LAFAYETTE COUNTY SCHOOL DISTRICT

2026- 2027

EMPLOYEE HANDBOOK

Robert Edwards, Superintendent of Schools
363 NE Crawford Street
Mayo, Florida 32066
www.lafayette.k12.fl.us

TABLE OF CONTENTS

CHAPTER 1 – INTRODUCTION

Mission & Vision Statement…… 3
School Board…….....4
District Directory…… 5
Schools…….…… 6
School & 12-Month Calendars……..7-8

CHAPTER 2 – BEING A SCHOOL DISTRICT EMPLOYEE

Employee Classifications…… 9
Employment Categories…… 9
Employment Documentation…… 10
Access to Personnel Files…… 11
Attendance…… 11
Certification Requirements…… 11-12
Dress Code……...12
Drug Testing for All New Hires……12
Dual and Outside Employment……12
Experience Verification…… 12-13
Fingerprinting…… 13-14
Gifts and Solicitation…… 14
Immigration Law Compliance…….. 14
Lafayette Education Membership……14
Oath of Loyalty…… 14
Paraprofessional Requirements……...14
Pay Schedule…… 14
Payroll……...15
Personal Business on School Time…….. 15
Personal Data Change…… 15
Political Activities…… 15
Probationary Period……15-16
Professionalism…… 16
Self-Reporting Rule ……16
Use of Social Media ……...16-17
Use of Social Security Numbers…… 17
Vacancies…… 17
Work Schedules…… 17

CHAPTER 3 – WORKPLACE STANDARDS AND POLICIES

AI (Artificial Intelligence)……18
Alcohol and Drug Free Workplace……...18
Blood Borne Pathogens……18
Bullying Policy…….……18
Child Abuse Reporting……19
Confidentiality of Student Information……19
Copyright Law……19
Discrimination Policy……20
Emergency Closing of Schools……20
Equal Opportunity Employment Policy…… 20
Grievance……20-21
Notice of Non-Discrimination……21
Reasonable Accommodations in Employment…… 22
Reporting Educational Misconduct……...22
Sexual Harassment…… 22
Student Safety……23
Student Supervision……23
Tobacco Use in District Facilities…….. 23
Visitors in the Workplace……...24
Weapons Prohibited……24

CHAPTER 4 – EMPLOYEE BENEFITS
Annual Payment of Sick Leave Benefit……25-26
Insurance…… 26
Paid Holidays…… 26
Retirement Incentive Plan…… 26
Sick Leave Bank…… 26-27
State of Florida Retirement System……27
Tax Sheltered Annuities……27
Terminal Leave Pay……28
Travel Reimbursement…… 28
Unemployment Compensation…… 28-29
Uniforms……29
Workers' Compensation……29

CHAPTER 5 – EMPLOYEE LEAVE
Absence without Leave……30
Annual (Vacation) Leave……30
Bereavement Leave……30
Compensatory Leave Time Policy…… 30-32
Family Medical Leave……32
Holidays…… 32
Illness-In-Line-of-Duty Leave…… 32
Jury Duty and Witness Leave……32-33
Leave of Absence……33
Leave Requests…… 33
Military Leave…… 33
Overtime……33-34
Personal Leave……34
Professional Leave…… 34
Sick Leave……34-35
Temporary Duty…… 35

CHAPTER 6 – PERFORMANCE MANAGEMENT
Performance Evaluation……35
Professional Development……35

CHAPTER 7 – EMPLOYEE RECOGNITION
School-Related Employee of the Year…… 36
Teacher of the Year……36

CHAPTER 8 – COMMUNICATIONS
Electronic Systems Responsible Use (Technology)……36
Telephones and Faxes…… 37

CHAPTER 9 – ENDING EMPLOYMENT
Deferred Retirement Option Plan……37
Exit Interview……37
Resignation…… 37
Retirement……37
Termination…… 38

CHAPTER 10 – PRINCIPLES OF PROFESSIONAL CONDUCT
Principles of Professional Conduct…… 38-40

CHAPTER 11 – INTERNAL ACCOUNTS - GENERAL GUIDELINES…... 41-44

CHAPTER 12 – LAFAYETTE ELEMENTARY SCHOOL STAFF HANDBOOK SECTION – 45-49

CHAPTER 13 – LAFAYETTE HIGH SCHOOL STAFF HANDBOOK SECTION – 50-55

CHAPTER 1 – INTRODUCTION

The Lafayette County School District is dedicated to providing the very best education for our students. Each employee contributes directly to the success of the educational programs and the organization's growth and success. We hope that you will take pride in being a member of our team of educational professionals.

This handbook has been prepared to inform you of policies and procedures that affect your employment with Lafayette County School District. It is important that you read this document and keep it as a reference during the coming year. However, the handbook cannot anticipate every situation or answer every question about employment.

The information, policies, and benefits described here are subject to change. The employee handbook is not a contract of employment or a legal document. It is not a guarantee of any rights, benefits, or entitlement.

If you have any questions, please contact your principal or supervisor. If they are unable to assist you, they will give you direction as to which person or department at the district level is responsible for the issue in question. You may always contact the Personnel Specialist for any questions that you have regarding employment policies.

The School Board Policies are also available on the district website for more detailed information. To view the District's policies, please visit the district's web site at https://www.lafayette.k12.fl.us.

By reviewing and electronically signing this document, you acknowledge that you understand and agree to adhere to all Lafayette County School Board policies and procedures, as well as the applicable Florida Statutes, State Board of Education rules, and Florida Administrative Code governing public education.

MISSION AND VISION STATEMENT

VISION STATEMENT:

To provide all students educational opportunities within a safe environment conducive to learning which will enable them to become successful students and positive productive citizens.

MISSION STATEMENT: Building a community of learners

LAFAYETTE COUNTY SCHOOL BOARD

DISTRICT 1
Darren Driver
Home – (386) 294-3413
Cell – (386) 208-5799
Email – ddriver@lcsbmail.net

DISTRICT 2
Jeff Walker
Home – (386) 294-2104
Cell – (386) 362-9080
Email – jeffwalker@lcsbmail.net

DISTRICT 3
Marion McCray
Home – (386) 294-1337
Cell – (386) 208-2443
Email – mmccray@lcsbmail.net

DISTRICT 4
Kimberly Adams
Home – (386) 935-4456
Cell – (386) 590-1927
Email – kadams@lcsbmail.net

DISTRICT 5
Taylor McGrew
Home – (386) 294-2440
Cell – (386) 590-7405
Email – tmcgrew@lcsbmail.net

SCHOOL BOARD MEETINGS

The Lafayette County School Board Meetings are held in the District School Board Room on the third Tuesday of each month beginning at 6:00 p.m. School Board meetings are advertised and open to the public.

A copy of the School Board Meeting Schedule is posted on our website at https://www.lafayette.k12.fl.us/SchoolBoardMeetingInfo, as well as the link to access the Citizen Input Form.

School Board Meeting Agendas are available on the District website at lafayette.k12.fl.us/BoardAgendas.

School Board Meeting Minutes are accessible at lafayette.k12.fl.us/OfficialMinutes.

DISTRICT DIRECTORY

DISTRICT OFFICE	**386-294-1351**

SUPERINTENDENT OF SCHOOLS

Robert Edwards, Superintendent	Ext. 4107
Megan Hawkins, Superintendent & School Board Secretary	Ext. 4107

CURRICULUM AND ACCOUNTABILITY

Janene Fitzpatrick, Director	Ext. 4137
Jennifer Higginbotham, Admin. Assistant	Ext. 1351

EXCEPTIONAL EDUCATION AND STUDENT SERVICES

Janene Fitzpatrick, Director	Ext. 4137
Jennifer Higginbotham, Admin. Assistant	Ext. 1351
Channah Galbraith, LES, Staffing Specialist/504 Coord.	Ext. 4319
Pam Moseley, MTSS Coordinator	Ext. 5030
Melissa Law – LHS Staffing Specialist/504 & MTSS Coord.	Ext. 2446

FINANCE

Tammi Maund, Finance Director	Ext. 4111
Katy Jo Land, Bookkeeper	Ext. 4109
Debra Riley, Payroll & Purchasing	Ext. 4106
Dana Jackson, Accounts Payable & Inventory	Ext. 1585

FOOD SERVICE

Scott Sadler, Director	Ext. 4136
Vivian Taule, Manager	Ext. 4118

MAINTENANCE

Scott Sadler, Director	Ext. 4136
Christian Henderson, Foreman	Ext. 4174

PERSONNEL (Human Resources)

Janene Fitzpatrick, Director	Ext. 4137
April Young, Personnel Specialist	Ext.1422

RISK MANAGEMENT

Gerald Powers, Director	294-2889

SAFETY & MENTAL HEALTH

Gerald Powers, Director of Safety & Mental Health	294-2889
Kim Law, Mental Health Coordinator	Ext 3718

TECHNOLOGY

Adam Walker, Director	Ext. 4293
Dustin Walker, Instructional Technology Technician	Ext. 4293
Amy Sullivan, District Data Clerk	Ext. 4101

TITLE IX and EQUITY (non-discrimination)

Gerald Powers, Title IX Director	294-2889
Janene Fitzpatrick, Equity Director	Ext. 4137

TRANSPORTATION

Scott Sadler, Director	Ext 4136
Jason Troutman, Head Mechanic	Ext 2748

SCHOOLS

LAFAYETTE ELEMENTARY SCHOOL **386-294-2882**
811 East Main Street Ext. 2882
Mayo, FL 32066
Lisa Newman, Principal
Amy Kendrick, Assistant Principal

LAFAYETTE HIGH SCHOOL **386-294-1701**
160 NE Hornet Drive Ext. 1701
Mayo, FL 32066
Stewart Hancock, Principal
Paula Ginn, Assistant Principal/CTE Director

LAFAYETTE COUNTY ADULT EDUCATION **386-294-2446**
160 NE Hornet Drive Ext. 2446
Mayo, FL 32066
Paula Ginn, Adult Education/CTE Director

LAFAYETTE DISTRICT SCHOOLS

MAYO, FLORIDA
2026-2027
SCHOOL CALENDAR

August 3-7, 2026	Preplanning
August 10, 2026	First Day of Classes
September 7, 2026	Labor Day (No School)
September 14, 2026	Professional Learning Day (7.25 hours) (No School for Students)
October 5-9, 2026	FTE Survey Week
October 9, 2026	End of First Nine Weeks
October 12, 2026	Teacher Records Day (5.00 hours) (No School for Students)
October 13, 2026	Professional Learning Day (7.25 hours) (No School for Students)
October 14, 2026	Beginning of Second Nine Weeks
November 11, 2026	Veteran's Day (No School)
November 23-27, 2026	Fall Break/Thanksgiving (No School)
December 18, 2026	End of Second Nine Weeks (Early Release Day)
December 21, 2026-Jan. 1, 2027	Christmas Break (No School)
January 4, 2027	Teacher Records Day (5.00 hours) (No School for Students)
January 5, 2027	Professional Learning Day (5.00 hours) (No School for Students)
January 6, 2027	Beginning of Third Nine Weeks
January 18, 2027	Martin Luther King Holiday (No School)
February 8-12, 2027	FTE Survey Week
February 15, 2027	President's Day (No School)
March 12, 2027	End of Third Nine Weeks
March 15, 2027	Teacher Records Day (5.00 hours) (No School for Students)
March 16, 2027	Professional Learning Day (7.25 hours) (No School for Students)
March 17, 2027	Begin Fourth Nine Weeks
March 26, 2027	Good Friday (No School)
April 5-9, 2027	Spring Break (No School)
May 13, 2027	Last Day for Seniors
May 21, 2027	Graduation
May 27, 2027	End of Fourth Nine Weeks (Early Release Day)
May 28, 2027	Post Planning
May 31, 2027	Memorial Day

Total Days for Students	177	**Professional LearningDays / No Students**		
Preplanning	5	**Teacher Records Day / No Students**		
Teacher Records Day	3	09/14/2026	7.25 hour day	(9 & 10 month employees full day)
Professional Learning Days	4	10/12/2026	5.00 hour day	(10 month employees full day)
Post School Planning	1	10/13/2026	7.25 hour day	(9 & 10 month employees full day)
	190	01/04/2027	5.00 hour day	(10 month employees only)
Paid Holidays for Teachers	6	01/05/2027	5.00 hour day	(10 month employees only)
Total Days in School Year	196	03/15/2027	5.00 hour day	(10 month employees only)
		03/16/2027	7.25 hour day	(9 & 10 month employees full day)

LAFAYETTE DISTRICT SCHOOLS
MAYO, FLORIDA
12 MONTH CALENDAR
2026-2027

TUESDAY, JULY 1, 2026	FISCAL YEAR BEGINS, 2026-2027
THURSDAY, JULY 2, 2026	HOLIDAY INDEPENDENCE DAY OBSERVED
THURSDAY, JULY 30, 2026	12 MONTH PAID
MONDAY, AUGUST 3, 2026	FIRST DAY FOR TEACHERS
MONDAY, AUGUST 10, 2026	FIRST DAY FOR STUDENTS
MONDAY, AUGUST 31, 2026	12 MONTH PAID
MONDAY, SEPTEMBER 7, 2026	HOLIDAY LABOR DAY
MONDAY, SEPTEMBER 14, 2026	PROFESSIONAL LEARNING DAY
WEDNESDAY, SEPTEMBER 30, 2026	12 MONTH PAID
MONDAY, OCTOBER 12, 2026	TEACHER RECORDS DAY
TUESDAY, OCTOBER 13, 2026	PROFESSIONAL LEARNING DAY
FRIDAY, OCTOBER 30, 2026	12 MONTH PAID
WEDNESDAY, NOVEMBER 11, 2026	HOLIDAY VETERAN'S DAY
WEDNESDAY-FRIDAY, NOVEMBER 25-27, 2026	THANKSGIVING HOLIDAYS
MONDAY, NOVEMBER 30, 2026	12 MONTH PAID
FRIDAY, DECEMBER 18, 2026	12 MONTH PAID
MONDAY, DECEMBER 21, 2026	CHRISTMAS HOLIDAYS BEGIN
SUNDAY, JANUARY 3, 2027	CHRISTMAS HOLIDAYS ENDS
MONDAY, JANUARY 4, 2027	TEACHER RECORDS DAY
TUESDAY, JANUARY 5, 2027	PROFESSIONAL LEARNING DAY
WEDNESDAY, JANUARY 6, 2027	CLASSES RESUME FOR STUDENTS
MONDAY, JANUARY 18, 2027	HOLIDAY MARTIN LUTHER KING
FRIDAY, JANUARY 29, 2027	12 MONTH PAID
MONDAY, FEBRUARY 15, 2027	HOLIDAY PRESIDENT'S DAY
FRIDAY, FEBRUARY 26, 2027	12 MONTH PAID
MONDAY, MARCH 15, 2027	TEACHER RECORDS DAY
TUESDAY, MARCH 16, 2027	PROFESSIONAL LEARNING DAY
FRIDAY, MARCH 26, 2027	GOOD FRIDAY (NO SCHOOL)
WEDNESDAY, MARCH 31, 2027	12 MONTH PAID
MONDAY-FRIDAY, APRIL 5-9, 2027	SPRING BREAK*
FRIDAY, APRIL 30, 2027	12 MONTH PAID
FRIDAY, MAY 21, 2027	GRADUATION
THURSDAY, MAY 27, 2027	LAST DAY FOR STUDENTS
TUESDAY, MAY 28, 2027	LAST DAY FOR TEACHERS
MONDAY, MAY 31, 2027	HOLIDAY MEMORIAL DAY
FRIDAY, MAY 28, 2027	12 MONTH PAID
WEDNESDAY, JUNE 30, 2027	12 MONTH PAID (CLOSE OF FISCAL YEAR)

Four Day Work Weeks:	
Monday - Wednesday June 29- July 1, 2026	Monday – Thursday April 5-8, 2027* (Spring Break)
Monday – Thursday July 6-9, 2026	Tuesday – Thursday June 1-3, 2027
Monday – Thursday July 13-16, 2026	Monday – Thursday June 7-10, 2027
Monday – Thursday July 20-23, 2026	Monday – Thursday June 14-17, 2027
	Monday – Thursday June 21-24, 2027
	Monday – Tuesday June 28- July 1, 2027
	*At discretion of Superintendent

CHAPTER 2 – BEING A SCHOOL DISTRICT EMPLOYEE

EMPLOYEE CLASSIFICATIONS

The Lafayette County School District has three employee classifications:

- **Administrative** – personnel who perform management activities such as developing board policies for the school district and executing those policies at all levels within the school district. Administrative personnel are generally senior level professionals who have been assigned the responsibilities of system-wide or school-wide management functions. Examples of administrative employees include district directors, principals, and assistant principals.

- **Instructional** – certified professionals who are involved with the instruction of students, either directly or indirectly. Examples of instructional employees include classroom teachers, school counselors, media specialists, reading coaches, math coaches, therapists, staffing specialists, deans and teachers on special assignment.

- **Support Services** – educational support employees whose job functions support the educational process. Some examples are: specialists, assistants, technicians, secretaries, clerks, paraprofessionals, grounds/maintenance workers, bus drivers, mechanics, custodians, and food service workers.

EMPLOYMENT CATEGORIES

The Lafayette County School District has four employment categories:

- **Temporary** – employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and social security), they are ineligible for the entire employer's other benefit programs. An example of a temporary employee is a substitute employee.

- **Probationary** – employees whose performance is evaluated to determine whether further employment in a specific position or with the organization is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

- **Regular Full-Time** – employees not categorized as temporary or probationary who are hired to a position and work the regular full-time schedule for that position as determined by the school district. Generally, they are eligible for the employer's benefit package, subject to the terms, conditions, and limitations of each benefit program.

- **Regular Part-Time** – employees not categorized as temporary or probationary who are hired to a position and work less than the regular full-time schedule for that position as determined by the school district. They are only eligible for a limited amount of benefits in the employer's benefit package, subject to the terms, conditions, and limitations of each benefit program.

EMPLOYMENT DOCUMENTATION

All employees must have the following information on file in the Personnel Office:

- Completed application
- Copy of High School Diploma or GED Diploma (*if a position requirement*)
- Notarized Loyalty Oath;
- Verification of Experience;
- FRS Employment Certification Form
- IRS Form, W-4
- Immigration and Naturalization Service Form I-9
- Valid Florida Educators Certificate or a valid Statement of Eligibility and fees paid with the only requirement on the Statement of Eligibility being verifiable employment with a Florida school district (*instructional staff only*)
- Official transcripts from college attended showing highest degree conferred (*administrative, instructional, and employees requesting additional pay for special provisions in the salary schedule*)
- Fingerprints – Personnel Department
- Drug and Alcohol testing (*required at initial employment – Personnel Department*)
- New Hire Information Entry Form
- Employee Emergency Contact Form
- Drug Free Workplace
- Workers Compensation Information Form
- "The Code of Ethics"/"The Principles of Professional Conduct"
  (*FL Educ. Standards Commission*)
- Direct Deposit Authorization (*if applicable*)
- Statement Related to Code of Ethics
- Health Insurance Information
- Tax Sheltered Annuities Form (TSA)
- Copy of Photograph (DL, ID)
- Copy of Social Security Card
- Verification of Military Experience DD214 (*if applicable*)
- Deferred Comp Vendors
- Family and Medical Leave Act (FMLA) of 1993 *(if applicable)*
- Public Records Exemption Request Form
- Sick Leave Bank Enrollment Request Form
- Safety Rules / Safety First / Vehicle Safety Form
- Statement on Social Security Number Collection, Usage, or Release
- Employee Acknowledgement of Policies / Job Descriptions
  (*Information available on district website*)

ACCESS TO 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 Florida law. With reasonable advance notice, an employee may review material in a personnel file at the district office and in the presence of the individual appointed by the employer to maintain the file. Information exempt from public inspection consists of the following:

- Complaints or material relating to an on-going investigation.
- Performance evaluations prepared before July 1, 1983.
- Current performance evaluations and the evaluations from the previous year.
- Derogatory material that may be cause for discipline, suspension, or dismissal.
- Payroll deduction records.
- Medical records, including psychiatric, psychological, and/or mental health counseling.
- Any information revealing undercover personnel of a criminal justice agency or law enforcement personnel.
- References prior to employment that are marked confidential.

Confidential information can be shared with another person or agency when required by law and when the employee gives written consent for release of information.

ATTENDANCE

- Tardiness – the school district expects all employees to be present and ready to perform their duties at the start of their duty day and to remain present for their entire duty day, unless they have the prior approval of their supervisor. Employees who exhibit chronic tardiness, or those who do not notify their supervisor when they are tardy, may be subject to disciplinary action.
- Absence – employees who will be away from their place of work during normal duty hours are expected to report their absences to their immediate supervisor. Absences should be requested in advance using the District's Skyward Employee Access, except in cases of emergency. Request for leave due to an emergency should be submitted on the day the employee returns to work. In the event an employee takes unapproved leave, he/she may be subject to disciplinary action.

CERTIFICATION REQUIREMENTS *(Instructional personnel only)*

Instructional personnel and administrators must possess a valid certificate issued by the state of Florida or the school district to work in the Lafayette County School District. The following guidelines indicate the mandatory requirements for obtaining a certificate. Submit all documentation to the Personnel Specialist.

APPLICATION FOR CERTIFICATION:

- *First time certification applicants:* Apply (fldoe.org)
- *Staff applying to renew their certification or add certifications/endorsements:*
  Sign in to your Certification Online Account
  (FL Certification Online Account Access).
  To renew your certification click on the link under the heading titled "It is Time to Renew".

TEMPORARY CERTIFICATION REQUIREMENTS:

For a five (5) year non-renewable temporary certificate, you must:

- Complete all application process requirements.
- Hold a Bachelor's degree or higher. The degree must have been awarded by an accredited college or it has been validated.
- Demonstrate mastery of Subject Area Knowledge or meet Subject Specialization with a 2.5 GPA for a requested subject.

- The Florida Temporary Certificate is issued after the individual is employed in a Florida school and his/her fingerprints have been cleared. Fingerprints will be submitted via the school district's approved online vendor for certification.

PROFESSIONAL CERTIFICATE REQUIREMENTS:

For a five-year Professional Certificate (renewable), you must:

- Complete all application requirements.
- Hold at least a bachelor's degree.
- Demonstrate Mastery of Subject Area Knowledge for a requested subject.
- Demonstrate Mastery of General Knowledge.
- Demonstrate Mastery of Professional Preparation and Education Competence.
- The Florida Professional Certificate is issued after the individual's results of his/her fingerprint-based background screening have been cleared. The individual seeking employment in Florida will be assisted in completing the fingerprint process by the Personnel Specialist.

DRESS CODE

Employees are expected to dress in a professional manner. As professionals, we should dress a step above how we expect our students to dress in order to raise their expectations. Any article of clothing not appropriate for students is also not appropriate for staff.

- Faculty and Staff should dress according to your school related responsibilities.
- Shorts are not appropriate at any time unless you are a PE coach, maintenance worker, grounds keeper, custodian worker, transportation worker, or have approval from your supervisor to wear shorts at specified times that he/she deems appropriate. Shorts must always be an appropriate length.
- Dresses and skirts should be appropriate, professional length.
- Tank tops, tube tops, halters or spaghetti straps are not permitted as a primary top.
- Athletic leggings are not permitted.
- Jeans are allowed to be worn on Fridays, preferable with a spirit shirt supporting the Hornets, and at other times Supervisors approve jean days for their staff.

DRUG TESTING FOR ALL NEW HIRES

Pre-employment drug screening is required for all persons coming to work for the school district in any capacity. The screenings are scheduled and performed at the District Office. The cost of the drug screening is $50.00 payable by the employee to the Lafayette County School Board by cash payment in the exact amount owed, check or money order (*made payable to LCSB*).

DUAL AND OUTSIDE EMPLOYMENT

As an employee, you may not perform any duties related to an outside job during regular working hours or during the additional time that is needed to fulfill the responsibilities of the position. Similarly, you may not use the school district's facilities, equipment, or materials in performing outside work.

EXPERIENCE VERIFICATION

Each year of experience to be counted for salary purposes must meet the criteria prescribed by law. Experience credit may not exceed the limits established by the board or the terms of a negotiated agreement. All experience verification must be:

- Provided on Experience Verification Form or on business stationary by former employers or by a notarized affidavit(s),
- Specify the date(s) of employment, job title, and whether the position was full-time or part-time employment, and the number of days worked in the period of employment (i.e. 130 of 260 days),

- Self-employed (i.e. family business) experience, related to the position of employment, must be verified by an individual knowledgeable of the applicant's service.
- Verification of experience will be accepted from supervisors, administrators, business owners, managers, etc.

Administrators and teachers who have worked in a public school system and have applicable experience will receive 100% experience credit for salary purposes. Support staff will be given credit for experience as provided in the footnotes of the district salary schedule. Refer to the specific salary schedule for the position you hold. No experience credit is approved for substitute or part-time teaching experience by certified staff unless the service was rendered under contract more than one-half the days required for a year of service in a full-time position. Florida non-public school teaching experience may be credited provided the school is registered and accredited. Instructional personnel will be paid according to their highest degree earned, in accordance with the contract. Non-instructional personnel may refer to the salary schedule on the district website to view special provisions for degrees or supplements for certifications in respect to their specific position of employment. Official transcripts/certifications must also be provided before salary is adjusted.

When an applicant is employed by the Lafayette County School Board, the personnel office will assist in obtaining the experience verification paperwork and authorize the employee's salary. Experience verifications received in the Personnel Office within three (3) months of the employee's hire date will be added retroactively to the employee's salary. Experience verifications received later than three (3) months from the hire date will not be paid retroactively but will be added to the employee's salary at the time of receipt.

Active military experience shall be credited on a year-for-year basis for up to four years. Service shall be established from the date of full-time active duty to the date of discharge or release from duty and must be verified. The discharge or release from active duty must have been under honorable conditions. Active military experience verifications received in the Personnel Office within three (3) months of the employee's hire date will be added retroactively to the employee's salary. Active military experience verifications received later than three (3) months from the hire date will not be paid retroactively but will be added to the employee's salary at the time of receipt.

FINGERPRINTING

Florida law requires that all school board employees, substitutes and volunteers must be fingerprinted. It is the responsibility of the employee to pay the processing fee. Beginning 04/07/2024, employees, substitutes, volunteers and certain vendors/contractors will undergo Level 2 background screening via the AHCA Background Screening Clearinghouse. If said person is not in the Clearinghouse with current fingerprints on file, they will need to be fingerprinted as per the district's protocol for scheduling and processing online through a vendor and sent to FDLE and the Federal Bureau of Investigation (FBI). New employees must satisfactorily meet the guidelines for an approved background check before being approved to work with Lafayette County School District. In the event an existing employee is arrested during employment with the school district, the employee will be placed on paid leave pending the results of the investigative review committee. Beginning April 7, 2024, the AHCA Background Screening Clearinghouse determines the eligibility status of criminal records attached to any applicants or personnel being screened. However, when a criminal record is returned, a District investigative committee will review the report as well and complete an investigation to determine if the employee will be retained or dismissed. This information will be maintained with the other confidential records. If the fingerprint report for an instructional/administrative employee filing for initial certification indicates a criminal history, or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Bureau of Educator Standards for review and determination of eligibility for certification. If the applicant fails to provide the necessary documentation requested by the Bureau of Educator

Standards within 90 days after the date of receipt of the request, the statement of eligibility and pending application shall become invalid. Effective July 1, 2004, school districts are required to conduct national criminal history checks every five years.

GIFTS AND SOLICITATION (See Policy 7.14)

Per the Principles of Professional Conduct for the Education Profession in Florida, educators shall not accept no gratuity, gift, or favor that might influence professional judgement, nor to obtain special advantages. Per School Board policy, School Board employees or officials may not use bid prices or school prices or receive gifts or any preferential treatment in making personal purchases. A School Board employee shall not be prohibited from participating in any activity or purchasing program that is publicly offered to all School Board employees or in District surplus sales provided there is no preferential treatment. Policy prohibits accepting or offering a bribe, gifts or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision-making.

IMMIGRATION LAW COMPLIANCE

The Lafayette County School Board complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States Citizens and aliens who are authorized to work in the United States. As a condition of employment, each new employee must properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9. Before commencing work, newly rehired, employees must also complete the form if they have not previously filed an I-9 with the Personnel Department, if their previous I-9 is more than three (3) years old, or if their previous I-9 is no longer valid.

LAFAYETTE EDUCATION MEMBERSHIP

The Lafayette Education Association is the labor union that represents instructional and non-instructional employees who meet the criteria and elect to join. Employees have the right, without fear of penalty or reprisal, to join or assist the union. While the LEA represents its members, they bargain on behalf of all employees. Those interested in joining the union should contact their local LEA representative. To view the Union Agreements, click on LEA and/or SRP to access the appropriate agreement.

OATH OF LOYALTY

Florida law requires that all state employees sign an Oath of Loyalty. This form is a part of your employment-processing package and should be completed along with your other personnel papers at the time of employment.

PARAPROFESSIONAL REQUIREMENTS

In addition to holding a high school diploma or its recognized equivalent, paraprofessionals with instructional support duties hired after January 8, 2002, must meet one of the following provisions:

- Obtain an associate's or higher degree, **or**
- Pass the Paraprofessional Exam

Contact the Personnel Specialist for information on scheduling an exam and the cost of the exam.

PAY SCHEDULE

All employees of LCSD are paid on the last working day of the month. *As an example:* if the last working day for any class of employment is on the 20th of the month, then the employee will be paid on the last day of work based on the school calendar, rather than the last day of the month. Since all employees are off for the Christmas/New Year break, all employees are paid the last working day of the month for that pay period.

PAYROLL

In compliance with federal labor laws, employees must accurately record daily work hours on the appropriate time log. Falsification of these payroll records is grounds for termination. Paychecks for regular employees are subject to mandatory payroll deductions for Social Security tax, Medicare tax, and federal withholding tax, based on Form W-4 and the tax tables furnished by the Internal Revenue Service. It is the employee's responsibility to correctly fill out a W-4 form and submit it to the Personnel Specialist. Employees are permitted to submit a new W-4 as often as they desire, and changes will be entered into the payroll system promptly. Payroll deductions are available for all School Board approved benefits. It is the employee's responsibility to request and authorize any changes to their deductions in writing. Changes to employees' direct deposit information will only be accepted in person. All changes will need to be provided on the district's direct deposit form, or by providing an information sheet from the bank. The employee's signature and date will be required on any notification to the district regarding changes in banking information.

PERSONAL BUSINESS ON SCHOOL TIME

No employee of the school district may conduct personal business on school time except for emergencies approved by their supervisor, the Superintendent or his/her designee. School district equipment or supplies shall not be used to conduct personal business or any other activity not connected with the school system. Violation of this rule may be grounds for disciplinary action.

PERSONAL DATA CHANGE

All employees are expected to use their legal names in dealing with the Board and other professional agencies. Employees' mailing addresses, telephone numbers, number of dependents, name changes due to marriage or divorce, individual to be contacted in the event of an emergency, educational accomplishments, and other such information should be accurate and current at all times. It is the responsibility of each employee to promptly notify the Personnel Department in writing of any changes in status. When changes in personal data occur involving name changes, a copy of the new social security card and driver license are required.

POLITICAL ACTIVITIES

School district employees shall not solicit support for any political candidate, partisan or nonpartisan, during regular work hours. A school district employee who offers him/herself as a candidate for public office shall notify the Superintendent or his/her designee immediately upon qualifying for election. He/she shall conduct his/her campaign so as not to interfere with his/her responsibilities. Some things to remember are:

- Political posters shall not be displayed in schools or on school property
- Political literature shall not be distributed in schools or on school property
- Solicitations for votes or contributions shall not be conducted in schools or on school property
- Students shall not be required to distribute campaign literature
- Employees shall refrain from participation in partisan politics on school property during the hours school is in session

PROBATIONARY PERIOD

Upon initial employment, instructional personnel will serve in a probationary status for the first full year. The probationary period is intended to give newly hired instructional employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance. The employer uses this period to evaluate the instructional employee's capabilities, work habits, and overall performance. During the first year of employment, either the instructional employee and/or the employer may end the employment relationship without a breach of contract and without cause. See Policy 6.18 to view full text.

Upon initial employment, non-instructional personnel will serve in a probationary status for a ninety (90) day period before becoming regular employees. During the probationary period, employees may be terminated with or without cause. See Policy 6.104 to view full text.

During the probationary period, new instructional and non-instructional employees are eligible for those benefits that are required by law, such as workers' compensation insurance and social security. They may also be eligible for other employer-provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

PROFESSIONALISM

Each employee is expected to demonstrate professional and appropriate behavior. Each employee is expected to abide by school and Lafayette County School Board 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). In a small rural school district such as ours, the community holds school personnel as examples for children.

SELF-REPORTING RULE (fs1012.799)

As required by the provisions of the State Board of Education, the Principles of Professional Conduct of the Education Profession in Florida, and the Florida Statutes, all employees are required to comply with the "Self-Reporting" Rule" for arrests and convictions. Under the rule, employees are required to report to the District within 48 hours of any arrest for a felony offense or for a misdemeanor offense listed in s 435.04(2), F.S. In addition, self-reporting is required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgement.

USE OF SOCIAL MEDIA (See Policy 8,35)

As an employee of the District, when you are participating in social media networking, you are representing both yourself and the District. It is not the District's intent to restrict your ability to have an online presence nor to mandate what you can and cannot say. The District's view is that social media networking is a valuable tool to continue to advocate the responsible involvement of all district employees.

Social media includes, but is not limited to, internet forums, blogs & microblogs, online profiles, wikis, podcasts, pictures, video, email, instant messaging, music-sharing, and/or voice over IP. This includes applications for social media platforms utilized in the past, present or future.

- Do not post any confidential, sensitive, or proprietary information about the district or any of its employees, students, volunteers, substitutes, coaches, vendors, or board members.
- Speak respectfully about current, former, and potential stakeholders. Do not engage in name-calling or behavior that will reflect negatively on you or the district's reputation.
- Beware of comments that could reflect poorly on you and the district. Social media sites are not the forum for venting personal complaints about supervisors, co-workers, parents, students, coaches, volunteers, vendors, or the district.
- As a district employee, be aware that you are responsible for the content you post and that information remains in cyberspace forever.
- Use privacy settings when appropriate. Remember, the Internet is immediate and nothing posted is ever truly private nor does it expire.
- If you see unfavorable opinions, negative comments or criticism about you or the

district do not try to have it removed or send a written reply that will escalate the situation. Forward the information to Human Resources, your immediate supervisor, or the Superintendent or his/her designee.

- If you are posting to personal networking sites and are speaking about job related contact or about the district, identify yourself as a district employee and use a disclaimer making it clear that these views are not reflective of the views of the district. *Example*: *"The opinions on this site are my own and do not necessarily represent the views of the Lafayette County School District."*
- Be respectful of others.
- Do not post obscenities, slurs or personal attacks that can damage both you and your reputation as well as the reputation of the district.
- Do not post obscene pictures of yourself or others.
- Do not post pictures of or about students without parent/guardian permission.
- Do not post pictures of others in relation to the district without that individual's consent.
- Refrain from networking with students in a casual manner, outside of school related activities and functions.

USE OF SOCIAL SECURITY NUMBERS

The Lafayette County School Board takes seriously our role in protecting the privacy and confidentiality of our employees and students. We comply with federal and state laws and meet the required standards for securing that information. As provided in Florida Statutes, the Lafayette County School Board hereby makes the following disclosure. Upon employment, each employee must sign a document stating the uses of their social security number along with providing a copy of their social security card. We request employee social security numbers to be used for human resource operations such as payroll or benefits eligibility, background checks, medical claims payment, IRS reporting or other functions where they are needed and legally allowed to be used and requested by the Florida Department of Education and or the Federal government. The school board does not release or disclose social security numbers to other parties except as allowed under state and federal law in performance of official school board business. The collection of employee social security number is mandatory and may only be used as authorized or prescribed by law. If you have questions regarding this important notice please contact the Personnel Office for the Lafayette County School Board.

VACANCIES

Notice of vacancies within the district shall be posted on the Lafayette County School District web page and social media page. When positions become vacant, email notification will be sent to all school district employee email addresses. Except in emergencies, these notices shall be posted for a minimum of five (5) working days prior to filling the vacancy. In the event of an emergency, these notices can be posted less than five (5) working days when agreed upon by the Superintendent or his/her designee and the Union President or his/her designee. Current employees shall submit their interest for a vacant position by applying for the position in the automated system Fasttrack.

WORK SCHEDULES

Employees are hired for various work schedules and times. The work year will vary from 182 days to 260 days. The work day will vary from 4 hours to 8 hours. Check with your supervisor to determine your specific schedule.

CHAPTER 3 – WORKPLACE STANDARDS AND POLICIES

AI *(ARTIFICIAL INTELLIGENCE)* (See Policy 4.26)

Lafayette County School District recognizes the ever-changing role that AI (Artificial Intelligence) plays in the education system. While the District supports this use of technology, the District also urges staff and students to be responsible in their use of this tool. Academic integrity should be maintained at all times, whether AI is being used by staff or students. Responsible use of AI is the duty of the user, as well as understanding the limitations of AI information.

AI is a tool to support teaching, a supplement to aid teachers as they navigate this advanced world of technology students are living in. Under no circumstance is AI meant to supplant or substitute for teaching in the classroom. Generative AI is not a substitute for human creativity, judgement, and creation. AI information is limited and is not an exceptional model of facts to be used. Teachers may allow use of AI for curriculum purposes, but AI use by students should be supervised.

Privacy and confidentiality should be considered when utilizing AI since information shared within the sites is retained and made available to all users. Do not allow AI to learn passwords, confidential, proprietary or sensitive district data. AI should not be used to make decisions, nor should it be fully depended upon for information to disseminate to staff, parents or students.

It should be understood that AI is not responsible for what it does, but you, as a user of this technology, are responsible and can be held accountable for information you disseminate from the use of AI.

ALCOHOL AND DRUG FREE WORKPLACE - (See Policy 6.45)

The Lafayette County School District is an alcohol and drug free workplace. As such, no employee shall possess, consume, sell, distribute, dispense, use or be under the influence of any alcoholic beverages in the workplace. Nor shall any employee possess, consume, sell, manufacture, distribute, dispense, use or be under the influence of, on or off the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined by federal and state law. As a condition of employment, each employee will: (a) abide by the terms of this policy, and (b) notify the Superintendent or his/her designee of any criminal drug statute arrest or conviction within 48 hours.

BLOOD BORNE PATHOGENS - (See Policy 6.91)

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. The principal or supervisor is responsible for monitoring this process and ensuring that universal precautions are observed.

BULLYING POLICY – (See Policy 5.101)

It is the policy of the Lafayette County School District that all students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying or harassment of any type against any students, employees, visitors, volunteers or agents who work on school related activities, subject to the control of school officials. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. Instructions for reporting any of these type actions are included in the policy.

CHILD ABUSE REPORTING

Each school district employee is considered a "mandatory reporter." All employees are obligated 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. The telephone number for the Child Abuse Hotline is 1-800-96ABUSE (1-800-962-2873) https://www.myflfamilies.com/.

CONFIDENTIALITY OF STUDENT INFORMATION

Principles of Professional Conduct of the State of Florida require that employees keep in confidence personally identifiable information obtained in the course of professional service. Failure to comply with the Principles of Professional Conduct could result in a reprimand, loss of certification, or loss of your job with the school district.

DO NOT:

a) Discuss student progress or behavior anywhere someone else may be present who is not listed on that student's access-to-information list, including other staff members.
b) Allow students to take attendance, grade other student's work, record student grades in your grade book, or see other student's grades in the grade book.
c) Share confidential data, academic progress, and behavioral information about **any** student(s) with **any** unauthorized individuals, including other student's parents.
d) Share names, likenesses, and or voice in any digital or written form including, but not limited to: social media, Written Publications, District Website, School Websites, etc. without confirmation of a Media Release Consent Form signed by the parent/guardian authorizing the District to do so.
e) Allow access to physical or digital student records, including but not limited to IEPs, accommodations, 504 plans, graded test, student data, personal identifiable information (PII), medical, behavioral or mental health records. It is the responsibility of the keeper of educational records, whether it be in the classroom, the school office, or the district office, to maintain confidential physical records in a locked desk or filing cabinet when not in use. Equally important, digital records such as, digital gradebooks or student data portals should not be open on any staff's computer screens where other students, unauthorized staff, or visitors can see them.

See:
Florida Administrative Code: **6A-1.0955. Education Records, 6A-1. Finance And Administration, 6A. State Board of Education, 6. Department of Education, Florida Administrative Code**
FERPA | Protecting Student Privacy
Principles of Professional Conduct for the Education Professional in Florida

COPYRIGHT LAW – (See Policy 3.08)

Copyright is the intangible intellectual property right which a person owns in works of their own creation. The copyright statute gives the person who originates a creative work the sole right to publish, distribute, copy, perform, and display the work, and to make derivative works or sequels to it. Use of copyrighted materials in the classroom does not automatically exclude that use from copyright laws. Educational materials presented by teachers or incorporated into students' work must respect copyright laws unless the work is in the public domain or the use meets the limited definition of the copyright statute's fair use exemption. Attribution and citation do not make a copyright infringement lawful. The copyright statute states that fair uses of copyrighted material will not comprise a copyright infringement. These uses may include teaching, scholarship, and research, but only upon weighing four factors: the purpose and character of the use; the nature of the work; the portion of the work used relative to the size of the entire work; and the effect of the use on the work's commercial value.

DISCRIMINATION POLICY (See Policy 2.16)

The Lafayette County School District is committed to providing a work environment free of discrimination and harassment. No employee or applicant must tolerate such discrimination or harassment. Lafayette County School Board prohibits all forms of unlawful discrimination against students, employees and other persons in all aspects of the district's programs, activities and operations. The term "unlawful discrimination" encompasses any unlawful policy, practice, conduct, or other unlawful denial of rights, benefits, or privileges that is based on any legally protected status or classification under applicable federal, state, or local law. These include but are not limited to race (including anti-Semitism), color, religion, sex, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, except as provided by law. Furthermore, school district employees must comply with the Americans with Disabilities Act of 1990 (ADA). It is unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.

If you believe that you have been discriminated against in any way, please contact:
Janene Fitzpatrick, Equity Coordinator and/or Gerald Powers, Title IX Coordinator
Address: 363 NE Crawford Street, Mayo, FL 32066

Janene Fitzpatrick – 386-294-4137
jfitzpatrick@lcsbmail.net

Gerald Powers – 386-294-2889
gpowers@lcsbmail.net

EMERGENCY CLOSING OF SCHOOLS (See Policy 3.03)

There may be circumstances where the Superintendent or his/her designee may close schools or dismiss schools early due to emergency situations. Usually, these circumstances are related to severe weather or natural disasters. The school district will provide notification to all affected personnel and students when schools must be closed. Updates will be provided throughout the emergency period.

EQUAL OPPORTUNITY EMPLOYMENT (See Policy 2.16)

The policies and administrative regulations of the Lafayette County School District have traditionally sought to attain ideal conditions of Equal Employment Opportunity. These policies and regulations shall be amended where necessary to ensure full compliance with the letter and the spirit of the law and apply to all employment positions. The policy is to select employees as needed on the basis of merit, training, and experience. There shall be no discrimination against any applicant or employee on the basis of race (including anti-Semitism), color, religion, sex, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, except when it is necessary to meet a bona fide occupational requirement. The school district shall take all necessary action to comply with the federal, state, and local laws prohibiting discrimination in employment. We do this to reaffirm our commitment to Equal Employment Opportunity and to refine our implementation of existing policies as they apply to recruitment, hiring, training, promotion, personnel management practices, and collective bargaining agreements.

GRIEVANCE (See Policy 6.50)

If an employee has a complaint, which he/she believes may become the basis for a grievance, the employee shall discuss the complaint, in an informal manner with his/her immediate supervisor. If the problem is not resolved, the employee may file a formal grievance with the Director of Teaching & Learning Services.

The purpose of the grievance procedure is to resolve at the lowest possible level and in the most expedient and impartial manner, any dispute between members of the bargaining unit and management, concerning the terms of the contract. Employees are encouraged to read the collective

bargaining agreement and may refer to the grievance procedure/form in the contract should it become necessary.

NOTICE OF NON-DISCRIMINATION (See Policy 2.16)

The Florida Educational Equity Act requires that public education agencies regularly notify staff, students, applicants for employment, parents, and the general public of its policies of non-discrimination. Lafayette County School Board, as described in policy, prohibits discrimination. The information below is listed to comply with the notification requirements of the educational equity act.

Non-Discrimination in Employment – All employees and applicants for employment with the Lafayette County School Board shall be recruited, selected, and assigned solely on the basis of experience, qualifications and the necessary requirements for the vacant position. Race, color, religion, sex, age, marital status, disability, national origin, or genetic information will not be considered factors in the recruitment, selection, and assignment of personnel, nor shall any qualified disabled person be excluded from consideration for employment solely on the basis of his/her disability.

Non-Discrimination in Student Activities – No student enrolled in the Lafayette County Schools shall, on the basis of race, color, religion, sex, age, marital status, disability, national origin, or genetic information be excluded from participation in or be subjected to discrimination under any curricular or any other school sponsored activity. Career and technical education programs are included in the curricular programs offered without discrimination. Opportunities for using school facilities will be afforded to all youth groups without discrimination. This includes the Boy Scouts of America or any other youth group as provided in the Boy Scouts Act. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate.

Grievance Procedures – Grievances should be filed with the following personnel:

Employee Grievance

Janene Fitzpatrick
Director of Teaching & Learning Services (includes Equity)
363 NE Crawford Street
Mayo, FL 32066
jfitzpatrick@lcsbmail.net
386-294-4137

Student Grievance – Educational Equity Act

Janene Fitzpatrick
Director of Teaching & Learning Services (includes Equity)
363 NE Crawford Street
Mayo, FL 32066
jfitzpatrick@lcsbmail.net
386-294-4137

Student Grievance – Americans with Disabilities Act or Section 504 Rehabilitation Act

Janene Fitzpatrick
Director of Teaching & Learning Services (includes ESE and Student Services)
363 NE Crawford Street
Mayo, FL 32066
jfitzpatrick@lcsbmail.net
386-294-4137

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

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

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

Employees desiring reasonable accommodations in employment may contact their supervisor.

REPORTING EDUCATOR MISCONDUCT (F.S. 1006.061)

The Lafayette County School District investigates when there is cause to believe the educator has broken the law or violated the State Board of Education Rules, which includes the Code of Ethics and Principals of Professional Conduct. These laws and rules outline the standards of conduct expected of certified educators in Florida. 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 administrators, which affects the health, safety or welfare of a student.

SEXUAL HARASSMENT (See Policy 2.16)

The Lafayette County School Board forbids sexual harassment in any form, whether by an administrator, teacher, any other adult, or any student on school property or at any school related activity. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when:

- Such conduct is made either explicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
- Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating hostile or offensive working environment.

The Director of Safety & Mental Health shall be the district's contact person for all matters dealing with sexual harassment. Persons who allege sexual harassment may also report such actions to any teacher, principal, administrator or other responsible person within the school/work site where the action occurred. All complaints shall be reported to the Director of Safety & Mental Health and investigated as promptly as practicable. Filing a complaint of sexual harassment will not reflect upon the individual's status, future employment, work assignments, future grades or extracurricular activities. A substantiated charge of sexual harassment shall subject the individual to disciplinary actions.

STUDENT SAFETY – MARJORY STONEMAN DOUGLAS SCHOOL SAFETY ACT (See Policy 8.02)

Pursuant to Florida Statutes (SB 7026, SB 7030), the following policy has been adopted by the Lafayette County School Board:

- All classroom doors will remain closed and locked during any school or after-school activities when occupied by students.
- All classroom doors with windows will have an opaque covering, or a cloth covering that can be quickly applied in response to an active assailant.

Each classroom will have an identified "hard corner" or "safest area".

- All exterior gates will be kept closed and locked anytime there are students present unless staffed by an employee.
- Every employee shall have readily available a communication device that may be used to report or receive information observed, threats or active assailants.
- All employees are authorized to initiate an active assailant response.
- The District will follow the A.L.I.C.E. protocol in response to an active shooter.
- Fire, Tornado, Lock Down and Active Assailant (A.L.I.C.E.) drills will be conducted throughout the year. All faculty, staff and students are expected to participate in drills and to take them seriously.

*Evacuation Procedures should be posted in classrooms at all times.

The Employee Discipline Policy (See Policy 6.38) is a progressive discipline policy addressing disciplinary actions to be utilized in dealing with personnel who knowingly violate school safety requirements as well as other school laws and rules. The disciplinary process is designed to utilize progressive steps, where appropriate, to produce positive corrective action. In dealing with deficiencies in employee work performance or conduct, progressive discipline shall be administered except in situations where immediate steps must be taken to ensure student/staff safety. Progressive discipline may include, but is not limited to, informal discussion, verbal warning, written reprimand, enrollment in professional skills enhancement programs, suspension without pay, demotion, change in contract status or termination of employment.

STUDENT SUPERVISION

Proper supervision of students shall be provided while students are 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.

Any employee who has responsibility for the supervision of students in the performance of their normal duties, or who is assigned duty requiring the supervision of students needs to be diligent in supervising each child. Obviously we want each child to be safe. An employee who fails to provide such student supervision by failing to report for duty, or by leaving his/her post of duty without being properly relieved of such duty, shall be deemed guilty of neglect of duty. Any person charged with such neglect of duty shall be subject to disciplinary action.

TOBACCO USE IN DISTRICT FACILITIES – (See Policy 8.32)

The Lafayette County School District prohibits the use of any form of tobacco products in school district facilities, vehicles, and areas designated for various student programs and activities. Employee violations of this section may lead to disciplinary action in accordance with personnel policies and may include a verbal warning, written reprimand, or referral to an outside agency for participation in a tobacco cessation program.

VISITORS IN THE WORKPLACE

All visitors are required to enter any school district facility through the main entrance and to sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately escort him or her to the building office or contact the administrator or SRO.

WEAPONS PROHIBITED (See F.S. 790.115)

Prohibited weapons are not allowed on any district campus, worksite or during any activity of the Lafayette County School District by anyone except Law Enforcement and School Guardians. Employees, students and parents are prohibited from carrying any gun or pistol (operable or inoperable), sword, knife (does not include common pocket knives), or any other item which may be used as a weapon on school grounds, into any school building, on a school bus, in an automobile or other vehicle parked on school district grounds or adjacent thereto. Employees, students, and parents who fail to comply with this policy are subject to disciplinary action. Offenders may be arrested, suspended from duty, expelled or terminated.

CHAPTER 4 – EMPLOYEE BENEFITS

ANNUAL PAYMENT OF SICK LEAVE BENEFIT (See Policy 6.32)

All staff members with three (3) or more years' experience with the district shall have the option of receiving annual payment for accumulated sick leave that is earned during the school year but has not been used. Payment for such accumulated sick leave days shall be based on the employee's daily rate of pay multiplied by eighty percent (80%) and is payable through payroll on the last payroll for the month of June. Requests must indicate the number of days to be sold back to the district and deducted from the employee's accumulated leave as follows:

1) Up to a maximum of 9 days for 9-month employees,
2) Up to a maximum of 10 days for 10-month employees,
3) Up to a maximum of 12 days for 12-month employees.

Employees wanting to participate in the annual payment for accumulated sick leave benefit will need to ensure the following qualifications are met:

1) must be classified as full time,
2) must have a minimum of three (3) years' experience with Lafayette County School District,
3) must have accumulated at least 20 days of sick leave,
4) accumulated sick leave balance shall not be less than twenty (20) days at any time,
5) employee may not use more than 5 days of sick leave or personal leave during the time period of July 1st through April 30th,
6) must submit the Employee Leave Sell Back Form to the Personnel Specialist at the district office during the 2nd week of May for approval to receive the benefit providing all requirements are met.

Exempt absences that do not affect the annual payment of sick leave benefit are:

1) Temporary duty elsewhere,
2) Jury duty,
3) Annual leave (12-month employees),
4) Sick leave used for the death of an immediate family member,
5) Employees that took Board approved Family Medical Leave during the period specified in Section III(3),
6) Leave for Union or negotiation activities,
7) Worker's Compensation leave, and/or
8) Situations in which administration requested an employee be on paid leave/administrative furlough for the purposes of conducting a short-term investigation, which did not lead to employee discipline.

Disqualifying events include:

1) Suspensions either paid or unpaid. Eligibility would be maintained if the employee is completely exonerated.
2) Employees that separate service, either voluntary or involuntarily, during the calculation period (see section III(3)) are not eligible.

Eligible employees of the Lafayette County School District are provided a wide range of benefits. A number of the programs, such as social security, workers' compensation, state retirement, short-term and long-term disability, and unemployment compensation cover 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. The Personnel Specialist can help to 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:
Insurance (Health, Life, Dental, Vision, Disability, and Accident)
Paid Holidays
Sick Leave Bank
Sick Leave Benefit Pay
State of Florida Retirement System
Terminal Leave Pay
Travel Reimbursement
Unemployment Compensation
Uniforms (Food Service only)
Vacation Leave (12-month employees only)
Workers' Compensation

INSURANCE

Full-time employees (defined as working a minimum of 30 ho urs per week) are provided an opportunity to participate in Board approved insurance plans that offer a variety of covered services. Employees are encouraged to select the benefit package that best meet their family's needs. The board authorizes pre-tax payroll deductions as well as contributes 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 following the first thirty (30) days after your start date.

PAID HOLIDAYS

All school holidays shall be established by the action of the Board upon the recommendation of the Superintendent or his/her designee. Some of these holidays are established as paid holidays. All cost centers will observe the holidays as provided on the approved school calendar.

RETIREMENT INCENTIVE PLAN

In the first year of eligibility for retirement, the employee may elect to retire at 30 years of service and/or 62 years of age. Employees opting to participate in the Retirement Incentive Plan will need to file a notice of intent to retire preferable at least 6 months before their retirement date and must have at least 10 years of continuous service in the Lafayette County School District. For those choosing this incentive, if requirements are met, the School Board will contribute to the retiree's health insurance premium until the employee reaches the age (65) in which they become eligible for Medicare. In addition, the retiree will be entitled to a one-time cash bonus equal to 20% of the employee's annual gross salary. The provisions of the Retirement Incentive Plan will not be available if the employee chooses to participate in the Deferred Retirement Option Plan (DROP). See the LEA Professional Compensation (Sec. 7) or SRP (Professional Compensation, Sec. 3) agreements for full text of this benefit.

SICK LEAVE BANK (See Policy 6.35)

The Sick Leave Bank was established to provide employees emergency sick leave for illness or injury beyond that available under provisions governing sick leave. Participation is voluntary and open to any full-time employee who has worked a full year with the school district and has accrued a minimum of six (6) sick days. Enrollment in the sick leave bank can only be accepted during the months of September and February. Participating employees are required to contribute one (1) sick leave day

during the enrollment period, and one (1) sick leave day when the last twenty (20) days of the Sick Leave Bank have been assigned.

The employee must make application to the Personnel Office, including a statement from a doctor attesting to the member's extended illness, accident or injury in order to be considered to receive benefits. All requests for withdrawal of days from the Sick Leave Bank shall be addressed to the Personnel Office.

Any leave withdrawn must be used for the employee's illness or injury, for a surgical procedure that is non-elective and may only be for the member's own illness or injury or non-elective surgery. A participating member shall not be eligible to use sick leave from the Bank if the employee is on leave for injury or illness in the line of duty, worker's compensation or on medical retirement. Approval for sick leave from the bank will not be granted unless the employee's accumulated sick leave and other leave has been exhausted. A participating employee is not required to replace the days he/she uses. Any replacement of days shall be in accordance with the normal replenishment policy of the Sick Leave Bank. Any leave donated by a participating employee will not be returned when the employee chooses to no longer participate in the Sick Leave Bank. The full text of Sick Leave Bank requirements are available to view on the district website in the LEA and SRP agreements.

STATE OF FLORIDA RETIREMENT SYSTEM

All new full-time employees automatically become members of the Florida Retirement System (FRS) and are covered by Federal Social Security. Employees contribute 3% of their salary into the Florida Retirement System fund, the district contributes a percentage designated by the state. The district matches employees social security contributions. The State offers a choice of two retirement options: the Pension Plan or the Investment Plan. Please view the FRS Vesting site for additional information. You will have eight (8) months from the date you are first employed by an FRS employer to make your selection. If you do not submit an election choice, the Investment Plan will be considered your initial election by default.

The FRS Pension Plan provides a defined monthly benefit to you when you retire.

The FRS Investment Plan is a defined contribution plan letting you choose how your money is invested and how you want to receive payments.

If you retire with FRS retirement, and are considering reemployment, there are rules to be aware of in making the decision to return to employment with an FRS employer. Please view the Reemployment After Retirement webpage for additional information. When an employee is ready to retire, he/she should contact the Personnel Specialist. Please view the FRS FAQ for additional information. Employees may receive federal Social Security benefits in addition to state retirement when eligible.

Employees are encouraged to activate their personal FRS account access to enable access to real-time information such as, their FRS account balance, performing calculations to help plan for retirement, and access other information specific to their retirement account election. Check with the Personnel Specialist and the Florida Retirement System office in Tallahassee if you have questions.

TAX SHELTERED ANNUITY PROGRAMS

Employees may participate in the Board approved tax-sheltered annuity programs [403(b), 457 and 401(k)]. The employee may select from several companies listed on the TSA Consulting Group website. The authorized investment providers are listed with their contact phone numbers. The employer-specific forms and information links are also available on this webpage. The contributions to an annuity must be payroll deducted.

TERMINAL LEAVE PAY (S/L - See Policy 6.31) - (V/L - See Policy 6.33)

Any regular, full-time employee, or his/her beneficiary, if service is terminated by death, shall be entitled to payment of accumulated sick leave at the time of termination of employment or retirement. The School Board shall provide terminal pay for accumulated sick leave to any employee of the district. See the LEA Agreement (Professional Compensation, Sec. 6) and the SRP Agreement (Article X, Sec. 15) for specific guidelines of the payout percentages based upon years of service to the District.

A staff member who is employed on a regular full-time basis for twelve (12) calendar months may be entitled to a lump-sum payment for his/her accrued vacation leave upon termination of employment, transfer to less than a twelve (12) month position within the district, or normal retirement.

Employees that are terminating employment with the district may transfer leave balances to another Florida school district if requested, and if the receiving district approves to accept them. Most districts that do accept transferred leave balances have strict guidelines on how and when these leave hours are made available to the employee. Leave balances may also be paid out to the employee, upon termination of employment with the district, if the total amount of the balance equals $1,000.00 or less, minus required tax requirements. Leave balance amounts totaling more than $1,000.00 may only be paid into a Bencor account in the employee's name. The Employee may withdraw or invest this money according to their individual financial needs and goals. There are "years of service" guidelines that will determine this money being available, and the percentages due to the employee upon termination (as referenced in the above paragraph and links).
Consulting with a tax professional is recommended before a decision is made by the employee to ensure maximum benefit to the employee.

.

TRAVEL REIMBURSEMENT (See Policy 7.17)

Reimbursement for authorized travel is provided to employees when approved by the employee's supervisor, superintendent or his/her designee, and/or the School Board. Travel shall be reimbursed at School Board adopted rates. No reimbursement is given for travel between the employee's home and workstation.

In-District Travel - Travel by an authorized officer or employee within the district shall be reimbursed at School Board adopted rates, provided, however, that no reimbursement shall be made for travel between an employee's home and his/her official headquarters.
Out-of-district travel is established by official state road maps plus vicinity mileage. When employees are traveling extended distances in a district car, a fuel or credit card from the district office should be checked-out for use. Persons traveling to the same meeting are encouraged to travel together.

Reimbursement may be requested for tolls, taxies, and registration fees when properly documented. No reimbursement may be authorized for gratuities. Reimbursement for meals included in registration fees will not be authorized.

UNEMPLOYMENT COMPENSATION

Unemployment compensation provides temporary income payments to make up 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 if they have been reappointed by July 1. Employees interested in requesting unemployment compensations should contact the Personnel Specialist at 386-294-1422 or the Florida Commerce, Reemployment Assistance Resource Center at 1-833-FL-APPLY (833-352-7759) or online at Florida Commerce.

UNIFORMS

The School Board appropriates funds for the purchase and maintenance of specialized clothing for food service workers only. All other employees will be expected to dress appropriately as defined in the Dress Code section of this document.

WORKERS' COMPENSATION

The Lafayette 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. 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 law, will determine eligibility and benefits available. Medical expenses and travel for doctor appointments are assumed by workers' compensation.

CHAPTER 5 – EMPLOYEE LEAVE

ABSENCE WITHOUT LEAVE

Any employee who is willfully absent from duty without leave will interrupt continuity of service and shall forfeit compensation for the time of the absence and his/her employment may be subject to termination by the Board.

ANNUAL (VACATION LEAVE) – (See Policy 6.28)

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. An employee on less than a 12-month contract does not earn annual/vacation leave.

The amount of paid annual/vacation time 12-month employees receive each year increases with the length of their employment. Personnel employed on a full-time basis of 12-month status shall earn annual/vacation leave per calendar year at the following rates (based on the number of accumulated years as a 12-month employee):

- Less than 5 years – 12 days
- 5 or more years – 15 days
- 10 or more years – 18 days
- 15 or more years – 21 days

Vacation leave shall accrue at the close of each month, in accordance with the maximum allowed, and may not exceed 30 working days for a carryover at the end of the fiscal year.

To request vacation leave, the employee must get advance approval from his/her administrative supervisor, and it shall be scheduled as to cause a minimum disruption of the school program.

Upon termination, retirement, or participation in the Deferred Retirement Option Program (DROP) an employee shall receive a lump sum payment for accrued annual/vacation leave. If service is terminated by death, this benefit shall be paid to the employee's beneficiary.

BEREAVEMENT LEAVE

In the event of the death of a member of an employee's immediate family (spouse, child, mother, father), an employee on regular permanent status shall be granted up to three (3) days of paid leave within two weeks of the death of the member. In the event of the death of a member of an employee's family, (brother, sister, brother-in-law, sister-in-law, aunt, uncle, guardian, stepparent, stepchild, grandparent, grandchild, daughter-in-law, son-in-law, parent-in-law, grandparent-in-law, or any relative residing within the employee's household), an employee on regular permanent status shall be granted up to two (2) days of paid leave to facilitate attendance at the funeral. Verification must be provided to the supervisor of attendance at the funeral. Bereavement leave is of a special nature and may not be deferred or converted to any other purpose. It is not charged against any other leave account and is not accumulated in the manner of annual or sick leave. Payment in lieu of bereavement leave is not authorized. View LEA Agreement or SRP Agreement to access the full text of Bereavement Leave.

COMPENSATORY LEAVE TIME

All comp time must have prior approval from the Director, Supervisor, or Principal.

Compensatory (comp) time is leave earned by an employee who worked extra hours instead of receiving overtime pay. Employees must be in "overtime status" to earn comp time. With the prior approval of the Director, Supervisor, or Principal, employees may earn compensatory time up to 80 hours without Superintendent or his/her designee approval, per fiscal year. Compensatory leave shall

only be earned while working at an authorized work site. Compensatory time includes but is not limited to REQUIRED attendance at school related activities, programs, teacher conferences, projects, building maintenance and supervision before or after the scheduled workday. The Superintendent or his/her designee, Director, Supervisor, or Principal may require an employee to use earned compensatory leave at any time. Employees should view their use of compensatory time as a privilege and not as a right.

Compensatory Time Guidelines:

A. How Earned
    1) Compensatory time can be earned, when approved by the supervisor, for duties beyond the forty (40) hour workweek that are essential to the success of the school/district/program or for the safety/security of the facility.
    2) Compensatory time is calculated on a weekly basis, not on a daily basis.
    3) Compensatory time will be awarded at time-and-a-half for hours over forty (40) worked by the employee in the workweek.
    4) Annual leave, sick leave, and paid holidays are not considered part of the forty (40) work hours. Employees cannot use leave during the same workweek as earning comp time.

B. Cannot be Earned When
    1) Compensatory time cannot be earned for activities associated with “supplement” positions (extra-curricular activities)

C. How Used
    1) Compensatory time can be used only with the prior written approval of the immediate supervisor.
    2) Compensatory time, with written approval from the supervisor, is encouraged to be used in lieu of sick, personal, or annual leave.
    3) Every effort will be made to use compensatory time as payment for time worked over forty (40) hours in a workweek.
    4) Every effort will be made to prevent accrued compensatory time from exceeding forty (40) hours.
    5) Compensatory time shall be taken with the supervisor’s approval and may be taken as a whole day, such as a workday. When possible, comp time should be taken after student contact time.
    6) Compensatory time is to be used during the month in which it is earned or no later than the end of the next month when possible.
    7) Employees will request comp time via Time Off in Employee Access/Skyward.
    8) No unused compensatory time may be carried forward to the next fiscal year, unless extreme circumstances prevent the use of comp time earned. The fiscal year is defined as July 1 – June 30.
    9) Payment for compensatory leave shall not be made upon termination.

Non-exempt employees are not considered “volunteers” as defined in the following text:

1) The employee volunteers to perform the same job they were hired to do.
2) The employee expects and/or receives compensation, i.e., stipends or supplements, for the services performed; and
3) The employee has secured the approval of their supervisor to work any hours over forty (4) in the workweek.

Employees attending workshops, conferences, etc. rules are as follows:
Generally, attendance including travel time, meal periods and overnight time spent at lectures, meetings, and training programs is not counted as work time, if:

1) Attendance is outside the employee's regular work hours; or
2) Attendance is "in fact" voluntary; or
3) The course, lecture, or meeting is not directly related to the employee's job functions with the Lafayette County School Board.

If an employee, on his/her own initiative attends an independent school, college, or independent trade school after hours, the time is not hours worked for the employer even though the courses may be related to his/her job.

FAMILY MEDICAL LEAVE *(FMLA)*

The Family Medical Leave Act of 1993 entitles eligible/qualified employees up to 12 weeks of paid or unpaid leave per year for one (1) of the following reasons:

- Birth of a child, and to care for the newborn child.
- Placement with the employee of a child for adoption or foster care.
- To care for the employee's child, spouse or parent with a serious health condition; or
- Because of a serious health condition that makes an employee unable to perform the functions of the employee's job.

To be eligible, an employee must have worked a full contract year (July through June) or must have worked at least 1,250 hours in the 12 months immediately preceding the start of the FMLA leave. An employee who wishes to take Family Medical Leave must provide the supervisor with at least thirty (30) calendar days advance notice before the leave begins; or due to an emergency, a change in circumstances, or lack of knowledge, the notice of intent to take Family Medical Leave must be given as soon as possible and practical.

Approved Family Medical Leave provides that the Board's contribution for health insurance will continue to be paid for up to three (3) months only; however, an employee on such leave will not earn retirement credit for any month(s) during which no salary is paid. If an employee desires, he/she may purchase retirement credit for the Family Medical Leave taken, provided the individual is in compliance with FRS laws. Eligible employees desiring such leave must contact the Personnel Specialist to complete the Family Medical Leave form to be submitted for Board approval. You may also access the online FMLA portal to request FMLA Leave at eFMLA: Family and Medical Leave Act Made Easy. This link is also provided at the bottom left of your personal Skyward account "Home" section under "District News".

HOLIDAYS

All school holidays shall be established by the action of the Board upon the recommendation of the Superintendent or his/her designee. All schools will observe the holidays as provided on the approved school calendar.

ILLNESS-OR-INJURY-IN-LINE-OF-DUTY LEAVE – (See Policy 6.241)

The School Board grants illness-in-line-of-duty leave to eligible employees who are unable to perform their duties as determined by the Board approved physicians, because of a personal injury/illness received in the discharge of their duties as described in School Board policy. The Board allows up to a maximum of 10 days each school fiscal year. Such leave is non-cumulative from year to year.
When an employee sustains such an illness or injury, he/she must notify the site administrator as soon as possible. The site administrator completes the appropriate leave and notice of injury forms in accordance with School Board's rules and regulations.

JURY DUTY AND WITNESS LEAVE - (See Policy 6.26)

Employees are encouraged to fulfill their civic responsibilities by serving jury and witness duty when required. The employees shall make application for temporary duty. When the litigation or court action is of a personal nature, a request for personal leave shall be made. The original or a copy of the

subpoena/summons must be attached to the application for leave. The employee shall receive his/her regular salary and may retain any remuneration received from the court for such service. All applications for jury duty and witness leave must be approved by the principal or supervisor and submitted to the Superintendent or his/her designee.

LEAVE OF ABSENCE – (See Policy 6.20)

A leave of absence is permission granted by the Board, or allowed under its adopted policies, for an employee to be absent from duty for a specified period of time, with the right to return to employment upon the expiration of the leave. Employees returning from leave will retain full credit for years of service credited to them prior to the leave.

If the employee is on an approved leave of absence for a full contracted year and the employee wishes to return to work the following year, the employee must notify their principal / supervisor and the Superintendent or his/her designee in writing of their intent by the time frame specified. Failure of the employee to notify the principal/supervisor and Superintendent or his/her designee of his / her intent to return to employment may result in termination of employment.

LEAVE REQUESTS

Any absence shall be covered by leave duly authorized and granted. Leave may be with or without pay as provided by law and regulations of School Board policy. Leave requests shall be submitted in the districts online system (Skyward). The employee is responsible for completing the appropriate online leave request. All requests for leave, except for sickness and emergencies, must be requested and approved by the employee's supervisor in advance.

MILITARY LEAVE – Policy 6.25

Employees are allowed to use military leave when they are required to serve in the armed forces, or because of membership in the reserves. Compensation allowed for military leave during peacetime shall not exceed 240 working hours except as provided in Section 115.07, Florida Statutes. When an employee enters voluntarily into any branch of the armed services for temporary or an extended service, military leave may be granted at the discretion of the Board.

An employee granted military leave for extended duty shall, upon completion of the military duty, file an application for re-employment within six (6) months following the date of the release or discharge from active military duty. The Board shall, within six (6) months following receipt of the application, reassign the employee to duty in the school system.

OVERTIME

All overtime must have prior approval from the Superintendent or his/her designee.

It is the general practice of Lafayette County School District to not have its employees work frequent or considerable overtime. However, Administrators/Supervisors may authorize or direct an employee to work overtime in emergencies or if it is necessary to meet operating needs. Overtime pay shall be provided only when absolutely necessary to meet special or emergency work situations. Employees cannot use leave during the same workweek as earning overtime. Make sure any hours submitted to the Payroll Department as overtime ARE NOT entered as comp time. Employees cannot earn comp time and overtime for the same period of time.
Employees may be subject to disciplinary action in cases where they have worked overtime without approval or after being told by their supervisor not to do so.

Exempt: **- (FLSA exempt under 29 U.S.C. Sec. 213)**
These are specific and narrowly defined designations of executive, administrative and professional employees, as well as certain other specified occupations. They are not eligible for overtime under FLSA.

The district encourages exempt employees to use flexible work schedules to help offset extra time demands extending beyond the regular workday and 40-hour workweek.

Non-exempt:
FLSA non-exempt positions are entitled to overtime at 1.5 times the regular rate of pay for hours worked over 40 in a workweek. An employee is generally considered non-exempt unless they meet the criteria for an approved exemption.
Non-exempt employees, who work more than their required number of hours, but less than forty (40) hours during the workweek, will be compensated for the additional hours at the straight time rate or awarded compensatory time at the straight time rate.

Paid holidays or paid leave hours taken by employees are not included in the overtime calculation, because these hours are not actually "worked" and therefore not considered as hours counted toward overtime under the FLSA.

The Director, Supervisor, or Principal may require an employee to work on a holiday or at any other time when circumstances require work in excess of the minimum workweek.

PERSONAL LEAVE – (See Policy 6.23)
The School Board allows six (6) days of personal leave with pay for all employees for each fiscal year for personal reasons, including emergencies, chargeable to sick leave. These days are non-cumulative and are charged to sick leave. All personal leave, except emergencies, must be requested and approved in advance.

PROFESSIONAL LEAVE – (See Policy 6.27)
Professional leave may be granted to an administrative or instructional staff member with or without pay in accordance with the following provisions:

The Superintendent or his/her designee is authorized to grant professional leave for six (6) days or less for administrative or instructional staff with pay. Professional leave over six (6) days requires the School Board approval and may be with or without pay. Professional leave may be granted, but not limited to, going back to college/training.

SICK LEAVE – (See Policy 6.24)
The School Board grants sick leave to eligible employees for periods of temporary absence due to illness or injury. Instructional employees, hired on a full-time basis, are entitled to four (4) days of sick leave as of the first working day and will then earn one (1) day per month credited at the end of the month for a total of 10 sick leave days.

School related and administrative employees, employed on a full-time basis, will earn four (4) days of sick leave at the end of the first month of employment, and shall earn one (1) day per month credited at the end of the month for a total of 9 days for 9-month employees, 10 days for 10-month employees, 11 days for 11-month employees, and 12 days for 12-month employees.

Employees who expect to be absent from duty shall give notice of the absence in a timely manner to their direct supervisor / principal, if possible. Where an absence is due to an emergency, the employee

shall notify their supervisor at the earliest possible moment. The notice of absence shall always be in advance unless conditions beyond the control of the employee make such advance notice impossible. The employee must complete the sick leave request online via Skyward within five (5) working days of his/her return to duty. The sick leave request will be used as documentation to certify that the facts are true and correct, and that the claim is valid and legal. A false claim for sick leave shall be deemed cause for termination. When there is any doubt as to the validity of the claim, the Superintendent or his/her designee may require the claimant to file written certification of illness from a licensed physician.

School board policy allows any district employee to authorize the use of their accrued sick leave by their spouse, child, parent or sibling who is also a district employee.

TEMPORARY DUTY (See Policy 6.29)

Any employee may be granted temporary duty when officially assigned short-term professional duties away from the regular job site. Employees granted temporary duty shall receive their regular pay and may be allowed expenses as provided by law and School Board policy. A request for temporary duty is subject to the approval of the employee's immediate supervisor. A temporary duty leave request is required and is to be completed in the district's online system (Skyward). When taking students on a field trip, a leave request and field trip request form are required to be completed in advance. Temporary duty days need to be planned in advance and require approval of the employee's immediate supervisor and district staff.

CHAPTER 6 – PERFORMANCE MANAGEMENT

PERFORMANCE EVALUATION

All staff members will receive an annual evaluation by his/her immediate supervisor. The purpose of the evaluation shall be to improve the services of personnel in all departments. Instructional staff will be evaluated using the Instructor Evaluation System. Principals and assistant principals will be evaluated using the Administrator Evaluation System. District directors will be evaluated using an approved district administrative performance appraisal. Support services staff will be evaluated using an approved support services employee performance appraisal. A copy of each employee's evaluation report shall be filed in the employee's personnel file.

PROFESSIONAL DEVELOPMENT

The Lafayette County School District is committed to the development of its employees. Investments in people represent investments in our children and in our future. We believe the more you develop as a professional, the better our school system will become. As a result, we strive to provide many opportunities for professional development to our employees. Decisions regarding professional development should support the primary goal of improving instruction to improve learning. All instructional staff will participate in professional development activities at the direction of their principal. Requests to participate in professional development activities should be made to the principal. The District Office disseminates information concerning in-service training activities to each school and keeps track of all in-service points for certification purposes.

CHAPTER 7 – EMPLOYEE RECOGNITION

SCHOOL-RELATED EMPLOYEE OF THE YEAR

The Florida School-Related Employee of the Year Program recognizes outstanding support personnel who have demonstrated exceptional skill and dedication in the performance of their job, thereby earning the respect and admiration of students, teachers, administrators, coworkers, and parents. Each year we honor an SRP from each school (LES one year, then LHS the next year).

TEACHER OF THE YEAR

Lafayette County has participated in the Florida Teacher of the Year program for many years. This program is designed to recognize teachers and the teaching profession. Each year we honor an educator from each school (LES one year, then LHS the next year) who has demonstrated exceptional skill and dedication in the performance of their job as an educator, thereby earning the respect and admiration of students, teachers, administrators, coworkers, and parents. This honor reflects the dedication and enthusiasm teachers bring to their students on a daily basis. The Lafayette County Teacher of the Year serves as a spokesperson and ambassador for the teaching profession and our district.

CHAPTER 8 – COMMUNICATIONS

ELECTRONIC SYSTEMS RESPONSIBLE USE (TECHNOLOGY) – (See Policy 8.33)

Technology is an integral part of our society, in the workplace and personally. Lafayette County School District has an extensive responsible use policy which every employee should be familiar with and abiding by. To view this policy in its entirety, click the link in the header of this section.

The District provides a variety of electronic communication systems for educational purposes. The electronic communications system is defined as the District's network including the wireless network, servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, internet access, email, and other technology designated for use by students and employees, including all new technologies as they become available. Including any access to the Lafayette County School District electronics system while on or near school property, in school vehicles and at school sponsored activities, and consists of the appropriate use of district technology resources via off-campus remote access.

Consequences for inappropriate use include the following:

A. 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.
B. Suspension of access to the district's electronic communications system.
C. Revocation of the district's electronic communications system account(s)
D. 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
E. Possible criminal charges
F. Employee violation of this policy may result in disciplinary actions including termination of employment.

TELEPHONES AND FAXES

School district communication equipment shall be used for designated purposes and shall not be used for personal or non-school purposes. An employee shall not make a personal long-distance call or send a facsimile or other electronic transmission at School Board expense. An employee who violates this rule shall be required to pay for the call or facsimile. Such action shall be reported to the supervisor. Prior authorization for all long distance calls and facsimiles must be received from the supervisor.

CHAPTER 9 – ENDING EMPLOYMENT

DEFERRED RETIREMENT OPTION PLAN (DROP)

The Deferred Retirement Option Program (DROP) is an alternative method of deferred payment of retirement benefits for up to 96 months after an eligible member of the Florida Retirement System reaches his/her normal retirement date but wishes to continue employment with a Florida Retirement System employer. The member must reach normal retirement by age or years of service before they are eligible to enter DROP. In certain cases, DROP may be extended past the 96 months. In order to participate, the employee must submit the required forms to FRS, and provide the School Board a copy of form DP-ELE to serve as notification of retirement, in a timely manner before the DROP beginning date. The earliest you can apply for DROP with the FRS is six (6) months before reaching your normal retirement date. You can apply for DROP online by logging into or creating your secure FES Online Account at FRS.FL.gov. An employee can later change the termination date to an earlier date, but not to a later termination date. DROP will allow the participant to defer all retirement benefits payable during the DROP period. Upon termination of DROP, the participant will receive the DROP benefits and their regular retirement benefits.

EXIT INTERVIEW

At the end of your employment with the School Board you will be asked to complete an exit survey. We use the information in the exit survey for a number of things. Most importantly, we use the information to understand why people leave our organization and, in return, review our programs and policies to encourage long-term retention. Most preventable losses to any organization occur because of a perception of some negative impact on overall quality of life. We are convinced the better we understand those issues, the better we can address those issues to try to improve the quality of life of our people, in turn, improve our overall retention, and experience levels.

RESIGNATION

Any staff member who wishes to resign shall submit his/her resignation in writing. The letter of resignation shall state the reasons for the resignation and the desired effective date. Whenever possible, a minimum of two (2) weeks prior notice shall be given. The resignation shall be submitted to the School Board at its next regular meeting.

RETIREMENT – (See Policy 6.215)

Any employee who plans to retire shall concurrently submit his/her retirement letter to the School Board and his/her application to the Florida Retirement System for benefits. Employees are encouraged to submit the retirement letter and application form at least 90 days in advance of the retirement date to ensure their retirement check is issued the month following the last month of service with the School Board. See Chapter 4 – State of Florida Retirement System for FRS information. See Chapter 4 Employee Benefits, Retirement Incentive Plan for information on the requirements to take advantage of this benefit at retirement.

TERMINATION

Terminations do occasionally happen. Termination is typically associated with some adverse action, either related to substandard performance, a pattern of misconduct, or a flagrant violation of a School Board rule, the code of ethics, or other disciplinary infraction.

CHAPTER 10 – PRINCIPLES OF PROFESSIONAL CONDUCT

Rule 6A-10.081, Florida Administrative Code, 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 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3. and 1003.46, F.S..
7. Shall not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is 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.
13. Shall not violate s. 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.
14. Shall not violate s. 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.

(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.

(d) A certificate holder serving as a school principal shall not prevent, direct school personnel to prevent, or allow school personnel to prevent students from accessing any material used in a classroom, made available in a school or classroom library, or included on a reading list unless the certificate holder or his or her designee has reviewed the material and determines it violates the prohibitions in Section 1006.28(2)(a)2., F.S., the material is unavailable to students based upon school board policies adopted to implement Section 1006.28(2)(d), F.S., or it was determined under the district's objection process adopted to implement Section 1006.28(2)(a)2., F.S., that the material violated one of the prohibitions in that section.

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, 8-22-23, 5-30-24..

CHAPTER 11 – INTERNAL ACCOUNTS GENERAL GUIDELINES SECTION

The following policies govern the use and management of internal accounts at the school level. Compliance is mandatory for all faculty, staff, sponsors, and student organizations. Failure to adhere to these procedures may result informal disciplinary action, Internal including written reprimands and revocation of sponsorship privileges.

INTERNAL ACCOUNTS | GENERAL GUIDELINES

Procedural Compliance

- Internal accounts are subject to annual audits. Any violations will be reported to the School Board and Superintendent.

Business Practices

- All organizations must follow sound financial and operational procedures.

Sales Tax Compliance

- All organizations must follow state and local sales tax rules.
- When you purchase items with the intent to resale, you must either;
  1. purchase items with sales tax and resale with out sales tax.
  2. purchase without sales tax and resale with sales tax and turn in sales tax collected to DOR.
  3. this does not apply to food items.

Activity Approval

- All school-related activities and expenditures require ***prior approval*** from the Principal and Bookkeeper. Do not commit funds or engage vendors without prior approval.

Sponsor Responsibilities

- Sponsors must provide:
  1. A proposed activity/project schedule
  2. Annual budget
  3. Financial report for each activity
  4. Receipts for all funds received

Use of Funds

- Internal account funds **MAY NOT** be used for:
  1. Cashing checks
  2. Loans
  3. Personal expenses or compensation

Document Presentation

- All submitted documents must be clearly prepared, with legible item names, numbers, and payment details.

Accountability

- Sponsors and student leaders are financially responsible for their organization's activities. Personal reimbursement will be required for non-compliance.

Student Benefit Requirement

- All spending should directly benefit Lafayette High School students.

Deposits

- All funds collected must be deposited into the school's internal accounts.

BUDGETS

1. A proposed budget must be submitted by each sponsor at the beginning of the school year.
2. All planned events and projects must be listed in the budget.
3. Sponsors are responsible for anticipating financial needs.
4. Additional fundraising or spending activities will be approved only under exceptional circumstances.

RECEIPT BOOKS

1.Issuance: Receipt books must be signed for by the sponsor upon distribution.
2.Documentation: Yellow copies of receipts must be retained and attached to the bookkeeper's copy of the Monies Collected Form.
3.Voided Receipts: If a receipt is voided, all three copies (white, yellow, and pink) must be stapled together, listed in the appropriate order on the Monies Collected Form, and clearly marked as "**VOIDED RECEIPT**." These copies must also be attached to the Monies Collected Form.
4.Year-End Procedures: Receipt books do not need to be turned in at the end of the school year. Sponsors and teachers should retain their books until they are **fully used**.
5.Student Requirement: **Students must turn in receipt books at the end of each school year**, regardless of whether the book is fully used.
6.Multiple Classes/Clubs: Sponsors overseeing multiple classes or clubs may use a single receipt book for all collections. It is essential to clearly indicate the class or club for which the funds are being collected on each receipt.

VARIANCE REPORTS

1. Any procedural violations will be reported by the bookkeeper to the Principal.
2. Disciplinary action may include a **Letter of Comment**, **Letter of Reprimand**, or other administrative notices.

TICKETED EVENTS

1. Events requiring paid entry must use pre-numbered tickets.
2. A separate person must collect money and take tickets at the door
3. Tickets must be signed out and placed in the money box from the bookkeeper.
4. At the end of the event, return all tickets, ticket roll monies collected and papers filled out completely in the provided sealed evidence bag to the Administrator in charge for safekeeping.
5. Collected funds must be verified by the bookkeeper and one other school employee the next business day.

STUDENT DUES GUIDELINES

1. Maximum dues by grade level:
2. 6th Grade: $15
3. 7th Grade: $20
4. 8th Grade: $30
5. 9th Grade: $35
6. 10th Grade: $40
7. 11th & 12th Grades: $50
8. Dues exceeding the cap require Principal approval.
9. Students must have the opportunity to "work off" dues exceeding the cap.
10. Students may only run for office or court positions if all prior-year dues are paid.

8th GRADE TRIP GUIDELINES (when needed)

1. Sponsors must track dues and credits per student.
2. All dues must be current for trip participation.
3. Students may earn full credit toward the trip, minus a **non-refundable $50 deposit**.
4. Refunds:
    a. Only available if the school has not made final payments.
    b. Based on parent-paid amounts only (not fundraised amounts).
    c. Refunds are **not guaranteed** and are subject to vendor reimbursement.
5. Excess fundraised money is not refunded and goes to the general class fund.

6. Trip photo spread ($400) must be covered by the class.
7. Students without a parent may attend; disciplinary clearance required from the Principal.
8. Trip costs must be allocated based on room occupancy.

FUNDRAISER CREDIT ALLOCATION

1. Activity Reports must be filed after each fundraiser.
2. Credit is divided as follows:
    - Fundraiser Profit = Revenue - Cost
    - Class Fund: 25%
    - Individual Credit: Remaining balance based on items sold, hours worked, or contributions
3. Gate ticket sales credit students based on individual ticket sales.

USING SCHOOL FUNDS

1. Pull a requisition form and complete it with full detail and accuracy.
2. Requisition types:
    - **Pink** – Athletics (requires AD signature)
    - **Purple** – All other accounts
3. A quote or detailed item list must be attached or included.
4. Include vendor name and W-9 (if not already on file).
5. The Bookkeeper enters the requisition, and the Principal approves or denies.
6. Approved requisitions generate a **Blue Purchase Order (PO**).
7. After purchase:
    - Match PO with invoice and verify amounts match.
    - Sign off confirming goods were received
    - Only the original employee may sign the "Goods Rec'd" line
8. Checks require two admin signatures and must be copied for auditing.
9. For travel checks issued in advance, receipts must be submitted immediately after return.
10. Checks to be written for over $5,000.00 must have 3 quotes attached from 3 separate vendors.
11. No school Employee is to enter into or sign any contract of any kind on behalf of the school without having the approval of the school board first.
12. Absolutely **NO reimbursements**, **unless approved by District Bookkeeper**.
13. The school is **tax-exempt**; tax charges will be the at the employee's expense.

CASH COLLECTION PROCEDURE

1. Issue individual receipts for all funds collected.
2. Money must be turned in **same day** as collected.
3. Fill out a **Monies Collected Form** completely:
    - Include date, account name, purpose
    - List each receipt separately with recipient name, amount, and payment method
4. Do **NOT** send students to the bookkeeper with funds.
5. Bookkeepers must count money in the presence of the sponsor.

CREDIT/WALMART CARDS

1. School credit cards are for travel use only unless approved by the Finance Director.
2. Cards may be signed out for up to 3 days or until return from a trip.
3. Always carry a tax-exempt form when using the card.
4. All receipts must be submitted with the card.
5. If expenses exceed the PO amount, notify the bookkeeper immediately.

REQUIRED FORMS | PROPOSED ACTIVITY/PROJECT SCHEDULE

Sponsors must complete this form at the start of the year, including:

- Fundraising objective and financial goals
- Project descriptions with tentative dates
- Sponsor signatures and Principal approval

ACTIVITY REPORT

Submitted after each fundraiser:

- Total collected, expenses, and profit
- Credit distribution: class fund, individual credit, or per item/hour contribution

LETTER OF COMMENT

Issued for procedural violations such as:

- No budget
- Unauthorized purchases
- Late deposits
- Missing requisitions or invoices

Three letters may result in loss of sponsorship responsibilities.

CHAPTER 12 – LAFAYETTE ELEMENTARY SCHOOL SECTION

LES Faculty and Staff Handbook
2026-27

2026-27 LES STAFF DIRECTORY

Principal	Lisa Newman
Assistant Principal	Amy Kendrick
Guidance	Dana Putnal
Instructional Coach	Pam Moseley
LES Staffing Specialist/504 Coord.	Channah Galbraith
Resource Officer	Garris Edwards
Technology Coach	Lisa Hancock
Homeless Liaison/ Migrant Advocate/ ELL Liaison	Daryl Fletcher
School Nurse	Lindsey Cassell
CNA	Suzette Bell
Grade Level Chairs	**K** Jackie Fike **1st** Sandy Bass **2nd** Karen Callis **3rd** Stephanie Brock **4th** Alicia Prine **5th** Kelsey Land
Special Areas	Tammy Guyton

SUPPORT STAFF

Principal/School Secretary	Caitlin Brady
Bookkeeper	Amanda Gibson
Receptionist	Caitlin Brady
Registrar	Liz Byrd
Language Facilitator	Maria Wimberly Irais Luna
Maintenance	Christian Henderson Tim McCray
Bus Garage	**Jason Troutman**
Cafeteria Manager	Vivian Taule
Cafeteria Personnel	Jami Henderson Lisa Hunt Ana Monroy Marison Garcia - PT
Custodians	Sabrina Gilbert Angie Wilson Marilu Vargas



Normal Working Hours:

- School Day for teachers is 7:55a.m. - 3:10 p.m. Unless otherwise noted
- School Day for paras is 7:40a.m.-2:55p.m. Unless otherwise noted
- Please arrive to school on time and be in your classroom by 8:00 AM.
- If special workday arrangements are made with the principal, that will be followed.
- Be signed into Skyward no later than scheduled time.
- Dismissal Bells for students:
    - 2:45 PM– First bus riders released at this time
    - 2:50 PM – K-2 teachers will walk their bus riders to the bus and make sure they get on the correct bus. Please walk your students all the way to their bus.*for the first week of school, report to the pick-up area once students are on the bus to help with pick-up students. Pick-up students will be released to walk to the front pick-up area.
    - 2:55 PM 3rd- 5th grade teachers will walk their bus riders to the multi-purpose sidewalk. Pickups will be released to walk to the pickup area. Please do not go to bus area early. For the first week of school, report to the pick-up area once students are on the bus to help with pick-up students.
- Teacher Records Day is a 5-hour day. For employees who work 8-hour days, it's a 6-hour day.
- Early Release Day is 7:55 AM until 12:45 PM.
- Bell clock in the front office is the official time for the school.

Flex Time

- Earned when you are requested by the Principal or his designee to stay beyond normal duty hours.
- Cannot be used on professional learning days.
- Cannot be used for a full day absence.
- Must be used in the same school year in which it was earned (does not roll forward).

Ethical Responsibilities:

- Teachers and staff have an ethical responsibility to maintain the confidentiality of student records. Discussing student grades or behavior issues outside of school is not appropriate.
- Teachers and staff may not negatively discuss or make derogatory remarks about another employee at any time during or out of school.
- Teachers and staff should abide by the chain of command.

Instructional Responsibilities:

- Teachers must provide instruction on the B.E.S.T. Standards at the appropriate grade level.
- Teachers are responsible for assigning meaningful work. (Busy work is not appropriate.)
- Teachers are responsible for giving the Florida Assessment of Student Thinking (F.A.S.T.) and/or other standardized or district approved assessments to their students as instructed by the principal/site test coordinator. Dates will be announced later.
- Teachers are responsible for planning and preparing lesson plans. The first set of plans is due by August 24, 2026. Please send digitally on Google Drive.

Student Supervision:

- Teachers must provide direct supervision of students in their classroom. Do not leave students unattended.
- Teachers must walk students to the bus, activity classes and to the cafeteria. Please stay and make sure all your kids get on the bus, before leaving the bus area.
- Students are not allowed to use the vending machines during school hours.
- Students are not allowed to leave campus without permission.

- Unauthorized persons should not be allowed to interrogate or question a student without the consent of the parents or in the presence of the principal.
- ALL parents must check students out through the office. If a parent comes to your room to pick up a child, make sure they know that they have to check-out through the office.
- If students eat outside, a teacher must be present.

Site Responsibilities:

- All employees must sign out in the front office if you leave campus before the end of your work day.
- Teachers must post classroom expectations and consequences in the classroom.
- Teachers must also post class schedules in the classroom.
- Please do not paint walls in your classroom or bathroom without the School Board or principal's permission.
- Please **DO NOT** get on **social media** during school hours. This is a school board policy.
- Please limit texts and cell phone usage in front of students or on school time.
- If you or your child is sick please stay home. Please do not allow your sick child to stay in your room more than a couple of hours. Please notify administrations if you have anyone with you on campus. During instruction time, personal visitors need to be kept to a minimum.
- Lunch Duty: Teachers will have 3 days of duty free lunch. Teachers, you will need to provide lunch duty on Mondays and Fridays.
- ID Badges should be worn as much as possible.
- Please stand outside your room when students are dismissed to your room in the mornings.
- Make sure your lights are turned off at the end of each day.
- Check your email daily for announcements.

Grading:

- Grades are not to be given on Progress Monitoring results.
- Specific Weighted Grading Scales are attached for Reading and Math.

Numerical Grading scale:
90-100= A
80-89= B
70-79= C
60-69= D
59= F

Kindergarten, 1st, 2nd Grading Scale:

EE	Exceeding Expectations
ME	Meets Expectations
AE	Approaching Expectations
NM	Not Meeting Expectations

- Grades must be entered into the Skyward gradebook system within three days of assignment due date.
- Maintain accurate records and tests to justify nine weeks and final grades. A minimum of 10 grades for one nine weeks is required. No single grade should count for more than **10%** of a student's nine week grade.
- Student levels must be indicated on report cards (above average, average or below average).
- Kindergarten, 1st, and 2nd grade will use Standards Based Report Cards.

Report Cards:

- Report Cards will reflect academic progress, behavior/conduct and attendance. If a student has not been enrolled in the school for sufficient time to evaluate his or her performance, a note should be sent home to the parent for advisement. We do not average grades from another school into our grades.

Honor Roll:

- " A" Honor Roll is all "A's"
- " A/B" Honor Roll is all "B's" or a combination of "A's" and "B's".
- Honor Roll information must be submitted to Amanda Gibson at the specified time.

Parent Communication:

- Send a copy of classroom rules and consequences home to parents.
- Advise parents and students of grading criteria at the beginning of each grading period.
- Communicate grade level expectations, student progress, student behavior and any other pertinent concerns with parents. Report cards and grades should never be a surprise.
- Complete Reading and Math deficiency letters as well as compacts by the first nine weeks**.** (Title One mandate)

Parent Conferences:

- Schedule and conduct a conference each nine weeks with every parent. The teacher should review Progress monitoring results (discuss how students are progressing towards B.E.S.T. Standards), inform parents of academic and behavior concerns as well as retention concerns at each conference.
- Parents should be given a possible retention letter at the 2nd nine weeks conference if retention is a concern.
- At the 4th nine weeks conference, retention letters should be signed and filed in the student's cumulative file.
- Other parent conferences may be scheduled during your planning time. An emergency conference may be worked out when necessary if you notify the principal and or designee.

Attendance:

- Submit attendance directly into the Skyward System by 8:50 each day.
- Communicate any concerns with the attendance clerk, guidance counselor and administration if a student is habitually tardy, absent or checked out.

Field Trips:

- Field Trip bus requests must be approved by the principal and then the ***Transportation director*** at least two months prior to the field trip.
- It is the grade level's responsibility to check the school calendar with the school secretary when scheduling the trip so that no other trips are planned on the same day. This is due to the limited number of buses and bus drivers we have available in the district.
- Field trips should not be scheduled on Progress Monitoring test dates. Please check these dates before submitting requests.

Make-Up Work:

- Students have two days for each day of absence to turn in missed assignments. This is a district policy.

Student Recreation:

- Students should not receive extra recess for more than 10-15 minutes a day. Students have 30 minutes of P.E. every day and 20 minutes of recess.
- Entertainment videos must be G rated. All videos must have prior approval. EXCEPTIONS: Teaching videos.
- Students are required by law to receive 150 minutes of physical education a week unless they are pulled for MTSS services or other support/intervention services.

Leave:

- Notify the school secretary and the Bookkeeper of leave **as soon as possible.**
- Submit leave forms on Skyward.
- If leave is taken, adequate substitute plans must be left by the teacher.

- Teachers must have a substitute folder prepared and on hand in case of unexpected illness or emergency. (Mark special instructions such as duty assignments, class rolls, routine procedures, safety drill information, instructions for how students will go home, etc. that will help the substitute.)
- Personal Leave must be submitted in advance to the principal.

Sponsor Responsibilities:

- Class and Club fundraisers must have prior approval from the Lafayette County School Board.

Grading and Progress Monitoring 2025-26. Any changes need principal approval.

3rd Grade ELA Categories and Weights

Comprehension Assessments - 60%
Writing, Grammar, Vocabulary – 30%
Spelling, other – 10%

4th Grade & 5th ELA Categories and Weights

Standard Assessment-40%
Writing-30%
Grammar-10%
Vocabulary-10%
Other-10%

Math

50% Assessments/Test Grades (6 – 8 grades)
40% Classwork (12 – 15 grades)
10% Class Participation

Science

50% Assessments/Test Grades (6 – 8 grades)
40% Classwork (10 – 12 grades)
10% Class Participation

CHAPTER 13 – LAFAYETTE HIGH SCHOOL SECTION

LHS Faculty and Staff Handbook

2026-27

2026-27 LHS STAFF DIRECTORY

Principal	Ray Stewart Hancock
Assistant Principal	Paula Ginn
Dean	Will Boney
Guidance	Melissa Hewett Becky Sharpe
Athletic Director	Marcus Edwards
Instructional Coach	Melissa Stewart
LHS Staffing Specialist/504 Coord. / MTSS Coordinator	**Melissa Law**
Resource Officer	Bobby Lawson
Technology Coach	Lisa Hancock
Homeless Liaison/ Migrant Advocate/ ELL Liaison	Daryl Fletcher
School Nurse **LPN**	Melissa Pearson Kaitlin Pearson
Grade Level Chairs	6th Kateesh Hamlin **7th** Kelli Moseley **8th** Carla Jones
Department Chairs	**ELA** Kateesh Hamlin **Math** Ruby McCray **Sci** Carla Jones **SS** Sonya Koon **CTE** Chad Lyons

SUPPORT STAFF

Principal/School Secretary	Kristy Garrard
Bookkeeper	Taylor Sodrel
Receptionist	Kristy Garrard
Registrar	Amanda Byrd
Language Facilitator	Maria Huerta
Maintenance	Christian Henderson TBD
Bus Garage	Jason Troutman
Cafeteria Manager	Vivian Taule
Cafeteria Personnel	Gloria Johnson Joyce Peterson Dana George Guadalupe Hernandez Sherry Byrd - PT
Custodians	Danielle Peterson Deborah Gordon Sabrina Craig



NORMAL WORKING HOURS

Normal working hours are from 7:55 a.m. until 3:10 p.m. Teachers/staff should sign in at the exact time of arrival but NO LATER than 7:55 A.M. Please do not call the office and ask anyone to sign you in.

All staff should be in their designated area on time. Anticipated tardiness of staff should be reported as soon as possible so that appropriate coverage can be arranged if necessary.

Some employees have a different schedule based on their job responsibilities.

LEAVE FORMS/REQUESTS

- Leave forms/requests for personal leave, temporary duty elsewhere and comp time should be approved in advance by the principal.
- Travel forms for the TDE must be completed with the designated employee prior to the professional learning. You must also include documentation for the PL.
- Sick leave forms/requests should be completed as soon as you return to work. Please do not have to be reminded about this.
- It is your responsibility to complete the appropriate leave request.

FLEX TIME

- Earned when you are requested by the Principal or his designee to stay beyond normal duty hours.
- Cannot be used on professional learning days.
- Cannot be used for a full day absence.
- Must be used in the same school year in which it was earned (does not roll forward).

EMPLOYEE ABSENCES

A substitute folder should be prepared in advance for emergency absences. The folder should include lesson plans, schedules, class rolls, emergency procedures and extra notes that the substitute might need in order to have a great day.

Substitute Plans must be left in every absence from work. Classroom teachers must have adequate plans left for the students so that students are kept on task and working productively. Please avoid “busy work” assignments; students know when the task is meaningless and will not remain on task.

Paraprofessional and other support staff should leave appropriate instructions regarding routines and expectations for the day of absence.

COMMUNICATION

- Email is the primary means of communication at LHS. As such, faculty and staff are accountable for all directives and information sent through email. It is essential that you check your email on a regular basis – morning and afternoon. Faculty and staff are reminded that email is for professional use, is archived and is subject to a Public Records Request.
- Morning announcements are broadcast over the intercom
- Every employee has a mailbox. Teachers and staff should check their boxes daily and remove all items. PLEASE do not send a student to get your mail – some mail may contain privileged information.
- Email is the accepted method of communicating between schools. Long distance calls in the district should be kept to a minimum.
- A student that needs to call home should come to the office to do so.

- Personal long-distance calls **cannot be charged** to the school.
- When students are present, teacher and staff cell phone personal use should be for emergency reasons **only**.
- Cell phone usage/texting should not interrupt classroom instruction.

RECORD KEEPING/SKYWARD

- Teachers should maintain accurate records and test results in order to justify 9-weeks grades and final grades. All final grade reports should be generated on paper and filed in the guidance office at the end of each nine weeks. Teachers, please hold on to all tests/exams until the following semester is over.
- Grades must be entered into the Skyward System within three days of assignment due date.
- Attendance records should be updated daily on Skyward. Please send parent or doctor notes to student services.
- All teacher / parent conferences should be documented regardless of method (face to face, email, phone, etc.). The date, reason for the conference, results and recommendations made should be noted. All documentation should be turned in to the Title I school contact.
- Any time a student is injured while under your supervision, fill out an Accident Report. The injured student or another student should come immediately to the office to pick-up the form to bring back and have filled out. This student should then return the form to the office.

INSTRUCTIONAL TIME

Instructional time is expected to be utilized efficiently. Students should be actively involved in content for the entire class period. Have a routine established so that students can become immediately involved in the lesson while you take care of housekeeping type activities such as attendance, passing back papers, etc. If we expect them to be on time to class, we should begin promptly.

Teachers should plan a differentiated program of study for his/her students, thus providing for individual differences, intelligences, learning styles, etc. All students must be actively engaged during the class period.

- **"Free Days"** are not appropriate. All class time is expected to be utilized in a learning activity. If you wish to plan a 'reward activity', criteria should be established and met. Alert the principal if class time will be used for such activities which may fall outside the 'ordinary scope' of the curriculum.

CLASSROOM MANAGEMENT

Teachers should maintain discipline in the classroom. Discipline problems where help is required are to be reported to the dean or to administration. Reasonable efforts should be made to see that a parent or guardian of the student involved is informed of the problem prior to writing a discipline referral. Once disciplinary action has been taken, the student will be returned to class, except in extreme circumstances as determined by the dean and/or administrator.

STUDENT SUPERVISION

For the welfare of our students, it is most important that we provide responsible supervision before school starts, during the school day, and at dismissal. We must be on time and at our doors as students enter the building and classrooms. No class should be left unattended. Helping to monitor student activity during class changes is everyone's responsibility. Please go

to your door at your class change and keep your eyes on things until your students are in your class.

CLASSROOM CARE

It is the responsibility of the teacher to keep the classroom neat and attractive at all times, well ventilated and properly lighted with the facilities available. The appearance of your classroom should enhance the teaching environment.

- Science classrooms and labs should have all items stored and/or displayed in a safe, neat and student-centered environment.
- CTE classroom areas should have the appearance and care of the shop incorporated as an essential part of the instruction and a safe program.

Everyone should always be alert to student habits, which may lead to unnecessary wear and tear (i.e. students leaning back in desk places undue pressure on the frame.) A little mark here and there seems small, but soon becomes a major defacement. Classrooms are flexible and you are free to make any adjustments you wish in the interest of enhancing the effectiveness of your teaching.

SECURING THE FACILITY

Always remember to check and make sure your door is locked and completely closed. This also applies to your wing doors and the main entrance doors.

- Teachers should safeguard equipment by locking doors, cabinets, etc. and by accounting for each article following its use. **Students should not be given the teacher's key or computer login information.**

BULLETIN AND/OR ANNOUNCEMENTS

If you have anything to put in the bulletin/announcements, please send it to Lucie before the beginning of the final period each day. The bulletin is sent out by e-mail at the end of each day. All students receive the bulletin via email. The bulletin is reviewed each morning over the intercom during morning announcements.

MOMENT OF SILENCE

A moment of silence will be held each morning during the announcements for 1 minute. This will be a time for EVERYONE to be silent. *(HB 529: Principals of each public school shall require teachers in all grades to set aside at least one minute but not more than two minutes daily for the moment of silence.)* Teachers may NOT make suggestions as to the nature of any reflection that a student may engage in during the moment of silence.

GENERAL EXPECTATIONS

- Limit sitting at your desk and/or working on the computer when students are present.
- Teachers should eat lunch during the time that students are eating. Eating in the classroom with students present is discouraged.
- Fundraisers must be approved by the Principal, Superintendent or his/her designee, and the School Board.
- Copy Machine – Please be professional and frugal in your request for copies. Copies may be sent to the copier in the library from your computer. Remember to use consumable workbooks instead of copying the same materials.

- All teachers and staff must follow the appropriate chain of command.
- Please use the designated teacher parking area.

STUDENT TRAVEL/TRIPS

Overnight trips, out-of-state trips and trips over 125 miles (one way) must be approved by the school board. Plan early and have submitted to the School Board for approval by the September School Board meeting. (Remember that Agenda for Board Meeting is set two weeks prior to meeting.) Please be sure to check the master school calendar (Kristy Garrard's desk) and make sure that there are no conflicts. Principal must approve trip before submitting to School Board.

There is a procedure required for all trips. Be sure to fill out appropriate trip checklist items prior to the trip.

NEWS RELEASES / COMMUNICATIONS

All news releases and other communications sent to parents, or the press should be approved and initialed by the Principal or his designee. A copy will be left in the office.

PARENT COMMUNICATION

Teachers will evaluate, record, and report to the parents the progress and lack of progress of their children. The use of positive, as well as negative reports (when necessary) is recommended. In other words, let parents know anything that you feel you would want to know as a parent. In addition, all teachers are required to develop a syllabus and distribute to all students. The syllabus should be signed by the student and the parents and kept on file. All phone calls to parents should be documented with notations of results and placed in the *"Parent Communication"* folder on Google Drive.

STUDENT INTERROGATIONS

No one should question a student without the presence of another co-worker.

EMPLOYEE RELATIONS

The Lafayette County School Board believes that the work conditions, wages, and benefits that are offered to its employees are competitive with those offered by other school districts in this region. If employees have concerns about work conditions or compensation they are strongly encouraged to voice these concerns openly and directly to their immediate supervisors. Experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. The school district is committed to its employees and seeks to respond effectively to employee concerns.

EVACUATION PROCEDURES

Familiarize yourself and your students with the evacuation procedures within your room.
All evacuation plans must be posted inside the classroom.

COMPUTER ACCESS

Students must have parent permission forms on file prior to 'logging-on' to the Internet. Be sure your students have forms on file if you plan to have Internet activities early in the 1st 9-weeks.

STUDENTS IN OTHER CLASSES

No student should be allowed to miss another teacher's class without that teacher's prior approval. Do not write a student a pass to go to another teacher's class unless you have spoken with that teacher and have their approval.

TEACHER DUTY ASSIGNMENT DESCRIPTORS

- **Parent Drop Area -** Monitor area around the parent drop driveway near the courtyard. Students should avoid being in the driveway and duty teacher should monitor crossings so that students crossing the driveway are cautious and aware of moving traffic. Morning duty teacher should be at their station at 7:55 a.m. and remain until the 8:10 bell. Afternoon duty teacher should be at their station as soon as possible after the 3:00 bell and should remain until the area is clear of traffic and student movement, approximately 3:10 p.m.

- **Parking Lot Area-** Monitor the parking lot and encourage students to move either to the courtyard (AM) or out of the parking lot (PM). Students should not be loitering in the parking lot. Monitor to be sure that cars enter and/or depart the parking lot in an appropriate manner. Reckless driving should be reported to the SRO or Mr. Hanson. Morning duty teacher should be at the parking lot by 7:55 a.m. and remain until the 8:10 bell; afternoon duty teacher should be in the parking lot by 3:00 p.m. and remain until the traffic has moved from the lot. All students in the junior parking lot should exit vehicles immediately and walk to courtyard.

- **Bus Zone -** Monitor the bus zone to discourage horseplay and encourage student movement either directly to the bus (PM) or to the courtyard (AM). The morning duty teacher should keep track of which buses have arrived and alert the office if any bus fails to report prior to the 8:10 bell. The morning teacher must be at the bus zone by 7:55 a.m., the bus drivers will not allow students off the bus until the duty teacher is at the station. The duty teacher should remain until all buses have arrived and departed the zone.

- **Courtyard -** Monitor the area at the courtyard to reduce excessive horseplay/rowdiness. Students in the courtyard should remain until the 8:10 bell rings. While on duty, the teacher should also be aware of students leaving campus. No students are allowed to have food or drink in the courtyard.

- **Media Walkway/Between HS & MS Hallways** - This teacher should stand at the door which enters the library equipment room to keep students moving from the bus zone to the courtyard via the walkway which proceeds between the two main hallways. This teacher should be on duty by 7:55 a.m. and remain until the 8:10 bell. Once all students are off buses and in the courtyard, teacher should stand between hallway doors keeping students in courtyard. No student should be allowed in the hallway prior to 8:10 bell without teacher supervision.

- **Cafeteria Duty (Breakfast) -**Teachers should be at their station by 7:55 am and remain until the 8:10 bell. Teachers should be walking throughout Cafeteria monitoring students. No food/beverage is to leave cafeteria.

- **Cafeteria Duty (lunch) -** All cafeteria duty teachers will be up and moving throughout the cafeteria or the courtyard area to monitor student activity. One teacher should be at or inside the kitchen area monitoring the lunch lines. One teacher on duty should be responsible for monitoring the lobby area to discourage 'hanging out' and playing in the bathroom areas. At least one teacher should roam throughout the cafeteria to encourage students to pick up after themselves when they have finished eating. A teacher should be outside, in the courtyard area, to keep students in the appropriate areas. Lunch duty teachers should take their classes to lunch 5 minutes early so that they can be at the stations when the lunch period begins. Teachers should remain at their duty stations until the end of lunch. No food/beverage is to leave cafeteria.