

Bradford County School District



EMPLOYEE HANDBOOK 2023-2024

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Our Human Resources Team is privileged to serve the employees of the Bradford County School District. We are committed to offering the highest level of service to those dedicated to making a difference in the lives of our students.

Aimee Ferguson
Director, Human Resources
Ext. 6810

Michael Kidd
Personnel Specialist
Ext. 6008

Angelique Autry
Administrative Secretary
Ext. 6031

This handbook is not intended to take the place of other policies, directives, or master contract language, but should be read and used in conjunction with these documents. It shall continue to be effective until a replacement handbook is distributed. It is the responsibility of all employees to familiarize themselves with and follow the guidelines set forth herein.

Bradford County School District
501 W. Washington St.
Starke, FL 32091
904.966.6031
www.bradfordschools.org

IMPORTANT WEBSITES

Bradford County School District-

www.bradfordschools.org

Skyward Employment- Visit here to apply for current openings in the district

<https://bradfordskyward.nefec.org:444/scripts/wsisa.dll/WService=wsFin/rapplmnu03.w>

Skyward Business- Visit here for your employee information (e.g. time off, pay stubs, W-2s)

<https://bradfordskyward.nefec.org:444/scripts/wsisa.dll/WService=wsFin/seplog01.w>

FOCUS-Student Information

<https://bradford.focusschoolsoftware.com/focus/>

Classlink- Launchpad for all district apps and links

<https://launchpad.classlink.com/bradford>

BRADFORD COUNTY SCHOOL DISTRICT

2023-2024 Calendar

Wednesday, August 2- Wednesday, August 9	Pre-planning
Thursday, August 10	First Day for Students
Monday, September 4	Holiday- Labor Day
Friday, September 15	Professional Development Day- Student Holiday
Wednesday, September 20	Progress Reports First Quarter
Friday, October 13	End of First Nine Weeks
Monday, October 16	Teacher Planning Day- Student Holiday
Tuesday, October 24	Report Cards First Quarter
Friday, November 10	Veterans' Day Holiday
Monday, November 20- Friday, November 24	Thanksgiving Holidays
Monday, December 4	Progress Reports Second Quarter
Wednesday, December 20	Early Release Day
Thursday, December 21-Thursday, January 4	Winter Holidays
Friday, January 5	Teacher Planning Day- Student Holiday
Monday, January 8	Students Return from Winter Break
Thursday, January 11	Start of Second Semester
Monday, January 15	Holiday- Martin Luther King
Tuesday, January 23	Report Cards Second Quarter
Friday, February 9	Professional Development Day- Student Holiday
Monday, February 19	Holiday- Presidents' Day
Monday, February 26	Progress Reports- Third Quarter
Thursday, March 14	End of Third Nine Weeks
Friday, March 15	Teacher Planning Day- Student Holiday
Monday, March 25- Friday, March 29	Spring Break
Tuesday, April 2	Report Cards Third Quarter
Monday, May 6	Progress Reports- Fourth Quarter
Freiday, May 17	Graduation
Friday, May 24	Last Day for Students
Tuesday, May 28	Post-planning

**Virtual Planning Day-December 21

256-Day Employee Holidays

Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Friday, November 10	Veterans' Day
Wednesday, November 22	Calendar Adjustment Day
Thursday, November 23	Thanksgiving Holiday
Friday, November 24	Thanksgiving Holiday
Thursday, December 21	Calendar Adjustment Day
Friday, December 22	Christmas Eve Holiday
Monday, December 25	Christmas Holiday
Tuesday, December 26- Friday, December 29	Board Scheduled Vacation Days (32 hours)
Monday, January 1, 2024	New Year's Day Holiday
Tuesday, January 2- Thursday, January 4	Calendar Adjustment Days
Monday, January 15	Martin Luther King Day Holiday
Monday, February 19	Presidents' Day Holiday
Friday, March 29	Spring Break Day
Monday, May 27	Memorial Day Holiday

ADMINISTRATIVE ORGANIZATION Bradford County School District 2023-2024

Superintendent
Will Hartley

Assistant Superintendent
Karen Clarke

School Board Members

Chair Gayle Nicula, District 2
Vice-Chair Candace O'Steen, District 4
Cheryl Canova, District 3
Sheila Cummings, District 1
Lynn Melvin, District 5

MISSION STATEMENT

The mission of the Bradford County School District is to provide a quality education for all students so that they are equipped with the skills needed to succeed in the 21st century.

VISION STATEMENT

Building lifelong learners who are prepared for the 21st century

BCSD DEPARTMENTS & SCHOOLS

Superintendent – Will Hartley

Executive Secretary – Lila Sellers
Phone – (904) 966-6018

Asst. Superintendent – Karen Clarke

Curriculum, Instruction, Assessment, Accountability
Admin. Secretary- Jejetta Lee
Phone- (904) 966-6010
Coordinator, Grants & Resources- Sherree Alvarez
Coordinator, Prof. Development- Christina Cornwell

Bradford High School (0021)

Principal – Chris Coffey
Asst. Principal –Crystal Williams
581 N. Temple Ave. Starke, FL 32091
Phone – (904) 966-6075
Secretary – Katrina Griffis
Phone – (904) 966-6091

Lawtey Elementary School (0131)

Principal – Terri O’Quinn
22703 Park Street Lawtey, FL 32058
Phone – (904) 966-6795
Secretary – Karen Henry
Phone – (904) 966-6796

Bradford Elementary School (0081)

Principal – Cassie Melvin
Asst. Principal – Lauren Morgan
3856 SE 144th St. Starke, FL 32091
Phone – (904) 966-6061
Secretary – Cheryl Chalker
Phone - (904) 966-6066

Rainbow Center (0121)

Director- Jeannie O’steen
501 W. Washington St. Starke, FL 32091
Phone- (904) 966-6039
Secretary – Crystal Crawford

Exceptional Student Ed. & Student Svc.

Director- Tammy Saxon, Interim
Phone- (904) 966-6014
Secretary- Marlana Funderburk
Phone- (904) 966-6001

Transportation

Supervisor -Louette Smith
Phone- (904) 966-6734

Finance

CFO-Deborah Parrish
Phone- (904) 966-6025
Accounts Payable- Lorissa Rhoden
Phone- (904) 966-6009
Purchasing- Tonya Hodges Phone- (904) 966-6002
Payroll- Marla Darley Phone- (904) 966-6012

Human Resources

Exec. Director - Aimee Ferguson
Phone – (904) 966-6031
Admin. Secretary – Angelique Autry
Phone – (904) 966-6031
Personnel Spec./Benefits - Michael Kidd
Phone – (904) 966-6008

Athletics

Athletic Director- Sampson Jackson
Phone- (904) 966-6098

Bradford Middle School (0172)

Principal – Benjamin Hawkins
Asst. Principal – Karen Brugh
527 N. Orange St. Starke, FL 32091
Phone – (904) 966-6705
Secretary – Stephanie Merrill
Phone – (904) 966-6704

North Florida Technical College (0171)

Director, Career & Tech. Ed. – Brad Bishop
Coordinator, Adult & Career Ed. – Keith Kirby
609 N. Orange St. Starke, FL 32091
Phone – (904) 966-6764
Secretary – Aleta Durant
Phone – (904) 966-6766

Starke Elementary School (0051)

Principal – Raymond Schaefer
Asst. Principal – Shannon Rodriguez
1000 W. Weldon St. Starke, FL 32091
Phone – (904) 966-6045
Secretary – Brandy Scott
Phone – (904) 966-6047

Information & Technology

Director- Michael Warren
Phone- (904) 966-6019
MIS Network Admin- Greg Gobs
Phone- (904) 966-6003

Operations, Maintenance & Safety

Director- Jeff Edison
Phone- (904) 966-6729
Maintenance Facilitator - Jennifer Davis
Phone- (904) 966-6732
Mental Health Coordinator-
Phone- (904) 966-6790
Threat Management Coordinator-Jeff Edison

Food & Nutrition Services

Director- Blake Dicks
Phone- (904) 966-6026
Secretary- Natalie Burdick
Phone- (904) 966-6026

REASONABLE ACCOMMODATIONS IN EMPLOYMENT

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 activities;
- A record of such an impairment; or
- Is regarded as having such impairment.

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

- a. 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
- b. 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
- c. Modifications/adjustments enabling employees with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities (i.e. making existing facilities readily accessible and usable by individuals with disabilities, job restructuring, etc.).

Employees desiring reasonable accommodations in employment may contact the personnel office.

Continuous Notification of Nondiscrimination

Bradford County School District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or genetic information in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Aimee Ferguson, District Equity Coordinator may be reached at 501 W. Washington St., Starke, FL 32091, (904) 966-6081 or email ferguson.aimee@mybradford.us.

Annual Notification of Nondiscrimination

Bradford County School District offers the following career and technical programs, including career academies wherein students may earn industry certification.

The 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. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

ALCOHOL & DRUG-FREE WORKPLACE

No employee or student shall manufacture, distribute, dispense, possess, or use on or in the workplace, or be under the influence of any alcoholic substance, any intoxicating or auditory, visual, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, in the workplace, as defined by Federal Law or Florida Statute Ch. 893, or any counterfeit of such drugs or substances, all being collectively referred to as drugs. Alcohol beverages in any form, drugs and controlled substances (except as defined by School Board policy 6.450 and 6.451) are barred from all school property, buildings, and functions sponsored by the public schools of Bradford County.

Workplace is defined to mean any site for the performance of work done in connection with employment. This includes any building on School Board property, any vehicle used to transport students to and from school, and any school-sponsored curricular or extra-curricular activity, event or function, on or off School Board property where students are under the jurisdiction of the Board. Each job offer is contingent on a negative drug test. When reasonable suspicion exists, employees may be required to submit to a drug test. Refusal to test or positive results are grounds for termination.

BLOODBORNE PATHOGENS EXPOSURE PLAN

Universal precautions will be observed by all employees to prevent contact with blood or other potentially infectious materials. Annual training will be provided to employees who are employed in an identified occupational exposure position (School Board Policy 6.910). The Principal/Supervisor is responsible for monitoring this process and ensuring that universal precautions are observed. Employees who have been identified as working in occupations that expose them to blood or other potentially infectious materials will be offered the Hepatitis B vaccine at no cost to the employee. Vaccines will be given through an agreement with the Bradford County Health Department.

CLEAN INDOOR AIR ACT

All uses of tobacco/ vape products in any form are prohibited in any District-owned facility, property, or vehicle at any time. See Board Policy 8.320 for more information.

WEAPONS PROHIBITED

Weapons are not allowed on campus by anyone except law enforcement or someone authorized by law enforcement and/or the superintendent. 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, 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.

VETERAN'S PREFERENCE

Bradford County School District complies with the veteran's preference rules according to Florida Statute 295.07(2). Questions should be addressed to the executive Director of Human Resources.

CHILD ABUSE

Each school district employee is considered a "mandated reporter." All employees have an affirmative duty to report all cases of actual or suspected cases of child abuse or neglect, and shall have 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. Should a certificated employee fail to report, they would automatically be referred to the Bureau of Professional Practices at the Florida Department of Education. Call 1-800-962-2873 or Report online at: <http://www.dcf.state.fl.us/abuse/report/>.

BCSD Policy 2.170. State Statute 39.205: Failure to report or preventing someone from reporting is a 3rd degree felony.

PROFESSIONAL MISCONDUCT

All employees and agents of a public school district, charter school, or private school have an obligation and legal responsibility to report misconduct by instructional personnel and school administration which affects the health, safety, or welfare of a student. Failure to report may result in penalties up to termination of employment and revocation of an educator's certificate. Report to your school administrator and Director of Human Resources.

Violations may include:

Obscene language	Testing Violations
Drug and alcohol use	Physical aggression
Disparaging comments	Accept or offer favors
Prejudice or bigotry	Cheating
Sexual innuendo	

PHOTO IDENTIFICATION BADGING

All employees are required to wear and display their badge at all times while on school/site campuses/locations. The badge should not be laid down or left anywhere unattended. Lost or stolen badges should be reported immediately to Human Resources and your work location. The ID badge is property of the district. To have a badge reprinted please call Human Resources.

PERSONAL BELONGINGS

The Bradford County School District does not assume responsibility for any personal property located on its premises; including facilities, vehicles, and parking areas. Employees are to use their own discretion when choosing to bring personal property, including items brought in to enhance a classroom or work environment, and do so at their own risk.

CODE OF ETHICS-EDUCATION PROFESSION

The code of ethics governs professionalism through integrity and consists of those principles of professional conduct that govern the education profession in Florida.

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

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

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

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

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

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

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

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

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

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

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

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

6. Shall not intentionally provide classroom instruction to students in prekindergarten through grade 3 on sexual orientation or gender identity.

7. Shall not intentionally provide classroom instruction to students in grades 4 through 12 on sexual orientation or gender identity unless such instruction is either expressly required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part of a reproductive health course or health lesson for which a student's parent has the option to have his or her student not attend.

8. Shall not intentionally violate or deny a student's legal rights.

9. Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.

10. 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. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), F.S.

11. Shall not exploit a relationship with a student for personal gain or advantage.

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

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

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

3. Shall not use institutional privileges for personal gain or advantage.

4. Shall accept no gratuity, gift, or favor that might influence professional judgment.

5. Shall offer no gratuity, gift, or favor to obtain special advantages.

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

1. Shall maintain honesty in all professional dealings.

2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

5. Shall not make malicious or intentionally false statements about a colleague.

6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

7. Shall not misrepresent one's own professional qualifications.

8. Shall not submit fraudulent information on any document in connection with professional activities.

9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial

diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.

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

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

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

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

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16, 11-22-22, 2-21-23, 5-23-23.

FERPA

FERPA is the Family Educational Rights and Privacy Act. It was designed to protect the student’s educational information and status as a student. It prohibits the disclosure of a student’s “protected information” to a third party. This disclosure is prohibited whether it is made by hand delivery, verbally, fax, mail, or electronic transmission. It classifies protected information into three categories: educational information, personally identifiable information, and directory information

PROFESSIONALISM

Each employee (bus driver, food service or maintenance worker, classroom aide or teacher, administrator and other classifications of employees) is expected to demonstrate professional and appropriate behavior and dress. Each employee is expected to abide by school and Bradford County School Board policies and rules, and state and federal laws. Because employees of a school system serve as role models for students, employees are held to the highest standard of conduct (Adams vs. Turlington). The community often holds school personnel as examples for children.

ATTENDANCE & PROMPTNESS

Because we serve the public, the importance of getting to work on time and being present every day is most important. The public expects and has a right to demand prompt and efficient service. If you must be absent, it is your responsibility to notify your supervisor at once. This allows him/her to reassign your work and maintain a high standard of service. Excessive absenteeism may be grounds for disciplinary action or dismissal. We cannot operate as effectively when an employee is absent.

SELF-REPORTING RULE

Effective January 1999, all employees are required to comply with the “Self-Reporting Rule” for arrests and convictions. The “Rule” requires employees to self-report to the Director of Personnel within 48 hours any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. In addition, the employee is required to report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment.

TITLE IX and SEX DISCRIMINATION

The School Board takes seriously its obligations to ensure that no student or employee suffers discrimination on the basis of sex, as defined in Title IX of the Education Amendments Act of 1972. **Title IX is a federal law**, enacted in 1972 states: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

Title IX protects people from discrimination based on sex in educational programs or activities that receive financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment, which is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome conduct;
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity;
- Sexual assault, dating violence, domestic violence, or stalking, as defined by applicable law.

Reporting Harassment/Discrimination

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Making false statements is strictly prohibited.

Next Steps

After a report of sexual harassment has been made, the school and/or Title IX Coordinator will reach out to the individual affected by the alleged misconduct, provide supportive measures, discuss the grievance policy, and offer the opportunity for the complainant to file a formal complaint if the behavior meets the Title IX definition of sexual harassment. If a formal complaint is filed, appropriate steps will be taken to investigate. Upon completing the investigation, the outcome will be shared with all stakeholders.

Appeal Procedures

If a party does not agree with the final determination made by the school or has concerns of noncompliance with Title IX or actions that would be prohibited by Title IX, he/she may appeal the determination in accordance with School Board Policy 2.160*.

ELECTRONIC COMMUNICATION (Social Media – Personal Email – Texting)

Staff members shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. Social Media, Facebook, My Space, Twitter, Tumblr, blogs, et cetera. **See BCSD Policy-9.110 for further details.**

District social media sites shall be reserved for District business only to provide information to the public regarding announcements, events, etc. **(Comments are to be turned OFF)**
See BCSD Policy-9.110 for further details.

In order to maintain a professional and appropriate relationship with students, employees shall not communicate with students who are currently enrolled in schools on personal social media sites. This includes becoming "friends" or allowing students access to staff members' personal web pages for communications reasons. Such communication could cause the appearance of inappropriate association with the student(s).

Staff who choose to use social media networking sites for personal reasons are cautioned *NOT TO POST*:

1. Information that is considered proprietary, copyrighted, defamatory, libelous, or obscene (as defined by the courts) as it may be a violation of state and/or District rules and policies.
2. Identifying information about the District. Information about District students or coworkers. Most information concerning a child in school is confidential under Federal and State laws. (FERPA) This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.
3. ANY picture, video, or comment pertaining to any student(s). This includes sharing videos of student behaviors with friends, family, staff members, etc. without parental consent (BCSD Policy 3.210)

District Social Media Use

District social media sites shall be reserved for District business only to provide information to the public regarding announcements, events, etc. (Comments are to be turned OFF)

- A. Communication on a district social media space should be handled in the same manner as communication in a classroom and/or workplace. The Principles of Professional Conduct are expected on professional social media sites.
- B. All such communication must be consistent with the educational objectives of the District and cannot be used for personal or non-District purposes.
- C. Employees shall exercise caution, sound judgment, and common sense when using professional social media sites.
- D. No personally identifiable student information may be posted by employees on social media sites (including but not limited to district, professional, and personal social media accounts) without permission from the parent/guardian.
- E. The Board reserves the right to direct the removal of postings and/or disable a page of professional social media sites that do not adhere to the law or do not reasonably align with the goals of the District without prior notice to the poster.
- F. The District's social media sites may not be used for commercial, religious, political, or for-profit activities and/or communication. The District's social media entries and communications are prohibited from including links to third-party sites with a commercial, political, and/or religious purpose. Links to sites selling products; advertising goods and/or services; and/or containing language, images and/or materials that are in violation of District policy are strictly prohibited.

G. A post, or comment, that contains vulgar, profane, or racist words; is discriminatory, harassing, threatening; is a violation of privacy; or is a violation of this Policy will be deleted in its entirety without notice to the poster/commenter.

H. The employee shall report any inappropriate use of social media to his or her supervisor, the student's principal, or to the District's Human Resources Director, and no retaliation shall result from such a report. Good faith reporters shall be protected from retaliation in accordance with Florida law.

I. Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures and applicable terms of service. Users are personally responsible for the content of their posts.

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for classroom instruction or school-sponsored activities. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Electronic System Responsible Use Agreement, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media, without appropriate consent. In order to maintain a professional and appropriate relationship with students, employees shall not communicate with students who are currently enrolled in schools on personal social media sites. School employees' communication with current students via personal social media is subject to the following exceptions:

A. communication with relatives or friends and

B. if an emergency situation requires such communication, in which case the employee should notify his/her supervisor of the contact as soon as possible. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol, or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.

Expected Standards of Conduct on District-Approved Social Media

A. Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

B. District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media, if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

C. The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or

the Superintendent concerning District operations).D. Employees shall not use the district's logo or other copyrighted material of the system on a personal social media site without express, written consent from the District.

Retention of Public/Student Records

Pursuant to Florida law, all communication created as part of District business is public record and must be maintained and retained according to state retention guidelines. District social media site account authorization records including access rights and account information shall be maintained according to the appropriate state requirements.

Any postings, on district, professional or personal social media sites, of the following nature are prohibited:

- A. Create a harassing, demeaning, or hostile working environment for any employee.
- B. Disrupts the smooth and orderly flow of work, or the delivery of services to the staff or students.
- C. Harm the goodwill and reputation of staff, students or the community at large.
- D. Erode the public's confidence in the district.
- E. Involve any kind of criminal activity or harms the rights of others, may result in criminal prosecution or civil liability to those harmed, or both.

Consequences

The District may monitor online activities of employees who access the Internet using school technological resources. Additionally, the Superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the Superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

Social Media Use Agreement

- A. The Superintendent will ensure that staff receive a copy of this policy annually and that Use of Social Media is included in the Network Use Agreement.
- B. The use of social media for personal purposes is not allowed during work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment, equipment, or its operations.
- C. The Superintendent or his or her designee may establish the calendar of training and/or procedures that direct employees in regard to this rule and in the appropriate communication for school-sponsored events or activities.

ELECTRONIC SYSTEMS RESPONSIBLE USE

The Bradford County School District provides a variety of electronic communication systems for educational purposes. The electronic communications system is defined as the District's networks including wireless networks, servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, internet access, email, and any other existing or new technology designated for use by students and employees. Appropriate use of the District Network as described above is expected regardless of the whereabouts of the employee or student while on or off campus at any time of the day.

The District views information retrieval from the network in the same capacity as information retrieval from

reference materials identified by schools. Specifically, the District supports information retrieval from the network which enhances the research and inquiry if the learner and faculty and staff direct. The District network will filter inappropriate material. At each school, each student's access to use of the network will be under the teacher's direction and monitored as a regular instructional activity.

At each school and facility owned and operated by the District, in each room where computers are present, notices shall be conspicuously posted that states the following: "Users of the network of the School District of Bradford County are responsible for their activity on the network. The School District has developed an Electronic Systems Responsible Use policy. All users of the network are bound by this policy. Any violation of the policy could result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal." This notice shall also become part of the login process.

Telephone Service

Employees are generally not permitted to use the District System to conduct personal business or for other personal purposes. However, limited personal use of the system is permitted, but only to the extent it does not conflict with the user's employment duties and responsibilities. Employees may use the telephone system to make calls on their breaks. Such calls should be brief and infrequent so as not to interfere with the official use of the system. Logs shall be maintained for long-distance calls by work location. Logs shall be in a uniform format. Telephone service billings and long-distance logs shall be subject to periodic review and audit. No person shall charge personal calls to the School Board.

Internet Use

The District is required to comply with state and federal data privacy laws. Employees are required to safeguard employee and student data they have access to in the course of performing their duties. They are required to safeguard their network/system credentials to protect student and employee data from hacks and unauthorized access. The District will provide employees with training related to acceptable email and Internet security practices.

As required by the Children Internet Protection Act (CIPA), the School District educates staff and students regarding appropriate online behavior to ensure internet safety, including use of email and internet resources. An internet filter is maintained by the school district for school use on the device. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. Bradford County School District cannot guarantee that access to all inappropriate sites will be blocked. Log files are maintained on each device with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the device, network, and the internet.

Each student and, parent or guardian, as defined by Florida Statutes, and each employee of the District will be required to sign an agreement for network responsibility wherein they are acknowledging their obligation to comply with the terms and conditions outlined in this policy.

Teachers are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate sections of the network, and or assuring students understand that if they misuse the network they will face disciplinary action and could lose their access privileges.

Conference moderators are responsible for monitoring the context and tone of posted messages and or taking steps to delete offensive materials and to communicate with authors.

Employees, Parents, and Students are required to enter into an "Electronics Systems Responsible Use Agreement". These forms shall be approved by the School Board.

Exception of Terms and Conditions. All terms and conditions 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 laws of the United States of America, the state of Florida, and the School Board.

Consequences for Inappropriate Use

Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages shall govern student discipline for student violation of this policy. Suspension of access to the district's electronic communications system; revocation of the district's electronic communications system account(s); and or termination of System User Account: The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user and possible criminal charges. Employee violation of this policy may result in disciplinary actions including termination of employment in accordance with the Employee Contract. Board Policy 8.330

ELECTRONIC SYSTEMS RESPONSIBLE USE AGREEMENT 8.330*+ for Employees, Parents and Students of Bradford County Schools

The Bradford County School District provides a variety of electronic communication systems for educational purposes. The electronic communications system is defined as the District's networks including wireless networks, servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, internet access, email, and any other existing or new technology designated for use by students and employees. Appropriate use of the District Network as described above is expected regardless of the whereabouts of the employee or student while on or off campus at any time of the day.

The District views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District supports information retrieval from the network which enhances the research and inquiry if the learner and faculty and staff direct. The District network will filter inappropriate material. At each school, each student's access to use of the network will be under the teacher's direction and monitored as a regular instructional activity.

At each school and facility owned and operated by the District, in each room where computers are present, notices shall be conspicuously posted that states the following: "Users of the network of the School District of Bradford County are responsible for their activity on the network. The School District has developed an Electronic Systems Responsible Use policy. All users of the network are bound by this policy. Any violation of the policy could result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal." This notice shall also become part of the login process.

I. Appropriate Use

- A. Internet use at any District Office or School must be directly related to Bradford County School District assignments and projects.
- B. All Web sites representing any District employee pursuant to their official District role and duties must have their Web site hosted on a school district server or a district sponsored Website. Using other free or paid outside Web servers for public dissemination of District business is not permitted.
- C. Employees and Students will be assigned individual network accounts and email accounts and must use only those accounts and passwords that they have been granted permission by the district to use. All account activity should be for educational purposes only.
- D. Employees and Students may only open, view, modify, and delete their own computer files unless given permission by the owner of the file to do otherwise.

- E. Employees and Students must immediately report threatening messages or discomfoting Internet files/sites to a supervisor or teacher.
- F. Employees and Students must at all times use the district's electronic communications system, including email when necessary, wireless network access, and Web 2.0 tools/ resources to communicate only in ways that are kind and respectful. (Web 2.0 tools allow users to interact and collaborate in virtual communities, where users are active creators of content i.e. wikis, video sharing sites, cloud service).
- G. Employees and Students are responsible at all times for their use of the district's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.

II. Inappropriate Use

- A. Wireless hotspots not provided by the School District are prohibited on the Bradford School District network.
- B. The following actions are strictly prohibited and are subject to Employee or Student discipline.
 - 1. Using the district's electronic communications system for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking.
 - 2. Using a Virtual Private Network (VPN) program to bypass the School District filtering and or monitoring systems.
 - 3. Disabling or attempting to disable any system monitoring or filtering or security Measures.
 - 4. Intentionally introducing a virus or other malicious programs onto the district's System.
 - 5. Gaining unauthorized access to restricted information or network resources.
 - 6. Sharing usernames and passwords with others; and or borrowing someone else's username, password, or account access.
 - 7. Purposefully opening, viewing, using or deleting files belonging to another user without their permission.
 - 8. Electronically posting personal information about one's self or others (i.e., addresses, phone numbers, and pictures) without their permission and/or violating student or employee rights to privacy.
 - 9. Downloading or plagiarizing copyrighted information without permission from the copyright holder as well as sending or receiving copyrighted materials, Including computer software, without permission, or material protected by trade secrets.
 - 10. Electronically accessing or posting messages or materials that are profane, abusive, obscene, sexually oriented, pornographic, threatening, harassing, intentionally damaging to another's reputation, offensive to another user or otherwise illegal.
 - 11. All acts of alleged sexting shall be reported to the principal and/or HR department and to the appropriate legal authority.
 - 12. Using the electronic system for commercial activities, product advertisement, or political lobbying.
 - 13. Using the electronic system for Cyberbullying as described in Bradford School Board policy 5.101.

III. Individual Responsibility.

- A. When at school or using a district device, students' access to and use of the

network will be under teacher direction and monitored as any other classroom activity. The District is not able to prevent the possibility of user access to material that is not consistent with the education mission, goals, and policies of the School Board when access is obtained outside of the District's Network. Parents are responsible for their student's internet use outside of normal school hours. Likewise, employees are responsible for their own personal use of the internet when outside the District's Network.

B. The School Board understands that employees and students may engage in the use of social media during their personal time. The District neither encourages nor discourages employee or student use of social media for personal purposes. School employees and students who use social media for personal purposes must be mindful that they are responsible for their public conduct. All school employees and students must comply with Board Policy when communicating with each other through electronic means, such as through voice, email, or text-Messaging.

IV. User Guidelines.

A. Internet Access. Internet access is coordinated through a complex association of government agencies and regional and state networks. It is the District's intent that the Internet and our communications network be used in a responsible, efficient, ethical, and legal manner. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a district user violates any of these provisions, their account will be restricted. Serious violations may result in school disciplinary action or legal action. The signature(s) on the acceptable use agreement indicate that the user(s) have read the terms and conditions carefully and understand their significance.

B. Acceptable Use. The use of your account must be in support of education and research that is consistent with the educational goals and policies of the District. Users are encouraged to develop uses which meet their individual needs and that take advantage of the network's function; electronic mail, conferences, bulletin boards, databases, and access to the Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that Network.

C. Privileges. The use of the Internet is a privilege. Inappropriate use will result in the restriction of that privilege. Each individual who accepts an account will receive information pertaining to the proper use of the network. School and district administrators will decide what is "inappropriate use". Their decision is final. An account may be closed by the district at any time deemed necessary or by recommendation of the administration, faculty, or staff. The person in whose name an account is issued is responsible at all times for its proper use.

D. "Netiquette". You are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not use vulgar or obscene language. Do not reveal your address or phone number, or those of others. Please remember that electronic mail is not guaranteed to be private. Do not disrupt the network, the data, or other users.

E. Warranties. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damage you suffer including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection.

F. Security. Security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others. Do not use another individual's account. Attempts to log on as another

user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied Access.

G. Vandalism. Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes the creation of or the unloading of computer viruses onto the Internet or host site. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

H. E-mail Etiquette. Helpful tips to email success include:

1. Preparing text files for uploading before logging into the email system or the email;
 2. Making the "subject" heading as descriptive as possible.
 3. Beginning messages with a salutation and; restating the question or issue being addressed in the response;
 4. Choosing words carefully to avoid misunderstandings of meaning and tone. Text does not permit the verbal or expression clues which are usually necessary when statements are intended to be funny or sarcastic;
 5. Ending messages with your name and your email address to assist getting feedback or clarifications; the use of an automatic electronic business card at the end of your emails is highly recommended to include name, location, email id, phone and website url.
 6. Deleting email files when possible as appropriate under public records law.
- F.S. Chapter 119 Public Records.

Teachers are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate sections of the network, and or ensuring students understand that if they misuse the network they will face disciplinary action and could lose their access privileges.

Conference moderators are responsible for monitoring the context and tone of posted messages and or taking steps to delete offensive materials and to communicate with authors.

Employees, Parents and Students are required to enter into an "Electronics Systems Responsible Use Agreement" per Board Policy 8.330.

Exception of Terms and Conditions. All terms and conditions 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 laws of the United States of America, the State of Florida, and the School Board.

ELECTRONIC SYSTEMS RESPONSIBLE USE AGREEMENT CONSENT

I have read and understand the Terms and Conditions of the Electronic Systems Responsible Use agreement (required by School Board Policy 8.330) and the Social Media policy (School Board Policy 9.110). I agree to comply with these policies and understand that violations may result in losing my access privileges. In addition, violations may result in disciplinary action including student expulsion, employee termination of employment and/or appropriate legal or criminal action being initiated against me.

As the parent or guardian of this student, I have also read the terms and conditions of the Electronic Systems Responsible Use Policy. I understand that this access is designed solely for educational purposes and the School District has taken reasonable precautions to supervise and filter Internet usage. I also recognize it is impossible for the District to restrict access to all controversial materials and I will not hold the district responsible for information acquired or contracts made on the network. Further, I accept full responsibility for supervision of Internet and Social Media usage by my child outside of the school setting. I hereby give permission to establish network privileges for my student.

Date _____

Employee, Parent or Student printed legal name: _____

Employee, Parent or Student signature*: _____

(*an electronic signature or acknowledgement confirmation may substitute for a written signature when the consent is received via a secured Bradford User Account access)

PERSONNEL FILES

Personnel files are the property of the employer. Access to the information contained in the personnel file of each employee is open to public inspection, with the exception of those restrictions set forth in F.S. 1012.31 and 119. With reasonable advance notice, an employee may review material in a personnel file. Information exempt from public inspection consists of the following:

- a. Complaints or material relating to an ongoing investigation.
- b. Performance evaluations prepared before July 01, 1983.
- c. Current performance evaluations and the evaluations from the previous year.
- d. Derogatory material that may be cause for discipline, suspension, or dismissal.
- e. Payroll deduction records.
- f. Medical records, including psychiatric, psychological, and/or mental health counseling.
- g. District employees' name and home address relating to DCF (Department of Children and Families), Law Enforcement, active firefighter; court justice; appeal, circuit or county judge.
- h. Any information revealing undercover personnel of a criminal justice agency, law enforcement personnel and DCF (Department of Children and Families).
- i. References prior to employment that are marked confidential.
- j. Confidential information can be shared with another person or agency when required by law and when the employee gives written consent for the release of information.

GRIEVANCE

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to violations of the contract. Both parties agree that the proceedings will be kept as informal and confidential as is appropriate.

Refer to the contract for grievance procedures.

EMPLOYEE LEAVE

LEAVE REQUESTS

Leave is permission, granted in advance by the Board upon written request for an employee to be absent from their duties for a specific period of time with the right of returning to employment upon expiration of the leave. The employee must always supply a reason when applying for leave (i.e. "sick" or "personal"). Leave must be officially granted in advance and may not be granted retroactively. Sick leave and emergency personal leave are considered to be granted in advance when the employee submits a completed leave request through Skyward to the proper authority on the day they return to work. Principals and supervisors may approve or disapprove leave requests but will forward all requests to the District office for final disposition.

Immediately upon return from sick leave or emergency personal leave, the employee shall fill out a leave form via Skyward. This shall be completed by the end of the first day the employee returns to duty to ensure that leave is properly credited and to avoid any difficulties with paychecks being issued incorrectly. If a leave form is not completed one will be done on your behalf for payroll purposes.

ALL LEAVE FORMS NEED TO BE SUBMITTED VIA SKYWARD

SICK LEAVE

Sick leave is credited to full-time employees beginning with four (4) days of sick leave on the first day of employment each fiscal year. During any fiscal year employees may not earn more than a total of one (1) day of sick leave for each complete month of employment including the four (4) days initially credited.

Unused sick leave accumulates without limit. Newly hired employees may be eligible to transfer leave from other school districts. All questions concerning leave should be directed to Human Resources.

Sick leave days may be used for personal illness or because of illness or death of a father, mother, brother, sister, husband, wife, child, another close relative, or member of his or her own household.

*****An employee may not use sick leave without pay if they have accrued sick leave available (S.B Policy 6.240*)**

BEREAVEMENT LEAVE

In the event of a death of a member of the immediate family, an employee shall be granted up to (2) two days of paid leave upon request. It is not charged against any other leave account. It is not transferable or accruable and must be used within 30 calendar days of the death. The employee will not be paid bereavement leave for days not scheduled to work. Employees are required to attach a copy of the obituary or other satisfactory documentation to the leave request.

Immediate family shall be defined as: Employee's spouse, grandparent, parent, brother, sister, child, grandchild, or the grandparent, parent, brother, sister, child, or grandchild, of the employee's spouse. This also includes individuals for whom the employee is the current legal guardian.

PERSONAL LEAVE CHARGEABLE TO SICK LEAVE

Eligible employees may use up to six (6) days of accumulated sick leave each fiscal year as allowed by law for personal reasons as defined herein. These days will be deducted from your sick leave balance.

Employees using personal leave shall notify the principal or designee 36 hours prior to taking such leave. Personal leave shall not be used the day prior to or the day following a school holiday or during pre and post-planning, except with the approval of the Superintendent or designee.

Teachers shall exercise a good faith effort to notify the principal of intent to use personal leave at least three (3) days in advance of the leave. In no event, however, shall the number of personal day requests be approved for more than 15% of the total teaching staff on any work day of the school center and/or department, except as otherwise approved by the principal.

JURY DUTY AND COURT SERVICE LEAVE

Leave with pay shall be granted to teachers for jury duty or to appear as a subpoenaed witness in court. The teacher may retain any remuneration or per diem awarded for service. Leave with pay shall be granted to teachers to appear in court in connection with any instances involving teacher's authority and/or student discipline.

When required to report for jury duty, or for litigation arising out of the discharge of his duties, or when subpoenaed as a witness, an employee shall be granted the appropriate leave with pay. The employee shall, in all cases, retain any payment for such duty.

MILITARY LEAVE

Employees shall be entitled to military leave without loss of pay or leave for up to two hundred forty (240) hours per year in order to participate in required training exercises by Reserve or National Guard units. In the event of a formal call-up, an employee who is a member of the reserve component of the Armed forces of the United States or the Florida National Guard shall be granted leave without pay for the period of required duty. As a condition of granting military leave, the employee must provide a copy of their orders.

INJURY OR ILLNESS IN-LINE-OF-DUTY LEAVE (ILOD) ~ Worker's Compensation

ILOD may be up to a maximum of ten days within any fiscal year in which the injury or illness occurs when the employee has to be absent from work because of personal injury/illness received in the discharge of duties. This leave does not include normal adult illnesses and is noncumulative. The employee must provide written evidence that the injury was received in the line of duty. The employee must provide a letter from a medical doctor, who treated them. The employee may be granted up to ten working days at full pay status. If the employee is unable to resume work at the end of ten-day work period, they may elect to use accrued sick leave and receive salary payments. FMLA runs concurrently with Worker's Compensation.

FAMILY MEDICAL LEAVE ACT (FMLA)

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave.

The employee must:

1. Have worked for the employer for at least 12 months & is a bargaining unit, eligible employee.
2. Have at least 1,250 hours of service in the 12 months before taking leave
3. Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

FMLA LEAVE ENTITLEMENT

Eligible employees may take up to 12 work weeks of leave in a 12-month period for one or more of the following reasons:

The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care; • To care for a spouse, son, daughter, or parent who has a serious health condition; • For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or • For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to 26 workweeks of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis.

An eligible employee is entitled to take up to twelve (12) weeks of FMLA leave during any school year (July 1-June 30). The leave may not exceed twelve (12) weeks in any school year, except in the case of leave for health reasons, it may not exceed the duration of the serious health condition. FMLA entitles eligible employees to take unpaid leave. Employees may “substitute” or run at the same time as their FMLA leave, accrued paid leave (such as sick or vacation leave) to cover some or all of the period of FMLA leave.

Upon return from FMLA leave, an employee shall be restored to the same position that the employee held when the leave started, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The employee is not guaranteed the actual job held prior to the FMLA leave. For purposes of determinations related to the restoration of an eligible employee to an equivalent position, such determinations shall be made on the basis of established Board policies and practices, and collective bargaining agreements. The "established policies" and collective bargaining agreements used as a basis for restoration must be in writing, must be made known to the employee prior to the taking of FMLA leave, and must clearly explain the employee's restoration rights upon return from leave.

Contact Human Resources for instructions and forms. The employee is responsible for their share of the insurance coverage, where applicable.

OTHER LEAVE

An employee must be regularly employed, to include paid leave, at the close of the payroll period during which a paid holiday would fall to be eligible to receive compensation for a designated paid holiday. Professional leave during non-student contact time shall be granted to teachers for the purpose of completing professional development coursework.

ABUSE OF LEAVE

Allegations of abuse of leave may require appropriate justification of such absences to the Superintendent by the employee. Proven abuse of leave provisions may subject the employee involved to appropriate disciplinary action.

UNPAID LEAVES

A. A teacher may request a personal leave without pay for a specified period. The request shall be made in writing on the form prescribed by the Board. The leave must be processed through the teacher's immediate supervisor and approved by the Superintendent or his designee before it is presented to the Board for approval. The request shall specify the time of the leave and the reason for the request. Personal leave without pay may be granted for:

1. Leave to serve in the Armed Forces in fulfillment of obligations incurred under Federal and State laws.
2. Leave for academic study not to exceed two (2) years.
3. Leave for serving in Peace Corps, Job Corps, Teacher Corps, foreign military teaching programs or federally sponsored civil service related to teaching not to exceed two (2) years.
4. Leave for child rearing and/or childbearing (for natural or adopted child) not to exceed two (2) years.
5. Leave to run for or serve in an elective office.
6. Leave to serve as an officer in the Association, or its affiliates.
7. Leave to serve in the consortium or other programs of which Bradford County is a member and from which Bradford County receives services.

Request for personal leave without pay not listed herein shall be approved, if the Superintendent is satisfied that the instructional needs of the district can be met. These leave requests must then be processed through the steps as outlined in Section "A" of this article.

COURT LEAVES

Leave with pay may be granted to any employee when called for jury duty or subpoenaed as a witness, or when a written request to appear in court is made by an attorney involved in the case. A copy of the court order, subpoena, or written request of the attorney shall be attached to the request and the request must be filed with the Personnel Department prior to the leave.

TEMPORARY DUTY ELSEWHERE

When a teacher is rendering service outside of Bradford County in the performance of their contractual duties while away from their usually assigned location, they must apply for Temporary Duty Elsewhere. Teachers on T.D.E. shall receive their regular pay and may be allowed expenses.

Any employee who has children, stepchildren, grandchildren, legal wards attending Bradford County Schools is granted two hours per semester for temporary duty to attend parent conferences, school performances, and activities or field trips in which their student(s) are participating.

PROFESSIONAL LEAVE

Professional leave days with pay while school is in session, when properly requested and approved by the superintendent or designee, may be granted to teachers for the purpose of:

1. Attending and/or participating in professional meetings relating to educational workshops, educational seminars, clinics, or educational conferences.
2. Visitation for the purpose of observing instructional techniques or programs.

VACATION LEAVE/ANNUAL LEAVE (12-MONTH EMPLOYEES ONLY)

Vacation hours are accumulated as follows for full-time, 256-day employees:

5 years or less of continuous service (10 hours per month) cumulative to 240 hours

Beginning in year 6 through 10 years of continuous service (12 hours per month) cumulative to 300 hours

Beginning in year 11 through 15 years of continuous service (14 hours per month) cumulative to 360 hours

Beginning in year 16 and beyond cumulative to 480 hours

The scale above is based on the total years of experience as determined by the Superintendent. Annual leave shall accrue at the close of each month and shall not exceed the number of hours as outlined above. **At the beginning of each fiscal year (July 1) any hours in excess of the allowable number shall be forfeited.**

Beginning with the 2022-2023 calendar, all 12-month employees shall reserve four (4) vacation days to be scheduled in conjunction with paid holidays and calendar adjustment days during the Christmas break. The remaining vacation leave may be used at the discretion of the employee with the approval of the supervisor and Superintendent. Employees who have not earned sufficient "scheduled vacation days" shall be granted unpaid vacation leave days and be given the option of using paid personal leave, and/or compensatory time.

Annual/Vacation leave may be granted by the Superintendent upon the written application (Skyward request) of the employee and with prior approval of the employee's immediate supervisor. Vacation leave shall be scheduled in the workplace to permit minimum disruption of the operation of the school system.

A staff member who is employed on a regular or full-time basis for twelve calendar months may be entitled to receive a lump sum payment for accrued vacation leave upon termination of employment, transfer to less than a twelve-month position within the District, or normal retirement. If service is terminated by death, this benefit shall be paid to the employee's beneficiary. Terminal pay shall not exceed 480 hours total.

TERMINAL LEAVE PAY

Please contact Human Resources for information regarding Board Policies for Terminal Sick Leave and Terminal Vacation/Annual Leave payout options. Employees transferring to other districts or terminating for reasons other than retirement have the option of receiving terminal leave pay for accumulated sick leave earned in Bradford County or transferring their sick leave balance to another district. The employee shall indicate his/her preference by submitting a request to the Board in writing during his/her last month of employment.

BENCOR

BENCOR is the Board Approved Special Pay Plan. All accumulated leave payments at either termination of employment, normal retirement, or due to retirement through the DROP program, valued at \$1000 or more will automatically be paid into the employer-approved BENCOR Program. Information will be provided by mail if and when an employee's leave payments are sent to BENCOR.

BENCOR's Special Pay Plan is an employer-sponsored retirement plan for full-time employees. Under this plan, contributions of accumulated sick, vacation, and other leave or incentive pay permanently avoid Social Security and Medicare taxes while deferring income tax until the funds are withdrawn. This means that participants could see a 7.65% payroll tax savings on eligible plan contributions immediately. An account is automatically established in your name and upon retirement, your funds can be used as you choose. You have the option of taking a full or partial withdrawal, rolling your funds into another qualified account of your choice, or rolling other qualified accounts into your Special Pay Plan.

BENEFITS

Eligible employees of the Bradford County School District are provided a wide range of benefits. A number of the programs, such as social security, workers' compensation, state retirement, disability, and unemployment insurance covers all employees in the manner prescribed by law. Benefit eligibility is dependent upon a variety of factors, including employee classification. Some benefit programs require contributions from the employee. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefits are available to eligible employees:

Direct Deposit

Insurance

COBRA

Workers' Compensation

Unemployment Compensation

Training Opportunities

Critical Teacher Shortage

Para to Pro Program

PDCP for Alternative Certification

Paid Holidays

Paid Vacation for 12 month employees

Sick Leave/Personal Leave Benefit Pay

Sick Leave Donation

Uniform and Uniform Maintenance

Retirement/Drop Program

Terminal Leave Pay

INSURANCE

Full-time (working a minimum of hours per week as designated by the District) employees are provided an opportunity to participate in Board approved insurance plans that offer a variety of covered services. Employees are encouraged to select the benefits package that best meets their family's needs. The Board authorizes pre-tax payroll deductions as well as makes a contribution to each full-time employee who selects health insurance coverage. A package describing available insurance plan coverage will be provided to you after the Board has approved your employment. Coverage is available the first of the month, after your hire date. Employees who do not elect group health insurance coverage through the district, may elect to enroll at no cost to the employee in medical waiver benefits.

RETIREMENT

All new employees automatically become members of the **Florida Retirement System (FRS)** and are covered by Federal Social Security. Employees contribute a 3% contribution into the FRS fund, the District pays the remainder. The State offers a choice of two retirement options: The pension plan or the investment plan. All new employees will receive a packet from FRS with information regarding the two plans. You will have 8 months from your hire date to make a selection. If you do not make a selection, you will automatically be placed in the Investment plan. When an employee is ready to retire he/she should contact the District's benefits department. Employees may receive federal social security benefits in addition to state retirement. <https://www.myfrs.com/>

RETIREMENT TAX SHELTERED ANNUITIES

Eligible employees may also participate in the Board-approved **individual retirement plans [403(b), 457]**. A TSA is a retirement savings plan that allows employees to invest pretax dollars to build retirement income. The employee may select from several companies approved by the Board. The contributions to an IRP must be payroll deducted. <https://www.tsacg.com/individual/plan-sponsor/florida/bradford-county-school-district/>

COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue certain insurance coverage under an employer-sponsored plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and when a dependent child no longer meets eligibility requirements. It is the employee's responsibility to notify the School Board, in writing, should there be a qualifying event that will result in loss of coverage. Under COBRA, the employee or beneficiary pays the full cost of coverage at the employer's group rates plus an administration fee. The Board's COBRA Administrator will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the employer's health insurance plan. The notice contains important information about the employee's rights and obligations.

WORKERS' COMPENSATION INSURANCE

Bradford County School Board provides comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical treatment or lost time from work. Any employee who sustains a work-related injury or illness should inform his or her supervisor immediately.

No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. When a case is turned over to workers' compensation, the insurance carrier, in accordance with Florida Statute, will determine eligibility and benefits available. Medical expenses and travel for doctor appointments are assumed by workers' compensation.

UNEMPLOYMENT COMPENSATION

Unemployment compensation provides temporary income payments to make up a part of the wages lost to workers who lose their jobs through no fault of their own, and who are able and available for work. It is a temporary income to help individuals absorb some of the shock of unemployment.

Employees may be eligible for unemployment compensation benefits if they:

- Are terminated or partially unemployed through no fault of their own; and
- Are able to work and available for work, and are registered for and seeking employment.

To qualify for benefits the employee must file a claim, have the necessary wage credits, and not be subject to any of the disqualifications provided for in the law. Ten-month employees are not eligible for unemployment compensation during the summer. Employees interested in requesting unemployment compensation should contact The Department of Economic Opportunity Reemployment Assistance Program at 850-921-3475.

ACCIDENTS, EMPLOYEE

Any accident occurring at school should be reported to the Principal's secretary immediately. The secretary will assist you with contacting the PMA Care 24 Injury Line and filling out an accident report. *Even if you do not feel the need to call the Injury Line you must fill out an accident report to document the event. If a physician's care is necessary, the Principal's secretary will issue an authorization card. You must use the physician-approved to treat on-the-job injuries to be covered under workman's compensation. If you go to your primary physician for on-the-job accidents, you will be responsible for payment for any services rendered.

ATHLETIC EVENTS

Athletic events occur throughout the year. You are encouraged to attend these events to show support for your students. The entry fee is waived when you present your district I.D. badge.

PROFESSIONAL CERTIFICATE REQUIREMENTS

Before you apply for employment you should have already applied for certification. If not, the personnel office will assist you with the process. You must:

- a. Apply online to the Florida Department of Education at www.fldoe.org
- b. If you have not been in the new DOE system, you will need to set up an account before proceeding with your application.
- c. Submit Official transcripts from all colleges and universities attended

For additional information concerning specialized areas, contact the personnel office or the Office of Certification at (800) 445-6739.

INITIAL CERTIFICATION REQUIREMENTS

For a three (3) year non-renewable temporary certificate, you must:

- a. Hold a Bachelor's degree or higher. The degree must have been awarded by an accredited college or it has been validated.
- b. Meet specialization requirements for the area of certification in full.
- c. Obtain a 2.5 grade point average on a 4.0 scale in each subject requested on the certificate.
- d. Fingerprint Report that has been processed, cleared and submitted by the school district personnel.

For a five-year Professional Certificate, you must:

- A. Meet requirements for a three-year non-renewable Temporary Certificate as stated on the Statement of Eligibility issued by DOE (e.g. coursework, exams, PDCP, PECS)
- C. Completion of the Profession Educational Competencies (PECs)
- D. You must initiate & renew certification through the Department of Education certification portal. (www.fldoe.org).

TEACHING OUT-OF-FIELD

The Board must approve any teacher who is employed or assigned to teach a class outside the area or areas shown on the Florida Educators' certificate.

Teachers assigned or employed out-of-field must earn six (6) semester hours of college credit in the appropriate field and/or the equivalent in-service points from an approved district add-on program in each area and submit documentation one calendar year from the initial date of the out-of-field assignment to the Personnel Department. This requirement must be satisfied if the teacher is to be appointed out-of-field in a subsequent school year.

As of July 1, 2002, a teacher may also take the Subject Area Exam (if applicable) within one year of the initial date of the out-of-field assignment.

IN-SERVICE

Please turn in all paperwork regarding in-services for processing. Follow-up points may be required in order to receive points. Contact Jejetta Lee, Secretary for the Assistant Superintendent or HR for assistance.

TRAINING OPPORTUNITIES

A variety of training activities are provided throughout the year so employees will have the opportunity to keep abreast of changes in the field of education. The in-service programs are designed to help employees improve student performance, their job performance, foster personal growth and development, as well as assist employees in meeting professional regulations and standards. Using track.nefec.org, employees can search for activities you have enrolled in, ones that have been completed and archived activities (those that are from past validity periods). Also listed are your credentials showing the validity dates of your certificate and the subjects and endorsements you hold. To access Track go to Classlink on the Bradford Homepage and then you will login with your district google email address and your computer sign on password. A Professional Development Credit for participation in in-service activities is granted in accordance with the Board's approved Master In-service Plan for and State Board of Education regulations.

The Human Resources Personnel Department disseminates information concerning in-service training activities to each school, as well as keeps track of all employees' in-service points for certification purposes.

STUDENTS

STUDENT SUPERVISION

Proper supervision of students shall be provided while the student is under the immediate control of the school. Supervision shall be maintained on the school grounds, in classrooms, on the bus, in student-occupied areas of buildings, on field trips, during any extracurricular activity, at school-sponsored functions, and at any other school-related sponsored activity.

TRANSPORTING STUDENTS

Do not transport student(s) in a private vehicle without authorization. (BCSD Policy 8.210*)

RECORDING OF STUDENTS AND/OR PARENT-STAFF MEETINGS

Board policy states that a recording is defined as the capture of a person's individual voice or images (i.e. pictures/video) through the audio tape, digital, personal communication devices (i.e. smartphones), or other electronic means.

Individuals recording student behaviors without parental consent, student meetings, parent-staff meetings, IEP, and/or 504 meetings, is prohibited. Individuals in the educational setting shall not intentionally expose a student to unnecessary embarrassment or disparagement. Board Policy 3.210

The requirements of this policy shall not be interpreted to be in conflict with the requirements of Policy 5.250 – Student Use of Cellular Telephones and Other Communication Devices. Nor shall the requirements of this policy be interpreted to extend to school-sponsored public events, where there can be no expectation of privacy. A school-sponsored public event is any school-related activity, whether free or at which an admission fee is charged, that members of the public may attend. These include but are not limited to athletic competitions, plays, musical performances, awards ceremonies, and graduation.

SECLUSION AND RESTRAINT OF STUDENTS

5630.01 - SECLUSION AND RESTRAINT OF STUDENTS WITH DISABILITIES - ESE & 504 Plan

The 2022 Legislature passed Senate Bill 235, Restraint of Students with Disabilities in Public Schools. It was signed into law on March 25, 2022 and will be effective on July 1, 2022. This bill amends section (s.) 1003.573, Florida Statutes (F.S.) by revising and clarifying the requirements related to the use of restraint to include:

- Prohibiting school personnel from using mechanical restraint and removing related language;
- Allowing school resource officers, school safety officers, school guardians, or school security guards, as defined in s. 1006.12, F.S., to use mechanical restraint in the exercise of their powers and duties to restrict students in grades 6 through 12;
- Authorizing school personnel to use physical restraint only when all positive behavior interventions and supports are exhausted, and when there is imminent risk of serious injury;
- That specifying physical restraint must discontinue as soon as the threat has dissipated; and
- Ensuring physical restraint may be used only to protect the safety of students, school personnel or others.

District Personnel are prohibited from using seclusion. Seclusion is defined as the involuntary confinement of a student in a room or area alone and preventing the student from leaving the room or area. (The term does not include a time-out used as a behavior management technique intended to calm a student down.)

Restraint is not an instructional tool for the development of pro-social behavior. Restraint of any kind shall not be used in any instance in which the sole justification is to punish the student for a violation of a directive from a staff member, violation of student conduct rule, the student's use of vulgar or profane language, a verbal threat, or a display of disrespect for another person.

ACCIDENTS, STUDENT

When a student sustains an injury, the student should be escorted to the clinic in the main office. Emergency first aid should be rendered to the student where feasible. If the accident occurs while the student is under your direct supervision, it is your responsibility to fill out a Student Accident Report Form. This form should be given to the front office before the end of the day. The school system is not insured for accidents involving students.

GUDIANCE FOR EMPLOYEE HANDLING OF FUNDS

SBP 7.050*, INTERNAL FUNDS

IV. Basic Principles

G. The following procedures shall guide all employees who are responsible for school activity funds:

1. Receipts shall be deposited daily, one hundred percent intact.
 2. Receipts shall be written for all money that is received or collected.
 4. Sponsors or any other individuals shall not be expected to have the responsibility of protecting funds but shall place such funds in a night depository.
- Any employee who fails to turn in funds each day shall be held liable for any loss.

PAYROLL INFORMATION

Direct Deposit

The Bradford County School Board requires Direct Deposit for all employees hired after July 1, 2021. Funds will be available on the appropriate payday. Typically, the School Board may not release checks early, this is the most effective method of ensuring funds are “in the bank” in case of unforeseen emergencies or an absence on payday.

To participate, the employee will receive a Direct Deposit Authorization form during pre employment. The form must be accompanied by a voided check or a letter provided by your bank/credit union. Please remember any changes should be provided to Human Resources immediately by completing a new authorization form and providing the necessary documentation as listed above.

Procedures to update Direct Deposit:

1. Call or email (using your DISTRICT email) HR to request a direct deposit form.
2. If you email HR, we will call you using your school telephone number to confirm and validate the email.
3. Print and complete the form sent to you by HR.
4. Printed and completed forms need to be returned through the county mail or brought directly to HR. (We will not be accepting forms via email.)

School Secretaries:

Any employee without a District email address (subs, OPS, supplements, etc.) must come in person to the HR office to request or make changes to direct deposit.

Salary Payments

Most 10, 11, 12 month employees are paid in 24 equal installments. The amount is derived by dividing the employee’s annual contract salary or calculated salary by 24 equal payments. These employees are paid the same gross salary each payday.

There are several areas involved in the payroll process. If you have a question regarding hours worked, leave balances, and overtime, please ask the secretary/bookkeeper at your school or department. Questions pertaining to the contract salary should be directed to the Human Resources Department. The Payroll Department pays according to the salary as determined by the Human Resources Department. Questions regarding issues regarding your pay on your pay stub should be directed to either Human Resources or Payroll depending on the issue. Questions pertaining to insurance deductions or W-4 updates should be directed to Human Resources.

You may view and print pay stubs and W-2s on the Skyward Portal under “Employee Information-Payroll.”

Frequently Asked Question- What days are paid on each check?

Skyward pay is NOT date driven. Employee Support Personnel are paid based on their hourly rate multiplied by number of work days in the school year (for their position) to create their "contract" amount. Instructional Personnel are paid based on their annual salary to create their “contract” amount. **We then divide that yearly "contract" amount evenly by 24 paychecks and create a pay period amount.** This is also why employees receive 2 full paychecks in December for only working part of the month. In addition, if you end employment before the contract end date, the final check will be recalculated to pay out your contract balance.

Payroll Schedule Breakdown

BEGINNING	ENDING	PAY DATE
07/5/23	07/05/2023	07/13/23
7/6/23	7/14/23	7/31/23 (*Tch 11 & 11 mo. first check)
7/17/23	7/31/23	8/15/23
8/1/23	8/15/23	8/31/23
8/16/23	8/31/23	9/14/23
9/1/23	9/15/23	9/29/23
9/18/23	9/29/23	10/13/23
10/2/23	10/13/23	10/31/23
10/16/23	10/31/23	11/15/23
11/11/23	11/15/23	11/30/23
11/16/23	11/30/23	12/11/23
12/1/23	12/11/23	12/20/23
12/12/23	12/29/23	1/12/24
1/5/24	1/12/24	1/31/24
1/16/24	1/31/24	2/15/24
2/1/24	2/15/24	2/29/24
2/16/24	2/29/24	3/14/24
3/1/24	3/15/24	3/28/24
3/18/24	3/29/24	4/15/24
4/1/24	4/15/24	4/30/24
4/16/24	4/30/24	5/15/24
5/1/24	5/15/24	5/31/24 10 MONTH 4 CHECKS & 11 month 3 checks
5/16/24	5/31/24	6/13/24 10&11 MONTH FINAL CHECK
6/1/24	6/30/24	6/27/24

I acknowledge that I have received a copy of the BCSD Employee Handbook (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of the District.

I also understand that the purpose of this Handbook is to inform me of the District's policies and procedures and that it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any District employee, nor is it intended to create contractual obligations of any kind.

“Best Employer” is committed to paying employees minimum wage and overtime consistent with the provisions of the Fair Labor Standards Act (FLSA). Employees who believe that their pay is not in compliance with the Act should contact Human Resources.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to the HR Department. Retain a second copy for your reference.