 1430.17/ 3430.17 Madison County School District is committed to supporting an employee who is serving in the Armed Forces of the United States in the fulfillment of obligations incurred under the Selective Service Laws or because of membership in the United States Armed Forces Reserve or the National Guard. The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, employees who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy. Employees called to duty are required to notify the Superintendent immediately unless notice is impossible or prevented by military necessity or, under all of the relevant circumstances, the giving of such notice is otherwise impossible or unreasonable.**

Reserve or Guard Training: All employees in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of

the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.

When an employee's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.

Active Military Service: Employees who are service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service, the first thirty (30) days of any such leave to be with full pay. Leave of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay. Employees on military leave may substitute accrued paid vacation for unpaid leave.

Re-Employment: Re-employment of all employees granted military leave shall be governed in accordance with 38 U.S.C. 4312. An employee who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the employee gives notice and files an application for re-employment within the time limitations contained in 38 U.S.C. 4312. The employee will be returned to duty in the same or a similar position as previously held in accordance with 38 U.S.C. 4312.

Benefits During Military Leave: The Board shall continue to provide all health insurance and other existing benefits to employees as required by the Uniformed Services Employment and Reemployment Rights Act.

- **Personal Leave:** Six (6) days of Personal Leave shall be allowed for each unit member. These days shall be noncumulative and shall be charged to accrued Sick Leave. Requests for Personal Leave shall be made in advance and the granting of such leave shall be deemed made upon application unless more than ten percent (10%) of the staff of any school/work site requests such leave on the same day(s) in which case the immediate supervisor shall determine those unit members who may be granted leave based on those first notifying the immediate supervisor and upon available substitutes. In the case of an emergency, leave forms will be completed as soon as possible after the unit member returns from Personal Leave. Such leave will not normally be used to extend school holidays or be used on the final instructional days of the school year, without supervisory approval.

- **Jury Duty:** Any unit member who is subpoenaed for jury duty shall apply for Temporary Duty Elsewhere Leave and attach a copy of the subpoena with the application. This section shall also apply to witness duty provided that the unit member is subpoenaed as a witness in connection with his/her official duties or in a court action in which he/she is not a party to the litigation. The unit member shall retain any compensation received.
- **Leave for Political Campaign:** An employee who desires personal leave to seek election to office shall file an application for leave. The Board will grant such leave for the duration of the political campaign. Such leave will be without compensation.
- **Sick Leave:** Each member of the bargaining unit is entitled to four (4) days of Sick Leave with Instructional unit members being credited as of the first day of employment and Non-Instructional unit members being credited as of the last day of the first month of employment, and then earn one (1) day of Sick Leave at the end of each calendar month of employment,; provided that the unit member shall be entitled to earn no more than one (1) day of Sick leave times the number of months of employment during the year of employment. All instructional unit members employed to teach Summer School shall earn Sick Leave on a pro-rate basis. Sick leave shall be accumulated from year to year and there shall be no limit on the number of days of Sick Leave a member can accrue, provided at least one-half (1/2) of this cumulative leave be established within the Madison County School System. A member returning to the system after a leave of absence or resignation shall be entitled to the accrued balance credited at the time of leave or resignation, provided the leave had not been transferred to another county or State Agency, used or paid.

Members of the bargaining unit shall be entitled to transfer Sick Leave from other Florida School Systems and State Agencies which are participants in any Florida Retirement System.

- **Illness in the Line of Duty:** In case of disability, or Illness-in-the-line-of-duty, the unit member shall continue in full without reduction in accumulated Sick Leave if the following conditions are met:
 - a) The Principal/immediate supervisor shall be notified as soon as the injury or illness occurs;
 - b) The unit member shall file a written claim signed by the principal or the immediate supervisor for attachment to the payroll report for the period in which the illness or injury occurs;
 - c) In case of injury, a certificate from a licensed physician may be required, and in the case of a claim relating to a contagious or infectious disease, the unit member shall file a statement from a licensed physician certifying that, beyond a reasonable doubt, the contagious or infectious disease was contracted at school during the time the unit member was engaged in school work;
 - d) After determining that a claim correctly states the facts and is valid, the BOARD will approve the leave for up to ten (10) days;
 - e) Any Workman's Compensation payment received by the unit member while he/she is on compensable leave shall be deducted from his/her gross salary or the check received from Workman's Compensation shall be endorsed to the BOARD.

LEAVE APPLICATION

An application for leave shall be in writing and approved by the Superintendent or designee. Leave granted for a school year or for the remaining part thereof will expire at the end of the school year or school fiscal year for which such leave is granted. A Madison County School Board employee having leave for the year or for the remaining part thereof, who plans to return to duty the next school fiscal year, shall send a copy of such notice to the Superintendent or designee or his/her designee by April 1st of that fiscal year. Return to employment is contingent upon an open position being available.

APPROVAL OF LEAVES

All requests for leave shall be submitted on the proper form and shall be approved by the Superintendent or designee as provided herein:

(1) The following types of leave require approval of the Madison County School Board:

- | | |
|--|------------------------------------|
| (a) Extended Health Leave or Disability | (e) Leave to seek political office |
| (b) Military Leave | (f) Professional Leave |
| (c) Personal Leave in excess of six (6) days | (g) Sabbatical Leave |
| (d) Illness-in-line-of-Duty Leave | (h) Family and Medical Leave |
| | (i) Bereavement Leave |

(2) The Superintendent or designee is authorized to grant the following types of leave:

- | | |
|--------------------------|------------------------------|
| (a) Sick Leave | (e) Temporary Duty Elsewhere |
| (b) Annual Leave | |
| (c) Jury Duty assignment | |
| (d) Witness Duty absence | |

Holidays

DSBMC employees are provided paid holidays by the Board. Holidays are designated annually by the School Board in the school calendar. The number of holidays you receive is determined by your work year and your negotiated contract. Holidays are a valuable benefit to MCSB employees. To determine the value of your holidays, multiply your hourly rate of pay by your hours per day, by the number of holidays you have during the year.

Sick Leave Bank

Once you have become an employee of the District School Board of Madison County for at least one (1) contract year you may voluntarily donate one (1) day of Sick Leave to the Sick Leave Bank. A total of one hundred (100) days are banked by eligible employees. Each unit member donating a Sick Leave day shall have an accrued balance of five (5) Sick Leave days following said donation unless specifically exempted by the Sick Leave Bank Committee from this requirement and when the number of days in the Sick Leave Bank falls below twenty-five (25) days the Sick Leave Bank shall be replenished by the donation of one (1) additional day by unit members voluntarily agreeing to continue the Sick Leave Bank. Contact Supervisor of Food Service for more information at 973-1540.

Temporary Duty

An employee who is required, as a result of District School Board of Madison County employment, to attend a meeting or conference will not be granted administrative leave or leave affecting accrued leave balances. Instead, such attendance, including travel time to out-of-town meetings and conferences, whether or not such travel occurs during the employee's normal work schedule, shall be considered time worked (Temporary Duty Elsewhere).

CONTINUATION OF HEALTH COVERAGE (COBRA)

After your employment with DSBMC has terminated (other than for gross misconduct) or if your hours are reduced, you are eligible to continue your Healthcare Program through our group. This continuation of coverage is provided under a Federal Law known as COBRA. The law also provides that your dependents may continue in the group even after their dependence eligibility has terminated. Your spouse/dependents are covered under several other circumstances as well.

These circumstances are as follows:

- | | |
|---|--|
| * Death of spouse/parent | * Divorce or legal separation (from spouse/of parents) |
| * Spouse's/parent's termination (other than gross misconduct) or reduction in hours | * Spouse/parent becomes eligible for Medicare |

If any of these events occur to you, and your spouse or dependents wish to continue in the healthcare program through DSBMC, you must contact Employee Benefits at 973-1536 for additional information and to enroll. Upon enrollment through COBRA, you will be notified of the premium amount. Premiums must be paid by the first of each month for coverage that month. Paying premiums on time is your responsibility. DSBMC will not bill you for COBRA payments.

UNPAID LEAVE

The Board allows you, with the recommendation and approval of your supervisor and the Superintendent to take Unpaid Leave for various non-work related reasons. Unpaid Leave may be granted for reasons such as parental leave, educational leave, time to care for an ill parent or child, or for personal health reasons. **You cannot be on unpaid leave and hold another job.** Unpaid Leave must be approved by the school board before you stop work. When you are on approved Unpaid Leave, you may continue your benefits with DSBMC. **Contact Linda Irvine at 973-1532 and Employee Benefits at 973-1536** at the District Office, to assure that you have taken necessary action to continue benefits. For more information regarding Unpaid Leave, refer to MCSB Policies 1430; 3430; and, 4430 "Leaves of Absence" your applicable negotiated contract, and your supervisor.

CREDIT UNION MEMBERSHIP

As a Madison County School Board employee, you and your family may become members of the Madison County Education Association Credit Union. The credit union features special services, which include:

- Savings Accounts; and
- Various Types of Loans

The phone number for the **Credit Union is 973-3132**; fax number is **973-8444**.

STAFF DEVELOPMENT PROGRAMS

Inservice credit for staff development in our district is earned in a variety of ways that include conferences, workshops, online courses, etc. School sites conduct in-house training to meet individual teacher needs as outlined in each teacher's Individual Professional Development Plan (needs assessment). Staff development activities are planned and implemented as a result of needs assessment at each school site, priorities outlined in School Improvement Plans, and priorities outlined in the district's Strategic Plan. The school district uses the TRACK system for records maintenance and for tracking Inservice activity in the district. Student growth and achievement is the primary goal of staff development activities in our schools. For further information, contact **Coordinator of Curriculum** (850) 973-1552 at the District Office. MCSB Policies 1242 and 3242 "Professional Development".

Assessment of Employees

The Superintendent shall develop or select personnel performance assessment systems for all staff. **Each member of the staff shall receive an annual evaluation by his immediate administrative supervisor.** The purpose of the evaluation shall be to improve the services of personnel in all departments. The administrative supervisors and department heads shall use the evaluation form provided by the Superintendent. A copy of each employee's evaluation report shall be filed in the District Personnel Office. The assessment of all employees shall be based on observations of the individual's work by his/her immediate supervisor and shall be made at least once each year prior to reappointment. **All new employees will be evaluated within 90 days.** The Superintendent shall arrange for the assessment of all principals, supervisors and administrative personnel as required by law. The principal and/or administrator supervising personnel shall arrange for the assessment of all employees under his supervision as required by law. Prior to preparing the written report of the assessment, the individual being assessed shall be informed as to the criteria and the procedure to be used. New employees will be given a description and evaluation instrument provided by the site administrator. The written report of the assessment shall be reviewed with the employee and discussed with him/her by the person who made the assessment. An employee may respond to an assessment in the manner provided by law or other approved procedures. MCSB Policies 1220; 3220; and 4220 "Evaluation of Personnel" (Administrative, Instructional and Support).

SCHOOL BOARD MEETINGS

School Board meetings are held the first and third Monday of each month, unless rescheduling is necessary due to holidays or special events. The Board meetings are held at the District School Board Office at 6:00 p.m. All regular meetings are open to employees and to the general public. For more information regarding School Board meeting dates, agenda item deadlines, etc., **contact Becky Bishop, Secretary to the Superintendent, at 973-1527.**

Madison County School Board Complaint Procedures

EQUITY STATEMENT

Nondiscrimination and Equal Employment Opportunity
and, 4122

MCSB Policies 1122; 3122;

The School Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities. political or religious beliefs, national or ethnic origin 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 District, except as provided by law.

The School Board shall comply with all state and federal laws, **which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students**, or other persons protected by applicable law.

The School Board shall admit students to District Schools, programs, and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap.

Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment *MCSB Policy 1470*).

1) Complaints: Procedures for filing.

- a. **Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the School District should immediately file a written complaint.** The complaint should set forth a **description of the alleged discriminatory actions/harassment**, the **time frame** in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint. **The complaint must be filed within ten (10) days of the alleged incident.**
- b. **The complaint should be filed with the School Principal or Site Administrator.** Complaints filed with the Principal or Site Administrator must be forwarded to the District's EEO Officer within five (5) days of the filing of the complaint. **If the complaint is against the principal or site administrator, the complaint may be filed directly with the EEO officer.**
- c. **If the complaint is against the District's EEO officer, the Superintendent, or other member of the School Board, the complaint may be filed with the School Board Attorney.**

For equity issues, please contact:

Equity Officer
210 NE Duval Avenue, Madison, FL 32340
850-973-5022

Madison County Public Schools does not discriminate on the basis of race, color, religion, national origin, sex (gender), marital status, disability (Section **504/ADA**), sexual orientation, gender identity, age or legally-protected characteristics in its educational programs and activities. **Please contact MCSD 504 Coordinator for inquiries regarding 504 policies: (850) 973-1562.**

COMPLAINT PROCEDURE

PURPOSE:

To secure, at the lowest administrative level, equitable solutions to claim(s) arising from a violation, misapplication, or misinterpretation of a School Board Policies, Procedures or Administrative Directives, which may include discrimination or harassment, and **to establish an orderly succession of procedures wherein these solutions may be pursued.**

DEFINITIONS - As used herein, the following terms have these meanings:

1. Grievance – A written complaint which alleges a violation, misinterpretation, or misapplication of School Board Policy or Administrative Directives, including discrimination or harassment prohibited by MCSB Policies 1122, 3122, and 4122 “Nondiscrimination and Equal Employment” and 1362, 3362 “Anti-Harassment”.
2. Employee – includes every employee, instructional or non-instructional, of the School Board of Madison County.
3. Student – includes every student enrolled in the Madison County School System.
4. Grievant or Complainant – refers to an employee, or an applicant as defined in Section 6 below who alleges in writing that he / she has been subjected to an offense, discrimination or harassment as prohibited by local, state, Federal Laws or by the policies of the Madison County School Board.
5. Accused Student / Employee – refers to an employee or student who is alleged to have subjected another employee or student to an offense, discrimination or harassment as prohibited by Local, State, Federal Laws or by the policies of the Madison County School Board.
6. Applicant – as used herein, means any person applying for employment with the District, as well as a current District employee who applies for another instructional or non-instructional position within the District.
7. Days – in this procedure shall mean work days unless calendar days are specified.

PROCEDURE:

1) If a person believes there was an action which occurred for which they want to file a grievance, that person will put in writing on the Madison County Complaint Form within five (5) days of the time that the action took place and provide the completed form to the Principal or Supervisor. The Principal or Supervisor will then investigate the matter and within ten (10) days make a decision regarding the merits of the grievance. Such decisions will be put in writing and supplied to all

parties and appropriate action(s) taken. The EEO Officer and Superintendent of Schools will be provided a copy of the Principal's or Supervisor's findings.

2) In those cases where the person filing the grievance is not satisfied with the findings of the Principal or Supervisor, he / she may appeal in writing the findings to the Madison County Grievance Committee. For students, this committee is made of the District EEO Officer, a site-based administrator from another school and a Student Services staff member. For member of the staff of the Madison County School System, this membership is made of the District EEO Officer, the HR Director or designee, and one additional member appointed by the Superintendent. Upon accepting the appeal, the Committee shall meet and investigate the grievance and make a recommendation to the Superintendent within ten (10) days.

3). Upon receiving the recommendation from the Committee, the Superintendent shall have ten (10) days to accept or reject the recommendation. Based upon this decision, the Superintendent shall take appropriate action(s).

4). In those cases where the person filing the grievance is not satisfied with the findings of the Superintendent, he / she may appeal the findings in writing to the Madison County School Board.

**MADISON COUNTY SCHOOL DISTRICT
COMPLAINT PROCEDURE FORM**

Name: _____

Address: _____

Phone Number: _____

Status: S – Student A – Applicant E – Employee P - Parent C - Citizen

Date of alleged violation: MM/DD/YY _____

Description of alleged violation – include specific violation, date, time, place, witness(es), conditions, etc.): _____

Remedy sought (describe action requested to resolve the alleged violation):

Signature of Grievant

Date

RECIPIENT

Name: _____

Address: _____

Phone Number: _____

Job Title: _____

Work Location: _____

Date grievance received: _____

Signature of Recipient

Date

Name: _____

Date: _____

Log of Dispositon _____

Action Taken _____

_____ Resolved _____ Unresolved

Principal/Supervisor Signature _____ Date _____

Signature of Grievant _____ Date _____

Name: _____ Date: _____

Log of Dispositon _____

Action Taken _____

_____ Resolved _____ Unresolved

Principal/Supervisor Signature _____ Date _____

Signature of Grievant _____ Date _____

Name: _____ Date: _____

Log of Dispositon _____

Action Taken _____

_____ Resolved _____ Unresolved

Principal/Supervisor Signature _____ Date _____

Signature of Grievant _____ Date _____

Conference Notes:

Madison County School District Staff Handbook Signature Page

As a Madison County School System Employee, my signature indicates that I have received a copy of The Staff Handbook, The Internet Usage/Responsibility, and The Principles of Professional Conduct of the Education Profession in Florida. I understand there are procedures to be followed by all employees for the selection, implementation and use of instructional materials. Specifically, this includes all forms of instructional materials (commercial and/or locally produced), activities and events conducted for the purpose of being instructional and any other activity using instructional media. I am aware of my professional obligations including the requirement to self-report arrests and convictions. My signature also signifies I have read the information on confidentiality and I am aware of my professional obligation as an employee of the Madison County School District.

Print Name

SCHOOL

Signature

Date

Employee Network and Electronic Mail Responsibility Contract

MCSB Policy 7540.05 and 7540.05

User's Full Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Employee Location: _____

Job Title: _____

Employee Agreement

I have read and understand the Terms and Conditions of Use of Telecommunications and Network (Internet) in Madison County District Schools. I further agree to abide by the terms of the agreement. I understand that unacceptable violations will result in losing my access privileges. In addition, violations may result in disciplinary action and/or appropriate legal or criminal action being initiated against me.

Employee Signature:

Date: _____

Madison County School District Staff Handbook Signature Page

As a Madison County School System Employee, my signature indicates that I have received access to and have MCSB Policy 8330 Student Records and Policy 8350 Confidentiality. These two policies directly govern access to Student Records and Confidentiality of information and data related to the Educational Process of Madison County Students. I understand there are procedures to be followed by all employees for the access and duplication of Student records and confidentiality of information contained in such. My signature also signifies I have read the information on confidentiality and I am aware of my professional obligation as an employee of the Madison County School District.

MCSB Policies may be found at: <https://go.boarddocs.com/fl/madcofl/Board.nsf/Public>

Print Name

SCHOOL

Signature

Date