



COLLIER COUNTY PUBLIC SCHOOLS

**July 2025  
2025/2026 School Year**

# **Policies and Procedures Training For All Employees**

# List of Board Policies and Administrative Procedures

- Electronic Acknowledgement Form
- **Staff will receive an email to log into the Portal and review policies and administrative procedures to include the training video**
- **After signing in, staff uses embedded links to review each policy and administrative procedure listed**
- **Once the review is completed and the video training has been watched, staff will click the button at the bottom of the screen acknowledging they have read all the policies/procedures**
- **Review and submission must be completed by **September 26, 2025****



# **Ethical Conduct**

**Board Policy 3210**

# Standards of Ethical Conduct

- **All employees expected to adhere to the Principles of Professional Conduct of the Education Profession in Florida**
  - Code of Ethics Brochure viewable on the [HR website](#)
- **These principles aim to reduce misconduct by helping educators understand their obligations and the consequences of misconduct.**
- **Some examples of ethical conduct for educators include:**
  - Maintaining honesty in professional dealings
  - Treating students with kindness and respect without favoritism or prejudice
  - Modeling strong character traits like perseverance, patience, and fairness
  - Not denying colleagues professional benefits or participation in organizations based on race, color, religion, or other factors
  - Not interfering with colleagues' political or civil rights



# Standards of Ethical Conduct

- **Exercise best professional judgment and integrity**
- **Obligation to student, public, and profession**
  - Parents trust children to your care each day
  - Expect safe, supportive, positive environment
  - Public trusts district staff with responsible and ethical management of district resources
- **Must maintain the respect and confidence of all stakeholders by striving to achieve and sustain the highest degree of ethical conduct**
  - Very broad standard
  - Inside and outside of the workplace
- **As a CCPS employee and/or volunteer, you are known by parents, students, and members of the community**
  - Subject to more scrutiny because you work for school district involved directly with students each day



# Standards of Ethical Conduct

- District is largest employer in Collier County
- Any misconduct or perceived negative behavior by an employee is considered newsworthy
  - Newspaper and Social Media
- Florida has very broad public records laws
  - Disciplinary documentation can be viewed by media, general members of the public, parents, and students
- **Be ethical beyond reproach**



# What Can Get You in Trouble?

- **Physical contact with students**
- **Social Media**
- **Inappropriate relationships with students**
- **Language and overall conduct (physical or verbal)**
- **Any policy violations**
- **Neglect in reporting misconduct (mandatory reporting)**
- **Sexual misconduct**





# **Administrative Procedure 3139.01**

**Discipline and Performance Management  
of Staff**

# Progressive Discipline

- **It is the right of the District to determine unilaterally the purpose of each of its constituent agencies, set standards of service to be offered, and exercise control and discretion over its organization and operations.**
- **It is also the right of the District to direct its employees, take disciplinary action for proper cause in a progressive manner, and relieve its employees from duty when there is lack of work or for other legitimate reasons.**
- **However, that the exercise of such rights shall not preclude employees or their representatives from raising grievances.**



# Progressive Discipline

- **Progressive Discipline Typically involves a four-step approach**
  - Conference Summary
  - Written Reprimand
  - Suspension Without Pay (may include a last-chance warning)
  - Termination
- There may be instances where infractions are of such a serious nature that the four-step approach may be bypassed.



# Progressive Discipline

- **Progressive Discipline for Violations of School Safety Requirements**
  - Depending on the findings of a violation of school safety requirements by any instructional personnel as defined in F.S. 1012.01(2) or any administrative personnel as defined in F.S. 1012.01(3), the referenced progressive discipline options will be applied.
  - Instructional personnel who knowingly violate the law are reported to the School Safety Specialist by the principal no later than the next business day. Administrative personnel who knowingly violate the law are reported to the Superintendent.
    - **Example: knowingly propping doors open during instructional time, unlocked doors on classrooms with students present, unmanned unlocked gates while students are present.**



# Progressive Discipline

## Non-Disciplinary Employee Performance Enhancement

- The following interventions may be implemented by supervisory staff to correct identified employee performance concerns or deficiencies. Each of these types of documents should be specifically noted as non-disciplinary. **Bargaining unit members are not entitled to representation during non-disciplinary intervention meetings.**
  - Corrective or Coaching Emails and/or required training
  - Performance Expectations and Progress Monitoring Documents
  - Letter of Counsel





# Administrative Procedure 7540.04

**Administrative Protocols for District Internet  
and Network Use and Safety**

# Use of Social Media and Social Networking

- Administrative Procedure Highlights
  - **Employees may not use social media or social networking for personal use while at work**
  - **The posting of confidential and/or proprietary information by employees about the District, its data, students, or its employees is forbidden**
    - It is also not permissible to post inappropriate messages, photographs, or other documents
  - **Remember - social media sites and blogs are not private and are subject to public records law**



# Use of Social Media and Social Networking

- Administrative Procedure Highlights
- **Employees must refrain from creating personal websites or social media/networking sites to communicate with students or engage in “friending” students**
- **Any communication with students through social media/social networking must be educational in nature and receive prior supervisory and parental consent to do so**
- **Remember - You represent the District. You must be mindful that usage of social media/social networking may have consequences for you personally, professionally, ethically, and legally**



# Social Media

- How to stay out of trouble with social media
  - **What is stated on social media may have legal and code of ethics consequences and may not be protectable under the First Amendment**
  - **Descriptions of fun activities involving parties, alcohol, marijuana, dating, inappropriate jokes, as well as comments and pictures that create controversy are grounds for possible disciplinary review**
  - **So are communications with students that are outside the scope of the teacher-student academic relationship whether during or after school hours**
  - **Wrongful communications used to facilitate sexual relationships, grooming, and unwelcome and unsolicited comments that are deemed to be inappropriate can lead to criminal and civil litigation and jeopardize one's teaching license**



# Social Media

- How to stay out of trouble with social media
  - **Federal courts, for example, have upheld discipline, despite allegations that one's First Amendment rights have been violated. They have proceeded from the premise that administrators have a reasonable expectation that a teacher, who has supervisory authority over students, will maintain a professional and respectful association with those students**
  - **Courts will typically apply a balancing test based on the U.S. Supreme Court case of Pickering v. Board of Education of Township High School Dist., 205, 391 U.S. 563 (1968). This involves balancing the interests of a teacher or administrator as a citizen speaking on matters of public concern with those of the government employer seeking to promote efficiency in public services and maintaining order in its operations**



# Social Media

- How to stay out of trouble with social media
  - **Thus, the question is often whether a teacher's statements on social media, for example, can be shown**
    - (a) to impede the performance of his/her teaching duties; and
    - (b) interfere with the proper operation of the schools
  - **Subsequent to Pickering, the Supreme Court also recognized that the content and context of one's statements can be considered in the analysis.**
  - **Thus, under First Amendment law, teachers and administrators do not have an unrestrained right to free speech.**
  - **They do not have a right to post whatever they want on social media/social networking sites**



# Social Media

- How to stay out of trouble with social media
  - **Courts analyze statements, including the posting of pictures, from the standpoint of the assumption that teachers (and school administrators) are unique among public employees by virtue of their position as role models for students under their care**
  - **Words used to condemn, mock, berate supervisors or other employees originating from one's personal social media account may be viewed as speech**
    - Courts have ruled that such speech can have a significant negative effect on the school district and can demonstrate injury to its administrative interests



# Words and Actions Matter



# **Board Policy and Administrative Procedure 3216**

**Dress Code and Grooming**

# Dress Code and Grooming

- It is the responsibility of the educator to see that grooming and dress reflect modesty, good taste, and professionalism in order to impact the learning environment in a positive manner.
- Employees who are not wearing school/spirit shirts, or whatever the theme for the day implies, are expected to comply with the professional dress guidelines for all other student days. Employees may wear neat blue dress jeans on spirits days only with spirit shirts.
- Employees are encouraged to observe spirit day dress. Spirit day dress may also be worn during extended school holidays (i.e., Winter Break, Spring Break). For the summer, business casual or spirit attire may be worn.
- The wearing of protective masks, shields, glasses, or other coverings may only be worn for approved health and safety reasons only and must be approved by the Benefit and Wellness Office.
  - **Rule of thumb: if you can wear it to the beach, bed or the gym, do not wear it to work.**



# **Board Policy and Administrative Procedure 3124**

**Drug-Free Workplace**

# Drug-Free Workplace

- Policy Highlights

*The use, possession, and/or sale of illegal drugs, the use of alcohol, and the misuse of prescription and over-the-counter drugs are prohibited on District property.*

**This statement shall notify employees that if this policy is violated, they may be subject to disciplinary action up to and including termination of employment.**



# **Board Policy and Administrative Procedure 3161**

**Fitness for Duty**

# Fitness for Duty

## Policy Highlights

- **If a staff member is unable to perform the essential functions of their position, with or without reasonable accommodations, staff member will be offered opportunity for a meeting to discuss these issues with the Supervisor**
- **Supervisor/HR can require staff member to submit to examination by District designated health provider to determine whether or not staff member is able to perform essential functions of position, with or without reasonable accommodations**
- **Refusal to submit to examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination**
- **Staff member may be placed on leave of absence (unpaid) related to fitness for duty; however, employee may use accrued leave**
- **Disciplinary measures may be taken based on results of medical examination**

# **Board Policy 3139 and Administrative Procedure 3139.01**

**Educator Misconduct, Mandatory Reporting,  
Discipline and Performance Management of  
Staff**

# EDUCATOR MISCONDUCT

- **Responsibility of ALL employees to promptly report to HR any complaint against:**
  - a certified instructional staff member
  - athletic coach or
  - administrative employee
  - that comes to the employee's attention and that includes grounds for the revocation or suspension of a teaching certificate.
  - **the willful failure by an employee to promptly report a complaint shall constitute cause for discipline of the employee as provided by law and Board policy**
- **Required to notify law enforcement and DCF of any alleged misconduct by ANY employee which affects the health, safety, or welfare of a student**
  - Report to administrator but also take all necessary steps to report to the agencies above to ensure reporting has taken place



# Identifying and Reporting Misconduct

- **All employees of a public school district, charter school or private school have an obligation and legal responsibility to report misconduct by instructional personnel and school administrators which affects the health, safety or welfare of a student**
- **What does that look like, some examples:**
  - Obscene language
  - Drug and alcohol use
  - Disparaging comments
  - Prejudice or bigotry
  - Sexual innuendo
  - Cheating or testing violation
  - Physical aggression
  - Accept or offer favors



# Identifying and Reporting Misconduct

- **Behavior indicative of misconduct that should be reported:**
  - Being alone with a student in the dark or closed room or secluded area
  - Behaving in an overly friendly or familiar way (boundaries)
  - Using forceful or unnecessary physical contact with students
  - Badgering or habitually teasing students
  - Chronically embarrassing a student
  - Suspicion of being under the influence of drugs or alcohol
  - Failing to supervise students and causing safety concerns
  - Directing or using profane, offensive, or explosive language in the presence of students
- **Any and all types of sexual harassment or sexual abuse must be report immediately (Title IX- PO 2266)**



# Identifying and Reporting Misconduct

If someone tells you about misconduct, be a

**LEADER:**

**L**isten

**E**valuate

**A**ct immediately

**D**ocument

**E**ncourage

**R**eport

- Report allegations or suspicions of misconduct by an employee, volunteer, student or contractor to your school administrator
- Report allegations or suspicions of misconduct by your administrator to the Office of Human Resources
- Document and secure evidence if applicable
- If you are aware of or observe misconduct,
- **REPORT IT IMMEDIATELY!** (You are required and will be held responsible for lack of reporting)



# Educator Misconduct and Mandatory Reporting

- Connection to Board Policy 3139, 3362 and 2266
- **REMINDER!** When in doubt....**report**
- **Apply the litmus test**
  - If you feel uncomfortable
  - If you question the person's motives or actions
  - If you are unsure
- **It is the responsibility of ALL employees to promptly report to HR, any complaint against a certified instructional staff member, athletic coach, or administrative employee or ANY employee which affects the health, safety, or welfare of a student**
- **Willful failure by an employee to promptly report a complaint shall constitute cause for discipline of the employee as provided by Board policy and law**
- **District/school will notify law enforcement and DCF of any alleged misconduct by certified staff, athletic coaches, and administrators which affects the health, safety, or welfare of a student**



# **Title IX Staffing Training Board Policy 2262**

**Zero Tolerance for Discriminatory and  
Harassing Misconduct by Staff on the Basis of  
Sex Under Title IX**

# Title IX

- 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 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



# Title IX Sexual Harassment

**Sexual harassment and sexual misconduct** shall consist of gender oriented misconduct, including any misconduct **based on sexual orientation and gender identity and discriminatory actions** such as unwanted sexual advances, requests for sexual favors, or inappropriate physical contact or verbal and/or written comments or **behaviors that serve to create an intimidating, hostile, offensive or abusive work or school environment**, including behaviors that physically threaten any employee or student or in anyway **interfere with the ability to perform one's job, receive an education, or participate in District activities and programs are prohibited.**

- Refer to Policy 2266 Title IX



# What Behaviors Constitute Sexual Harassment

- Sexually suggestive remarks or jokes
- Verbal harassment or abuse
- Displaying or distributing sexually suggestive pictures (drawings, photographs, videos)
- Sexually suggestive gesturing, including touching oneself in a suggestive manner in front of others or groping others
- Harassing, sexually suggestive or offensive messages that are written or electronic
- Subtle or direct propositions for sexual favors or activities
- Teasing or name-calling related to sexual characteristics or the belief an individual is not conforming to expected gender roles or conduct



# Jurisdiction / Where It Happened?

- **Definition: Education program or activity**
  - Locations, events, or circumstances (operations) over which the district or institution exercised substantial control over both the respondent AND the context in which the sexual harassment occurs
    - Example: Sporting event (in/out of town), bus, events after school
  - Includes online sexual harassment but it must be analyzed to determine if it occurs in education program or activity
    - Example: naked photos distributed over the summer via snapchat, causes exclusion at school and a fight on campus
  - Does not create or apply a geographic test, does not draw a line between “off campus/property” and “on campus/property,” and does not create a distinction between sexual harassment occurring in person versus online



# Definition – Know the Players In a Complaint

- **Complainant**

- An individual who is alleged to be the victim of conduct that could constitute sexual harassment, whether or not that person files a report or formal complaint

- **Respondent**

- Is an individual who is reported to be the individual accused of conduct that could constitute sexual harassment. Under Title IX, there is a presumption of non-wrongdoing by the Respondent during the formal complaint and investigatory process



# Mandatory Reporting

- Example situation

A bus driver overhears *Student A* tell *Student B* that *Student A* was sexual assaulted by *Student A's* friend in a classroom last weekend after a sporting event.

*What do you do?*

*Does the bus driver have an obligation to report?*

**YES**

***You must report to the Title IX Coordinator***



# Incident Reporting Procedures – Major and Sexual

- Always report any suspected child abuse to DCF at 1-800-96-ABUSE (22873) or <http://reportabuse.dcf.state.fl.us>
- Principal or Administrator should be contacted and keep a timeline of events including notifications of other agencies
- CCSO must be contacted by Principal/AD. CCSO YRD determines a CCSO CID detective is needed, school administrator will step away from the inquiry and notify 239-377-HELP(4357)
  - Apply appropriate safety measures as needed
- **Notify Valerie Wenrich, Title IX Coordinator, of any allegations of a sexual nature, regardless of the outcome**
  - Submit Potential Title IX Report Form (Focus) or Complaint reporting form available online
  - Call 239-377-0351 (office)



# Remedies: Range of Disciplinary Sanctions



- Upon Final Determination
  - **Disciplinary Sanctions are consequences imposed on a respondent when he/she is found responsible for sexual harassment under policy**
    - Remedial actions are intended to restore or preserve a complainant's equal access to the educational programs or activities of the District
  - **Sanctions against an employee may include:**
    - Any discipline up to and including termination
  - **Sanctions against a student may include:**
    - Any discipline up to and including expulsion under the rules of the Code of Student Conduct
  - **Remedial actions or supportive measures may be:**
    - No contact requirement, scheduling adjustment, removal or exclusion from extracurricular activities, class reassignment, restricted access to various spaces in the school or any response appropriate to surrounding a successful complainant's right to access the District's program and activity



# Honoring Boundaries

- The way to avoid liability for wrongful conduct
  - **Harassing misconduct of whatever kind (sexual, racial, national origin, disability, and so on) and bullying behaviors typically originate in a boundary violation where another's "space" and physical and/or psychological integrity is not honored.**
  - **A boundary is often understood as a physical, emotional, intellectual, or material limit that establishes one's personal world as separate and distinct from another's. It recognizes the dignity and integrity of each individual in relation to another.**
  - **Boundaries also establish limits as to what words, actions, behaviors will be tolerated from others (unclear and porous boundaries may be an invitation for others to cross over into your territory)**
  - **Tell the person to "stop", repeat, if necessary, then report**



# Honoring Boundaries

- The way to avoid liability for wrongful conduct
  - **Healthy boundaries help to:**
    - Keep toxic behaviors, words, and actions (such as abusiveness, manipulation, harassment, and contempt) out of your life and
    - enhance communication
  - **Honoring boundaries enhances:**
    - Self-responsibility and self-respect
    - Setting healthy boundaries does not separate people, they help relationship building



# **Board Policy and Administrative Procedure 3362**

**Zero Tolerance for Discriminatory and  
Harassing Misconduct by Staff**

# Zero Tolerance - Discrimination

Impermissible to discriminate against any other employee, student, and/or applicant for employment or student admission on basis of the following - includes wrongfully isolating, segregating, classifying, limiting, treating differently, hiring, firing, and evaluating employee and/or student on basis of referenced classifications:

- one's race
- color
- age
- disability
- ethnicity
- pregnancy
- sex (including sexual orientation and/or gender identity)
- religion (including religious beliefs)
- genetic information
- national origin
- political affiliation
- ancestry
- marital status



# Zero Tolerance - Harassment

- Policy Highlights

Harassing or other forms of misconduct including physical contact, inappropriate verbal and/or written comments or behaviors directed toward another because of his/her race, color, sex (including sexual orientation and/or gender identity), age, religion (including religious beliefs), disability, genetic information, national origin, ethnicity, ancestry, pregnancy, political affiliation, and/or marital status that serves to create an intimidating hostile, offensive, or abusive work or school environment, including behaviors that physically threaten any employee, applicant for employment, student, and/or applicant for student admission in the manner described above, is prohibited.



# Zero Tolerance – Sexual Harassment

- Policy Highlights

**Sexual harassment and sexual misconduct** shall consist of gender oriented misconduct, including any misconduct **based on sexual orientation and gender identity and discriminatory actions** such as unwanted sexual advances, requests for sexual favors, or inappropriate physical contact or verbal and/or written comments or **behaviors that serve to create an intimidating, hostile, offensive or abusive work or school environment**, including behaviors that physically threaten any employee or student or in anyway **interfere with the ability to perform one's job, receive an education, or participate in District activities and programs are prohibited.**



# Responding to Reports of Harassment

- Mandatory Reporters

**All complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.**

- **AP3362** contains steps to responding
- Any complaint of harassment should receive the **immediate** attention of the administrator in consultation with Human Resources
- The administrator will **immediately** interview and take a statement from the employee or applicant making the allegation
- Depending on the seriousness of the allegations, HR may direct the administrator to obtain additional information or a District investigator will handle the complaint



# Consequences

**Harassment and unlawful discrimination are very serious offenses. Sanctions will depend upon the circumstances surrounding the incident**

- Discipline will be proportional to the seriousness of the offense
  - verbal reprimands, written reprimands, and/or suspension without pay
- Major or multiple offenses
  - Dismissal of the harassing employee
  - Reported to Office of Professional Practices



# Questions? Please Contact

- **Valerie Wenrich – Chief Human Resources Officer**
  - [Wenriv@collierschools.com](mailto:Wenriv@collierschools.com) or 239-277-0351
- **Andrew Brown – Senior Director Professional Standards**
  - [browna10@collierschools.com](mailto:browna10@collierschools.com) or 239-377-0377



# What Do I Do Now?

- **Thank you for watching our policy and procedures training video**
- **Your next steps, please review the other important policies and procedures hyperlinked to the acknowledgement form**
- **Once completed and you will have a good handle on each of the policies listed, click on the acknowledgement button at the bottom of the acknowledgement page**
- **Questions:**
  - Specific questions about reporting processes, implementation of the policies and employee impact:
    - **Valerie Wenrich**, Chief of Human Resources 377- 0351
    - **Andrew Brown**, Senior Director Professional Standards 377- 0377

