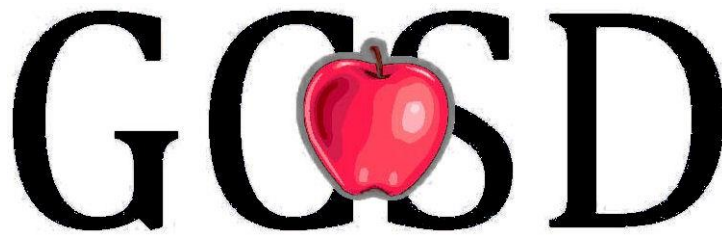


Gilchrist County School District

Substitute Handbook



Fulfilling Every Student's Potential

Robert G. Rankin, Superintendent
310 NW 11th Avenue
Trenton, Florida 32693
352-463-3200
352-463-4005 Fax
www.gilchristschools.org

**A Publication of the
Human Resources Department**

Robert G. Rankin
Superintendent

Ronda Parrish
Assistant Superintendent

BillieJo Bible
Director of Human Resources

Welcome

The Gilchrist County School District's goal is "*Fulfilling Every Student's Potential*". In order to fulfill every student's potential it takes a team of hard-working, dedicated professionals. As an employee of GCSD you are an important part of that team, and you contribute to the success of our students. Also, as an employee, you are a representative of one of the greatest school districts in the state of Florida. We want you to feel proud to be a part of our team.

We encourage you to learn about the policies, procedures, and expectations of substitutes, which are outlined in this handbook. This handbook serves as a tool to answer many of the common questions substitutes may have in reference to their employment. In the event you cannot find an answer to a question related to personnel issues or procedures please contact the Human Resources Department directly.

The information contained in this handbook is subject to change. All changes will be communicated through official notices, and revised information may supersede, modify, or eliminate existing policies. The substitute handbook is not a contract of employment or a legal document. It is, however, the responsibility of the substitute to read and comply with the procedures contained in this handbook and any revision made to it.

Administrative Directory of Services

Superintendent

Robert G. Rankin

Assistant Superintendent

Ronda Parrish

Curriculum and Resources

Linda Gartin, Dir Secondary Education & Reading
Darby Allen, Dir Elementary Education & ESOL
Patricia Powers, Dir Resource Development
Clara Buckner, Federal Programs Support Specialist

Support

Jennifer Terry, Receptionist

Finance

David Dose, Dir Finance
Tammy Beauchamp, Finance Officer / Risk Mgr
Patty Brown, Finance Officer
Leigh Hartzog, Finance Clerk

Food Service

Linda Perry, Dir Food Service
Jeri Wilson, Clerk

Human Resources

BillieJo Bible, Dir Human Resources

M.I.S

Evelyn Barratt, Dir M.I.S.
Jeri Wilson, Clerk

Operations

David Spencer, Dir Operations
Bronna Sheffield, Operations Specialist

Reception

Jennifer Terry, Fiscal Clerk

Special Programs

Lisa Rowland, Dir Special Programs
Salley Martin, PreK Coordinator
Mandy Brock, Staffing Specialist
Jill Bullock, School Psychologist
Kelly Myers, Secretary

Truancy

Sharon Langford, Truancy Officer

Technology

Aaron Wiley, Dir Technology
Jimmy Ballentine, Technology Assistant
Sam Hall, Technology Assistant
Cynthia Pailthorpe, Technology Assistant
Robert Cooper, Technology Assistant

Operations

David Spencer Dir Operations
Bronna Sheffield, Operations Specialist
Kittie Slysofski, Office Clerk

Principals / Assistant Principals

Suzanne Mathe, Principal BES
Donnelle Hartsfield, Asst Principal BES
Sherry Lindsey, Principal BHS
Lisa Barry, Asst Principal BHS
Brent Douglas, Asst Principal BHS
Ronda Adkins, Principal TES
Scott Allen, Asst Principal TES
Wendy O'steen, Asst Principal TES
Cheri Langford, Principal THS
Devin Colley, Asst Principal THS
Ray Stoel, Asst Principal THS

School Board Members

Christie McElroy, District 1
Susan Owens, District 2
Michelle Walker-Crawford, District 3
Gina Geiger, District 4
Deen Lancaster, District 5
Lindsey Lander, Board Attorney

Table of Contents

Welcome to Employees	3		
Administrative Directory	4	Sexual Harassment	20
General Substitute Information	6	Nursing Mothers	
Need to Know	7	Infants & Children in the Workplace	
Before Subbing			
Getting Ready for Students	8		
When Students Arrive			
Classroom Management			
Social Networking	9		
Training			
Compensation			
401(a) FICA Alternative Plan	10		
Substitutes and Employment	11		
Board Policies	12		
Personnel Records			
Access to Personnel Files			
Immigration and Naturalization			
Employment Defined	13		
Vacancies			
Discrimination	14		
Reasonable Accommodations			
Orientation	15		
Fingerprinting			
Self-Reporting Rule			
Code of Ethics			
Antifraud Measures	16		
Professionalism	17		
Attendance & Promptness			
Personal Mail & Telephone Calls			
Use of School Board Property	18		
Disparaging Remarks			
Grievance			
Child Abuse			
Weapons Prohibited			
Alcohol & Drug Free Workplace	19		
Tobacco Use			
Operations of School Board Vehicles			
Aids, Blood Borne Pathogens			
& Environmental Hazards			

*General Substitute
Information*

Need to Know

- Always remember you are the adult and the students (even seniors) are children. You are not to be their friend, and you should never allow them to call you by your first name.
- Always remember that every student in the class is someone's child, over protect them!
- NEVER repeat or share things about students – It's Against the Law. "FERPA" Family Educational Rights & Privacy Act
- Redirect students when they begin sharing "personal details".
- No cell phones...subs or students. Cell phones should be turned off or silent. Only use if there is not a call button in your classroom and you need to call the front office.
- Dress appropriately.
 - Do not wear jeans, shorts, flip flops, or tank tops.
 - Jeans can be worn on Fridays with an orange/black shirt for Trenton schools, or purple/gold shirt for Bell schools.
 - Shorts may be worn if subbing for P.E.
- You can eat in the cafeteria or teacher's lounge.
- Do NOT take naps at school.
- If you do not have a class during a particular hour, call front office.
- Know the school's Emergency Procedures: (located in each classroom)
 - Where are the exit doors? What's the fire drill procedure? What do you do if a code-red or lock down is issued?

Before "Subbing"

- Make sure Human Resources has correct contact information for you, including telephone numbers and address.
- Follow district & school policies and procedures.
- Arrive by 7:45 a.m.
- Report to Secretary in the front office, sign-in, wear your badge.
- Ask which teachers will be close by your class if you need assistance.
- Ask if there are any special assemblies or activities for that day, and what you should do.

Getting Ready for Students

- Befriend the teacher next door or across the hall.
Ask if you can send disruptive students to their class.
- Write your name on the board.
Include rules: no talking while you are speaking, no cell phones, no leaving the classroom, etc.
- Read through the teacher's lesson plans.
- Students should begin working as soon as they enter the classroom.
- If subbing in a math class put a couple of problems on the board.
- If there are no lesson plans, contact the front office.

When Students Arrive

- Greet the students at the door.
- Pick a helper or two. Have one of the students take roll for you, they know who the others students are.
- Return the class roster to the assigned person (ASAP). If a student has skipped class you are responsible for their whereabouts, so the front office needs to know who is not in class.

Classroom Management

- Maintain an atmosphere of learning.
- No more than one warning for students.
- Be patient, and be kind – but firm.
- If a student's cell phone rings, you MUST take their phone. If student refuses call the front office.
- Be up and circulating throughout the room.
- If you think students are about to fight, send another student to the get the teacher next door.
 - If possible send the rest of the class out into the hallway.
 - Stay close to the students about to fight and try to reason with them.
 - Whenever possible refrain from touching students.
- Do not allow students to leave class without permission. (If a student is to be checked out the front office will call the classroom).
- Do not dispense any type of medications. (Send student's to the nurse)
- Respect the teacher's belongings. Do not go through their desk or allow students to sit behind the desk.
- Students should be working until the bell rings, not stopping 10 – 15 minutes before.
- Do not dismiss students early without prior verification from the front office.

Social Networking

- **Do not post information about students – good or bad.**
- If you post anything negative about students, employees, or the school district you can be suspended or removed from the substitute list.
- Posts which reflect obscene content are frowned upon.
- Refrain from networking with students in a casual manner.

Training

All substitutes are required to complete training prior to working in a classroom. This training is to include classroom management, instructional strategies, working at risk students, working the exceptional student education, professionalism, and ethics in education training. GCSB provides training for substitutes.

Compensation

Substitutes may be asked to work a full day (7.5 hours) or less than a full day. Rates of pay for substitute follow minimum wage laws, and are paid according to GCSB approved rates.

Substitutes do not pay into Social Security.

The Omnibus Reconciliation Act of 1990 (OBRA 90) introduced into law IRS Code Section 3121(b)(7)(F). As a result, all employees who are not covered by their employer's retirement plan are automatically enrolled in the 401(a) FICA Alternative Plan.

Under the 401(a) FICA Alternative Plan you will contribute 7.5% of your compensation, on a pre-tax basis, to an account in your name with BENCOR in place of Social Security tax deduction.

When your relationship as a substitute ends with GCSB you may withdraw funds contributed to the 401(a) FICA Alternative Plan under the guidelines of BENCOR Administrative Services.



GILCHRIST COUNTY SCHOOLS FLORIDA - BENCOR 401(a) FICA ALTERNATIVE PLAN SUMMARY

What is this retirement plan? The Gilchrist County School Board BENCOR 401(a) FICA Alternative Plan is a qualified retirement plan under Federal tax law that covers part-time, seasonal and temporary employees in the School District who are not covered by the Florida Retirement System. The Plan provides an alternative benefit to Social Security and exempts you from FICA (Social Security) payroll taxes. You continue to pay Medicare taxes on your wages. Enrollment in the Plan is automatic for every employee who works in a position covered by the Plan.

How much is contributed? You contribute 7.5% of your wages on a *pre-tax basis* (for income tax purposes) instead of paying Social Security taxes that otherwise would be determined and paid by you on an *after-tax basis*. You will see your Plan contribution amount reflected on your paycheck stub. Contributions are credited to an individual account in your name under the Plan.

How is my account invested? You may choose from among any of the investment options offered within the Plan. Go to www.bencorplans.com, click on **Participant Log On**, then select the **Get Started** box and follow the prompts to create your personalized user ID and password. Once logged on, from the **Review** tab, click on **Fund and Fee Information** to review the investments available to you. Then, from the **Manage** tab, you can change the investment allocation of your account's current assets and future contributions. If you do not choose investment options, your account balance will be invested in the guaranteed option designated by your employer, which may or may not be the best option for your particular circumstances. Therefore, it is very important for you to log on to your account at www.bencorplans.com as soon as possible to obtain information about all the available investments and choose the options that are appropriate for your own objectives and preferences.

What should I do to set up my account? The Gilchrist County School Board establishes your account for you. Once your account is created, you should select your investment options as described above. It's also important to go to the **Beneficiaries** link under the **Home** tab to name the person or persons who should receive your account in the event of your death.

Can I withdraw my account? Your account is always 100% vested and belongs only to you. The balance of your account will be available for withdrawal by you **90 days** after your termination of employment, retirement or total disability. In the case of your death, the beneficiary or beneficiaries you name under the Plan will be able to withdraw your account balance. Funds may be withdrawn as a lump sum cash distribution, which is taxable for the year of withdrawal, or as a direct rollover to an IRA or eligible retirement plan, which defers your income tax obligation. Distribution Request Forms with pertinent tax information are available from the **Forms** link located under the **Home** tab. Mail the completed form to: Gilchrist County School Board, Human Resources Dept., 310 NW 11th Avenue, Trenton, FL 32693.

Are my funds taxable and are there any penalties when I withdraw my funds? Cash distributions and rollovers to Roth IRAs are taxable when distributed. Please review the Special Tax Notice included with the Distribution Request Form for more information. Cash distributions are subject to 20% mandatory withholding for Federal income tax. The IRS assesses a 10% additional tax, also called an "early withdrawal penalty," if you withdraw your funds before age 59 ½. However, if you are at least 55 when you leave employment, this additional tax will not apply. Also, the additional tax does not apply if you are withdrawing money from your account due to your total disability or if your account is paid out to a beneficiary due to your death. If you live in a state with a state income tax, you also may be subject to state tax withholding.

Are there other tax issues I should know about? The Special Tax Notice provides general information about the taxation of distributions from a qualified retirement plan. For specific tax information, consult an independent tax advisor. Your account is subject to the IRS Required Minimum Distribution rules after you reach age 70 ½, or retirement, if later. Individuals who are "active participants" for the year in certain tax-advantaged retirement plans, such as this FICA Alternative Plan, are subject to Federal tax law limitations on deducting contributions for the same year to an IRA account. These limitations also may affect a spouse's IRA deductions. Consult an independent tax advisor if you wish to take federal income tax deductions for contributions to an IRA.

Will I receive statements? Annual statements showing your account activity and ending balance are provided after the close of each calendar year. Go to **e-documents** under the **Home** tab to sign up for e-statements and other e-documents.

Are there any fees? There are no administrative fees charged to your account unless your balance is less than \$1,000 and no contributions have been made to your account for more than two years. At that time, if you do not elect a distribution, a monthly maintenance fee will apply.

How can I talk to someone if I have more questions? For administrative assistance, dial a Bencor Customer Service Representative at 1-888-258-3422, and select option 1. Representatives are available Monday – Friday, 8:30 a.m. to 5:00 p.m., Eastern Time. Bencor also has representatives located throughout the state of Florida. Go to www.bencorplans.com and select "Florida BENCOR Rep" to view an interactive map of Florida. Click on your county to find your local representatives.

BENCOR ADMINISTRATIVE SERVICES | 4333 EDGEWOOD ROAD NE | CEDAR RAPIDS, IA 52499

Substitutes
And
Employment

Board Policies

The sections covered in this handbook are brief explanations, for more details and/or precise wording please refer to board policies. Board policies can be found on the district's website or requested through the school board office.

Personnel Records

Personnel records – regarding substitute status are placed in a permanent file in the District Office.

H.R. strives to maintain up to date personnel records on each substitute. It is the substitute's responsibility to notify HR within 10 days of any changes of name, address, telephone number, emergency contact, and/or any other changes. If you have questions about your personnel file or information contained within please contact Human Resources.

It is the responsibility of each substitute to use their legal name, reflected on their social security card, in dealing with the district and other professional agencies. Any substitute who legally changes his/her name or address shall notify the Human Resources department within 10 days of the change. If a legal name change has occurred the employee will be required to furnish new forms to the district; new forms include driver's license & social security card. Any substitute who is required to have a Florida Educator Certificate or other license/certificate shall maintain the license or certificate in his/her legal name. All certified educators are responsible for notifying the Florida Department of Education of any legal name or address changes.

Access to Personnel Files

Substitutes may view material in a personnel file with an advanced notice, and in the presence of the personnel records keeper or other authorized district personnel. If a substitute would like copies of any material in a personnel file they must make a request with reasonable advanced notice to the personnel records keeper. Personnel files are open to public inspection, with the exception of the restrictions in F.S. 1012.31 and 119. Exemption for personnel files include: Complaints or material related to on-going investigations, current performance evaluations, performance evaluations prepared prior to July 1, 1983, derogatory material against a substitute, payroll deductions, medical records, and any reports of injury or illness.

Immigration & Naturalization Compliance

GCSD complies with the Immigration Reform and Control Act of 1986 and is committed to employing only those who are authorized to work in the United States. As a condition of employment, each new substitute must properly complete, sign, and date the first section of the Immigration and Naturalization Service Form (I-9). In addition, re-hired substitutes may be required to complete a new I-9. Proper identification to be entered on the I-9 will also be required.

Employment Defined

Substitutes work on an as needed basis, and are not under contractual obligation to the GCSD. The substitute or the district may sever the working relationship at any time, without prior notice.

Use of Social Security Numbers

GCSD protects the privacy and confidentiality of our employees, students, & substitutes. We comply with federal and state laws and meet the required standards for securing personal information. As prescribed by law [Fla. Stat. §119.071(5)(a)2&3] GCSD is authorized to collect, use, or release social security numbers of employees and other individuals for the purpose of the district's duties and responsibilities in human resource operations, payroll, benefits, background checks, medical claims, IRS reporting, or other functions where they are needed and legally allowed to be used and requested by the Florida Department of Education and or Federal government.

Payroll

In compliance with federal labor laws, substitutes must accurately record daily work hours on the appropriate time log. Falsification of these payroll records is grounds for termination.

Paychecks for substitutes are subject to mandatory payroll deductions for 401a FICA Alternative Plan, Medicare tax, and federal withholding tax, based on Form W-4 and the tax tables furnished by Internal Revenue Service. It is the substitute's responsibility to correctly fill out a W-4 form and submit it to Human Resources. Substitutes are permitted to submit a new W-4 as often as they desire, and changes will be entered into the payroll system promptly.

Pay Schedule

All employees & substitutes of GCSD are paid on the last working day of the month. As an example: If Spring Break begins before the end of a month, and ends after the end of the month 10-month employees will be paid the last day they work before the break; and 12-month employees will be paid as regular. Since all employees are off the Christmas/New Year break, employees are paid the last working day of the month; unless funds are not available.

Discrimination

The Gilchrist County School District maintains that all substitutes shall be recruited, selected, and assigned solely on the basis of experience, qualifications, and the necessary requirements for the vacancy. Race, religion, age, gender, sexual orientation, national background, and marital status will not be considered as factors for employment as a substitute; nor shall any qualified disabled person be excluded from consideration for employment as a substitute solely on the basis of his/her disability.

Employment of substitutes for Gilchrist County School District is in compliance with Federal and State laws regarding non-discrimination and preference. Equal employment opportunities shall be provided to all applicants and employees with regards to recruitment, selection, and assignment of personnel: and under all employment conditions without regards to race, color, sex, religion, age, disability, marital status, or national origin.

Reasonable Accommodations

In accordance with the Americans with Disability Act (ADA) of 1990, an employee may request reasonable accommodations when he/she meets the criteria of a disability as defined by ADA. ADA has a three-part definition of disability. Under ADA, an individual with a disability has:

- A physical or mental impairment that substantially limits one or more major life activity;
- A record of such an impairment; or is regarded as having such impairment.

Reasonable Accommodations shall be provided that will not impose undue hardship to the school or district. Reasonable accommodations can involve the following:

- Modifications or adjustments to a job application process that enable or qualify an applicant with a disability to be considered for the position such qualified applicant desires; or
- Modifications or adjustments to the work environment or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or
- Modifications/adjustments enabling employees with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities (making existing facilities readily accessible and usable by individuals with disabilities, job restructuring).

Employees desiring reasonable accommodations in employment may contact Human Resources.

Orientation

All new substitutes must complete substitute orientation which includes all employment paperwork. Substitute orientation is scheduled, organized, and conducted by Human Resources.

Fingerprinting

Florida law requires that all employees and substitutes be fingerprinted. It is the responsibility of a newly hired or rehired employee or substitute to pay the fees associated with fingerprinting established by Florida Department of Law Enforcement (FDLE). Fingerprints are taken by a contracted outside agency and results are sent to GCSD, FDLE and the Federal Bureau of Investigation (FBI). Employees must be fingerprinted before they can begin work. The outside fingerprinting agency does not receive fingerprint results.

Fingerprints will also be sent to the Florida Department of Education for instructional employees applying for their teacher certification. If an instructional/administrative employee's fingerprint report indicates a criminal history, the employee's record shall be referred to the Bureau of Educator Standards / Professional Practices.

Fingerprint results are considered confidential information and may not be released to anyone, except the employee, FDLE, FBI, and Bureau of Educator Certification (BEC)/Professional Practices. Any employee desiring to obtain a copy of their fingerprint results must request a copy from Human Resources, must pick up the results in person, and must sign a release form.

Self-Reporting Rule

As required by the provisions of State Board of Education, the Principles of Professional Conduct of the Education Profession in Florida, and Florida Statutes all employees and substitutes are required to comply with "Self-Reporting Rule" for arrests and convictions. Under the rule employees and substitutes are required to report to the district within 48 hours any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance or any disqualifying offense. In addition, self-reporting is required for 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 with 48 hours after the final judgment.

Code of Ethics

All employees and substitutes are required to maintain and promote personnel integrity, high ideals, and human understanding. The Board shall also expect all administrative, instructional, support staff, and substitutes to adhere to the Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct for the Education Profession in Florida. All employees are required to complete Ethics training on ethical standards. All employees are responsible for reporting misconduct by School District employees. Misconduct should be reported to the Human Resources Department, and can be reported directly to the Florida Department of Education.

Antifraud Measure – Reporting Fraud

The GCSD will not tolerate fraud or the concealment of fraud. S.B. Policy 7.121 specifically prohibits fraud, and concealment of fraud.

Fraud includes, but is not limited to:

- Knowingly misrepresenting the truth or concealment of a material fact in order to personally benefit or to induce another to act to his/her detriment.
- Falsifying or unauthorized altering of District documents.
- Accepting bribes, gifts, or favors if given to influence employees' decision making.
- Conflicts of interest.
- Disclosing confidential bidding information in order to given an unfair advantage during bid process.
- Causing the District to pay unjustified excessive prices or fees.
- Theft, tampering, or unauthorized removal or destruction of GCSD property, including records, furniture, fixtures, or equipment.
- Theft of confidential information.
- Breach of fiduciary duty (using District assets for personal gain, mismanagement).
- Using District equipment or work time for any outside business activity.

The obligation to report fraud includes instances where an employee knew or should have known that an incident of fraud occurred. Violation of this policy may result in disciplinary action, termination of employment, termination of contract, or legal action.

Guidelines for reporting fraud: Report all instances of suspected fraud to Human Resources. You may remain anonymous when filing a report or you may ask that your identity be kept confidential. If you request your identity be kept confidential, your identity will only be disclosed to those employees reviewing and investigating the complaint. Keep in mind that it may be more difficult to investigate anonymous allegations.

To report suspected fraud, contact:

Human Resources

310 NW 11th Ave, Trenton FL 32693

Ph: 352-463-4403

BibleB@mygcsd.org

Fax: 352-463-4405

or Florida Department of Education

Office of Inspector General

325 West Gaines Street, Ste 1201

Tallahassee, FL 32399-0410

850-245-0403 or oig@fldoe.org

<http://www.fldoe.org/ig/complaint.asp>

Professionalism

All employees & substitutes are expected to demonstrate professional and appropriate behavior. All employees & substitutes are expected to abide by school and School Board rules, and state and federal laws. Each employee & substitute is held to a high standard of professionalism in setting examples for students. Under no circumstances shall any employee or substitute be permitted to use profane or obscene language in his/her relationship with students. All employees and substitutes should avoid saying anything derogatory about a colleague to anyone – inside or outside the district. Employees and substitutes should show respect for the positions held by subordinates, colleagues, and superiors in the school district.

As an employee or substitute you represent GCSD to every parent, student, and community member you come in contact with. Parents expect our schools to be a safe place for their children; a place where education is provided in a secure, pleasant environment. As an employee or substitute it is your job to assure the people we serve that our schools are safe, and GCSD employees & substitutes are friendly, caring people who value them and their children. We pride ourselves on being a public service entity that makes every effort to “go the extra mile.”

Remember that you are a role model for our students and other employees & substitutes. Your behavior is observed, and it impacts students and colleague’s behavior today and in the future. Because of this, your behavior must be exemplary.

Attendance and Promptness

As a substitute you are called to work on an as needed basis. Because we serve the public, the importance of getting to work on time and being present every day you are called to work is most important. The public expects and has a right to demand prompt and efficient service. If you are scheduled to substitute and you become unavailable, it is your responsibility to notify the school as soon as possible. This allows him/her to reassign your work and maintain a high standard of service. Excessive refusals to substitute will result in your name being removed from the active substitute list.

Personal Mail and Telephone Calls

Please have all personal mail delivered to your residence. Personal use of the telephone is discouraged except in an emergency. However, for purely personal messages, you should make other arrangements for calls during your work day.

Use of School Board Property

The School Board provides you with necessary equipment, materials, and vehicles to carry out the job assigned to you. If you are assigned any equipment, it becomes your responsibility to exercise care in its operation. Personal use of vehicles, materials, supplies, tools or other equipment is not permitted. Violation could result in discharge, prosecution or both.

All employees & substitutes shall maintain safe and sanitary conditions in their work areas. Unauthorized use, theft, or vandalism of School Board property or the property of others is prohibited. Violation of this rule will result in disciplinary action up to and including dismissal.

Disparaging Remarks

Substitutes shall not use the classroom, or any part of school facilities, as a platform for making disparaging remarks against students, parents, teachers, and/or administrators. Conduct contrary to this policy may constitute grounds for removing your name from the active substitute list.

Child Abuse

Every employee, substitute, contracted person, intern, and volunteer is considered a “mandated reporter”. Each of these persons have an affirmative duty to report all cases of actual or **suspected** cases of child abuse or neglect, and shall immunity from liability if such cases are reported in good faith. The failure of an employee to report suspected cases of child abuse shall subject the employee to disciplinary measures. Report child abuse to Human Resources or directly to the Department of Children & Families at <http://www.dcf.state.fl.us/abuse/report> or by calling 1-800-96-ABUSE.

Weapons Prohibited

Weapons are not allowed on campus by anyone, except Law Enforcement. Employees, students, and parents are prohibited from carrying any gun, pistol, sword, knife, razor, or any other item which may be used as a weapon on school grounds, into any school building, or on a school bus or in an automobile or other vehicle parked on the school grounds or adjacent thereto. Employees, students, and parents who fail to comply with this policy may be arrested, suspended from duty, or expelled.

Alcohol and Drug-Free Workplace

No person on GCSD campuses shall possess, consume or sell alcoholic beverages or be under the influence of alcohol on the job or in the workplace. No person shall unlawfully 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 in the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations at 21 CFR or Florida Statutes, Chapter 893, without a valid prescription.

“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 activities, or any off-school property during a school-sponsored or school-approved activity, event or function, such as a field trip, workshop or athletic event.

As a condition of employment each employee and substitute will abide by the terms of this policy and the GCSB Drug Free Workplace Procedures as approved by the GCSB. Employees & substitutes are required to notify Human Resources of any criminal drug statute arrest or conviction for a violation occurring on the premises of the School Board, at the workplace, or during the conduct of any official activity related to the School Board within 48 hours. Failure to notify Human Resources within 48 hours may be cause for removal of a substitute name from the active substitute list.

Tobacco Use in District Facilities

All uses of tobacco products in any form are prohibited in any District-owned facility, vehicle used to transport students, or other areas designated for student use at any time.

Operation of School Board Vehicles

Some substitutes, as part of their duties, are assigned GCSD owned vehicles. These vehicles are to be used for school business only. Safety belts must be worn at all times in GCSD owned vehicles equipped with them. Any substitute assigned a vehicle who has excessive at-fault traffic citations is subject to disciplinary action, and may have his/her driving privileges cancelled. This could cause removal of a substitutes names from the active substitute list.

Aids, Blood Borne Pathogens, & Environmental Hazards

The Board shall adopt appropriate procedures and guidelines consistent with federal and state regulations regarding the training and methods of handling and reducing the potential risks of exposure to blood borne pathogens, other communicable diseases, and environmental hazards, such as asbestos, lead in drinking water, and radon gas.

Sexual Harassment

The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to nonemployee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities.

Nursing Mothers

Under the provision of the Fair Labor Standards Act, the District shall provide reasonable unpaid breaks for an employee to express breast milk for her child for up to one (1) year after the birth of the child. A private area, free from intrusion, shall be made available to the employee. A nursing mother shall be responsible for notifying her supervisor of her intent to exercise her right under the Fair Labor Standards Act.

Infants and Children in the Workplace

The presence of infants and children not of school age could be considered a disruption in the workplace and therefore is to be avoided except in emergency situations for the safety of the infant(s) & children, to avoid disruptions in job duties of employee's and co-workers, to reduce liability, to maintain a professional learning environment for students, and to maintain a professional work environment for employees. If bringing an infant or child to work with the employee is unavoidable, the employee must contact his or her administrator as soon as possible to discuss the situation and obtain permission to have the infant or child accompany the employee while working. Consideration should not be given to allowing infants or children with an illness to come to work with an employee.

