

# **Berkley Accelerated Middle School Employment Handbook**

## **Mission Statement**

BAMS is committed to inspiring our students to Believe in Better, to encourage them to aspire to higher learning, and challenge them to achieve their maximum individual potential while providing a supportive and safe educational environment.

“Believe in BETTER!”

*Welcome to Berkley Accelerated Middle School. On behalf of all the staff and students, I want to congratulate you on choosing to work for such a dynamic and exciting school. BAMS has extremely high standards for all of its staff, students, parents, and board of directors. BAMS offers a small school that promotes a safe, secure, nurturing learning environment. This handbook will help familiarize you with some of the policies and benefits that are offered. Now that you are part of the team, please take time to read the following and go to your administrator if you have any questions.*

*We welcome you to BAMS and hope that you have a wonderful year!*

**[Link to Board of Directors Board of Directors Information and Policies](#)**

## **Appearance**

All staff members are expected to dress in a very professional manner. Neatness and cleanliness are also important. Teachers are role models for students. Since work days often become conference days, care should be taken to look professional on those days. Flip-flops, tennis shoes, T-shirts and high above-the-knee split skirts are inappropriate for school days. City shorts are allowed but the shorts must be part of a professional suit or outfit. School shirts, school uniforms, and educational theme outfits are appropriate. The addition of a blazer or cardigan to the uniform gives a business/professional appearance. All teachers should wear safe shoes for comfort and for professional appearance.

## **Arrests**

Any employee, who is arrested or charged with any crime, including driving under the influence of alcohol or controlled substances, must notify his or her principal of the alleged charges/allegations. Instructional personnel must self-report within 48 hours to any arrest/charges involving the abuse of a child or the sale and/or possession of a controlled substance, but in any event before contact with students. All employees are subject to all rules under the Ethics in Education Act.

## **Assemblies/Programs**

Most assemblies require the attendance of all students, teachers, and paraprofessional. They must attend unless permission from the office is received for another assignment. This includes staff with classes and those without class who are on planning. If the content is relevant to all students, staff members should also be aware of the information and able to follow up with discussion as needed.

## **Attendance and Promptness**

1. BAMS Board of Directors reserves the right to change, delete, or amend any statement made in this handbook unilaterally and without notice. 2. BAMS is an equal opportunity employer. BAMS is committed to treat applicants and employees equally regardless of such considerations as race, color, religion, sex, national origin, age, disability, citizenship status, marital status or any other reason prohibited by law. 3. This handbook is not an employment contract, not is it a guarantee of any rights, benefits or entitlement to the same. 1

Because we serve the public, the importance of getting to work on time and being present every day is most important. The public expects and has the right to demand prompt and efficient service. Work hours for teachers are 7:30 a.m.-3:15p.m. All staff must sign in promptly on arrival and out. Do not sign in/out for anyone else. If you must be absent, it is your responsibility to notify an administrator and your substitute at once. Excessive absenteeism or tardiness may be grounds for disciplinary action or dismissal.

### **Attitude**

When dealing with people, you are reminded to be pleasant, courteous, kind, and considerate. Be a professional person, both in and out of school. Be careful about your “out of school” comments about “in school” matters. Set a good example. What you say and believe can be destroyed by just one bad comment. Setting a good example is important to your success as a school staff member.

- When a new student enters your classroom, accept him/her as though it were the first day of school.
- Support your school and its policies.
- Be enthusiastic and positive about your school
- Let everyone around you know by your spirit, attitude, and cooperative spirit that the welfare of the entire school is important to you.

### **Certification**

A valid Florida Educator’s Certificate is required by all teachers under Florida Law. Securing and updating a certificate is the responsibility of the teacher. Your principal will provide guidance, but you must fulfill the requirements and complete all procedures.

### **Child Abuse**

School personnel who know, or have reasonable cause to suspect, that a child has been, neglected or exploited is required by law to report such knowledge or suspicion to the Florida Protective System Abuse Registry by calling 1-800-96-abuse. You are required by law to confirm your verbal report in writing in 48 hours of making a verbal report to the registry.

### **Classroom Appearance**

Teachers are responsible for the appearance of their instructional and planning areas. Students consider it an honor to help maintain a neat, clean classroom. At the end of the day, every class member should pick up papers, pencils, and crayons off the floor. It is also greatly appreciated by the custodial staff if all classroom chairs are off the floor at the end of the day, either on the desk or stacked in corners. Books should always be stacked neatly on shelves. Bulletin boards and other displays should be neat and attractive. Teachers should organize and clean off their desks, counter tops, and storage areas at least monthly. Office areas should be maintained in a neat and orderly fashion. All students should be taught

by the adults to pick up paper in the classrooms, cafeteria, on the walks and in the yard. No person on campus should pass by paper without picking it up. It takes all of us to keep our building presentable.

Fire Safety Regulations Require the Following:

1. Only 20% of the wall area may be covered with teaching materials and artwork.
2. Nothing can be suspended from the ceiling and/or light fixtures.
3. Nothing can be placed on the doors or windows.
4. We must keep a clear path to all exits. Do not place your desks so that students cannot quickly exit any of your classroom doors.
5. No Personal appliances ( microwaves, coffee pots, hot plates, refrigerators, etc.), fabric covered furniture, area rugs, pillows, potted plants, candles/open flames, are allowed in the classrooms and classroom areas.
6. No 'Plug In" room deodorizers.
7. All items placed on the top shelves must be at least 18 inches from the ceiling. The bookshelves and cabinets in the classroom office areas are too close to the ceiling to be used as an extra storage place.
8. TV's must be placed on carts with tie-downs. Cable cords must not be stretched over blinds, rooms, etc.

### **Communication to Parents**

Communication is vital to our school. Teachers are encouraged to contact parents frequently. Teachers are encouraged to send frequent newsletters. All communication should be neat and free of grammar errors. All communication should be reviewed by the administration/office staff prior to distribution.

### **Drills-Fire/Disaster**

See "Crisis Plan" Fire drill route maps must be posted by the outside door in all classrooms and kept posted the entire year. Also, a plan must be kept in plan books. It is the responsibility of teachers to thoroughly explain to students proper procedures for drills.

### **Electronic Mail**

Accounts shall be used to enhance communication for work-related duties. The use of e-mail must be in support of education and/or research that are consistent with the educational goals and policies of the Board. The employee in whose name the account is issued is responsible at all times for its proper use. Behavior that is inconsistent with the policy may result in disciplinary action which may include possible termination or legal action. Policies:

Unauthorized use includes, but is not limited to:

The creation and exchange of messages that are offensive, harassing, obscene, or threatening

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The exchange of privileged, confidential, or sensitive information outside of the organization or outside the defined privileged group

The creation and exchange of advertisements, solicitations, chain letters, and other unsolicited e-mail

The creation, storage, or exchange of information in violation of copyright laws.

Reading or sending messages from another user's account, except under proper delegated arrangements

Altering or copying a message or attachment belonging to another user without the permission of the originator

### **Faculty Meetings**

Meetings are mandatory for all staff members. Should there be a conflict, the principal must be notified directly prior to the meeting. Staff must schedule appointments/conferences so they do not conflict with faculty meetings.

### **Lesson Plans**

Each teacher must keep a plan book for **at least one week in advance**. There are reasons for this. First, lesson plans document that Sunshine State Standards Curriculum have been taught and assessed. Second, it helps organize your plans in a sequentially developed manner to reflect the objective from the curriculum guides. Because of advance preparation, it gives the opportunity to locate resources. Third, a substitute will be able to carry on for you in case of your absence. General information is to be placed in front or back of Plan Book: a. Substitute Folder, b. Daily Schedule, c. Discipline Plan

### **Mailboxes**

Personal mailboxes are provided for each teacher, paraprofessional, and support personnel. Please check your mailboxes daily in the morning and afternoon. All messages will be placed in your mailbox.

### **Parent-Teacher Booster Organization**

In order for the Parent-Teacher Booster Organization to be effective, it needs the active support of all faculty members. Teachers are expected to actively support the organization and should assume the following responsibilities:

1. Join the organization
2. Attend all scheduled meetings. The principal must be notified if teachers cannot attend PTO meetings.

3. Accept positions of leadership and membership on committees when requested.
4. Express appreciation to the organization for their many contributions to the school. Be positive about all aspects of the organization.
5. If a staff member has suggestions, concerns, etc. they should attend monthly meetings of the organization to discuss them.

### **Professionalism**

BAMS shall maintain a high level of professionalism at all times. Staff members should not discuss students or other staff members in the lounge, lunchroom, or public areas. It is extremely important that remarks about students, school personnel, or school decisions never be discussed in the presence of students, parents, or visitors or away from school. We should always support our school and our school personnel. All of our teachers are certified and qualified. Do not make recommendations for placement to parents, friends, colleagues. If two staff members disagree, the discussion should take place privately or in the presence of an administrator or mediator. Adults should refrain from angry discussions in front of students.

### **Safety**

All employees are covered by Workman's Compensation. ALL ACCIDENTS REGARDLESS OF SERIOUSNESS MUST BE REPORTED TO THE OFFICE IMMEDIATELY. Before going to the doctor regarding an accident that has happened at work, the employee must secure the proper forms, from the school office. ALL STUDENT ACCIDENTS must be reported to the office at the time of occurrence. The board is vitally interested in your safety and well-being as a team member. You have a great responsibility in our safety program by remaining alert both on and off the job. You are urged to use safe equipment. In addition, you can be of service to yourself and others if you report anything you believe to be unsafe or hazardous.

### **Sexual Harassment**

Equity Statement: BAMS shall maintain a work and educational environment free of discrimination/harassment on the basis of race, color, national origin, sex, religion, marital status, age, disability, or any other basis prohibited by law. This shall apply to all employees, applicants for employment, students, or applicants for admission.

- A. Discrimination- The denial of employment, advancement, rewards, aid, benefits, services, grades, or faculty assistance on the basis of race, color, national origin, sex, religion, marital status, age, disability, or any other basis prohibited by law.
- B. Harassment- oral, written, graphic, or physical conduct that is hostile, intimidating, abusive, degrading, or threatening.

Examples:

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1. Slurs, innuendos, or other verbal or physical conduct reflecting on an individual's race, color, national origin, sex, religion, marital status, age, or disability.
2. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly a term or condition of an individual's employment or educational opportunities.
  - b. Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual.
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance.
- C. Notification of this policy will be provided by various means such as new employee orientation, postings, employee handbooks, and the Student Code of Conduct.
- D. Any employee, applicant for employment, student, or applicant for admission who he/she has been discriminated against or harassed is encouraged to directly contact his/her supervisor or building principal, or the chairman of the board.
  1. A person having filed a complaint of discrimination/harassment or having testified, assisted, or participated in any manner in an investigation, proceeding, or hearing shall be protected from retaliation.
  2. The right to confidentiality of the complainant and the accused will be respected.
  3. A substantiated charge of discrimination/harassment by an employee will require corrective action, which may include suspension or termination of employment.
  4. A substantiated charge of discrimination/harassment by a student will require corrective action of a level according to the Student Code of Conduct.

### **Student Records**

All student records will be kept in the records room. NO files are to be taken out of the file room without signing them out from an administrator or secretary. Files must not be taken out of the office.

### **Substitutes**

Information for substitutes will be maintained in the substitute folder in your plan book. The substitute folder will include the following information:

1. Your expectations as to whether they follow the plan book or only do the supplementary work you provide.
2. Schedule, class rules. Description of class in terms of types of children, reliable students, para and volunteer times and duties, location of books, guides, materials, seating arrangements, and any other information to help the substitute.

3. Office passes, discipline slips, attendance reporting info., fire drill procedures, safety rules, lunch info., daily schedule, students on medication, etc.
4. Work assignments such as worksheets/drills, video tape with script for question and answer session, where to locate and worksheets to accompany, etc. these assignments should be easy to locate and explain. It should always be something YOU would do in your classroom.

### **Textbook Inventory**

All teachers will be expected to keep an accurate inventory of the materials/books in their classrooms. This will be updated at the beginning and end of the school year and turned in to the principal. Please see the principal for all textbook and/or materials needed. Inventoried materials must not be traded or shared between teachers. Do not take any materials from textbooks rooms until cleared with the principal.

### **Unauthorized use of Equipment**

Under the Public Records Law, all communications may be subject to disclosure. There should be no unauthorized use of any school equipment, including computers and software.

### **Video Usage**

- Always preview first
- Be sure they have educational value. Remember, you do not have to show a whole video: you can show parts interested with discussion
- Limit the student viewing time of videos
- Videos must be relevant to the curriculum

### **Visitors**

All visitors are to report to the office before going anywhere on campus. They will be given a pass from the office to verify this. Please help enforce this by asking parents, relatives, guest speakers, etc. to display the pass. NO ONE is admitted on campus without a pass from the office.

### **Volunteers**

Volunteers are a very important part of the BAMS family. All volunteers must be approved before being assigned. Applications are available in the office. The approval process can take 4 to 6 weeks. Volunteers must sign in the Volunteer Notebook, wear volunteer badge and sign out when leaving campus.

### **Workman's Compensation**

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If you are injured on the job, you are protected by the Florida Workers' Compensation Law. If you are hurt on the job, regardless of how slight an injury, report it to your supervisor or principal. You may think the injury insignificant at the time, but it could develop into something that requires medical care, and a report should be on file for you to receive treatment. This benefit is provided by state statute, and there are rules and procedures both you, as an employee, and your employer must follow. Further, there are stiff penalties for fraud. BAMS provides safety equipment that must be used when engaging in certain activities. Be sure to use this protection because you could be penalized if you are injured while not doing so. A good example is a car seat belt. Using it not only protects you against injury but protects your rights under Workers' Compensation and your ability to recover from the responsible party. Drug testing will be conducted for all on the job injuries.

## **Salary provisions**

### **A. Establishment of Positions and Job Descriptions**

1. Existing Positions-Positions which are defined in the Polk County School Board Salary Handbook and their related jobs descriptions shall be used when available, unless exceptions are recommended by the School Director and approved by the BAMS Board of Directors.
2. New Positions and Job Descriptions-When positions which are not defined in the Polk County School Board Salary Handbook are needed, new positions and related job descriptions may be established. Positions and job descriptions established under this provision must relate to existing positions and job descriptions in position titles and job description form and content to the extent feasible. All such positions must be assigned to Salary Grades and Salary Ranges contained in the Polk County School Board Salary Handbook. Placement of newly created positions in specific Salary Grades and Salary Ranges shall be based on experience, responsibility, and educational background, as these factors are relevant to the positions. Positions and related job descriptions established under this provision shall be based upon and subject to the recommendation of the School Director and approval by the BAMS Board of Directors.

### **B. Salary Grade**

1. Each position shall be assigned to a Salary Grade contained in the Polk County School Board Salary Handbook, unless exceptions are recommended by the School Director and approved by the BAMS Board of Directors.

### **C. Salary Range**

1. The Salary Range for each Salary Grade shall conform to the range set forth in the Polk County School Board Salary Handbook.

### **D. Salary Schedules**

1. Salary schedules shall conform to those contained in the Polk County School Board Salary, as changed from time-to-time by the District, unless exceptions are recommended by the School Director and approved by the BAMS Board of Director

### **E. Setting of Beginning Pay Rates** ( Before new salary schedules are adopted)

1. Carry-over-Employees-The starting pay rates for employees who were employed at BAMS or elsewhere in the District during the previous year, and who are continuing in the same positions for

the new year, shall be the pay rates in effect at the end of the previous school year, unless exceptions are recommended by the School Director and approved by the BAMS Board of Directors.

2. New Employees in Existing Positions- The starting pay rates for (i) newly hired employees beginning work at BAMS and (ii) school district employees transferring to BAMS into different positions on or after July 1 ( and before new salary schedules are adopted) shall be the pay rates the employees would have earned if they had been employed by the Charter School ( or by the School District during 2003-2004 for purposes of setting pay rates for 2004-2005 only ) in the same position classification at the end of the previous school year, unless exceptions are recommended by the School Director and approved the School Board of Directors.

3. New Employees in Newly Created Positions-Pay rates shall be within the salary ranges of the positions. Specific placement shall be based on experience. Responsibility, and educational background, as these factors are relevant to the positions, and as recommended by the School Director and approved by the BAMS Board of Directors.

**F. Setting of Pay Rates within Pay Ranges ( After New Salary Schedules are Approved)**

1. For positions for which specific steps or pay rates are provided in the salary schedules in the Polk County School Board Salary Handbook (e.g., teachers, paraprofessionals, custodians, substitutes, et. al), pay rates assigned shall conform to the steps/rates in the salary schedules, unless, exceptions are recommended by the School Director and approved by the BAMS Board of Directors.

2. For positions for which specific steps or pay rates are NOT provided in the salary Schedules in Polk County School Board Salary Handbook (e.g, administrators, secretaries, employees in newly created positions, et.al), pay rates assigned shall be set within the pay ranges of the positions. Specific placement shall be based on experience, responsibility, and educational background, as these factors are relevant to the positions. Pay rates set pursuant to this provision shall be based on the recommendation of the School Director and must be approved by the BAMS Board of Directors. ( This provision will apply primarily to newly hired employees or employees in newly created positions, as they pay rates incumbent employees will-usually have been set in accordance with earlier salary schedules, however it could apply to incumbent employees when raises are granted or when inequity adjustments are made. )

**G. Pay Rates Increases**

1. Increases shall be determined as recommended by the School Director and approved by the BAMS Board of Directors.

**H. Special Pay Provisions**

1. All salary supplements for education, longevity, academics, extra duty, et., and all other special pay provisions contained in the Polk County School Board Salary Handbook shall apply to school employees, unless exceptions are recommended by the School Director and approved by the BAMS Board of Directors.

**I. Work Schedules**

1. School Board Payroll Calendars shall be followed, unless exceptions are recommended by the School Director and approved by the BAMS Board of Directors.

## **II. Employees Benefits**

- A. Insurance Benefits-Full-time employees shall receive health insurance as well as at least \$15,000.00 in life insurance paid by the School.
1. Full Time Employee: For insurance purposes, a full-time employee is considered to be one who works at least 7 ½ hours per day and 37 ½ hours per week.
  2. Options: Additional health and life insurance, dependent coverage, dental and vision insurance, and other insurance products approved by BAMS, will be available through payroll deduction at the employee's expense.
  3. Eligibility: Each of the insurance benefits will be available effective on the first day of the calendar month following thirty (30) days of employment in an eligible position.
  4. Rejection: An employee may reject these insurance benefits in writing.
  5. Retirees: Employees who retire according to the following Florida Retirement System (FRS) definitions are given the option of continuing the BAMS group health and life insurance.
    - a. Under the FRS Pension Plan, a "retiree" must have at least 6 years of FRS-covered service, be over 42 years of age, and be receiving a monthly retirement benefit from FRS.
    - b. Under the FRS Investment Plan, a "retiree" must have at least 6 years of service, be at least 59 ½ years of age, and be receiving a monthly retirement benefit from FRS.
- B. **Retirement:** All BAMS employees in regularly established positions are Compulsory members of the Florida Retirement System (FRS), and all compensation by BAMS to FRS members are subject to retirement contributions and reporting. Members may choose whether to participate in the FRS Pension Plan ( a defined benefit plan) or the FRS Investment Plan ( A defined contribution plan). The laws and rules that govern these plans can be found in Chapter 121, Florida Statutes, and Chapter 60 of the Florida Administrative Code.
- C. **Leave-General Provisions:** Unless otherwise specifically provided by law, the granting of the leave shall be at the discretion of the BAMS Board of Directors. Unless otherwise provided, these policies shall apply to all employees and are designed to protect the operation of the school against undue interruption because of absence of personnel.
1. Advance Approval: Leave shall be officially approved in advance and shall not be granted retroactively; provided that leave for sickness or other emergencies may be deemed timely if prompt report is made to the proper authority.
  2. Automatic Renewal: Automatic renewal of leave shall not be granted. It shall be the responsibility of the employee on leave to request renewal.
  3. New Application: A new application may be filed at the expiration of leave and new leave granted at the discretion of the BAMS Board of Directors.
  4. Termination: If no request for renewal is made, the employment relationship will be terminated.
- D. **Leave with Pay**
1. **Temporary Duty Assignment for Military Leave:** Employees will be granted temporary duty assignment for military leave up to seven ten (17) days WITH PAY as required by law. Such leave

will be granted only after it has been determined that the active duty could not have been served during time that school was not in session.

2. **Injury/Illness-in-line-of-duty:** Injury or illness-in-line- of-duty is granted up to a maximum of (10) days per year when any employee is absent because of personal injury sustained in the discharge of the employee's duties, or because of illness from any contagious or infectious disease contracted in school work.
3. **Jury Duty and Subpoena Leave:** Employees may be paid in full salary for jury duty or if summoned by subpoena to serve as a witness. An employee so called as a juror or witness will return to duty as soon as possible if dismissed by proper authority. This provision will not apply in those matters involving an employee's personal litigation.
4. **Sick/Personal Leave:** Full-time employees shall earn ten (10) days of sick/personal leave for each year of employment during a given fiscal year. This leave time may be used for illness or for other personal reasons.
  - a. **Crediting of sick/personal leave:** 10 days of sick leave shall be credited to each employee as of the first day of his/her employment for each contract year. 12 days of sick leave shall be credited to each 12 month employee as of the first day of his/her employment for each contract year.
  - b. **Limitations for New and Terminating Employees:** If an employee is hired or terminates during the first fiscal year, his/her maximum earned leave for the year shall be greater of (1) leave days used prior to termination, if applicable, or (2) the sum of one day for each month worked.
  - c. **Sick/Personal Leave Used for Personal Reasons:** Sick/personal leave used for personal reasons may not be used during the first (5) days in which students are in attendance, immediately before or after the scheduled holidays for Labor Day, Thanksgiving, Winter Breaks, Spring Break, Memorial Day, or other recognized holidays provided students are in attendance, except in emergency cases. The employee shall be required to give a reason when claiming an emergency.
  - d. **Annual Payment for accumulated Sick/Personal Leave:** Sick/Personal leave shall be accumulated, but not more than thirty (30) days may be carried to succeeding years. However, payment shall be made to employees for any credit days in excess of thirty (30) as of the end of each fiscal year. Payment shall be made at 50% of the daily rate of pay, and payment shall be effected as of the last work day of the fiscal year or as soon thereafter as feasible.
  - e. **Terminal Pay for Unused Sick/Personal Leave:** The BAMS Board shall provide terminal pay for accumulated sick/personal leave to all employees who have worked for the School District and the Charter School for at least one (1) year.
  - f. **Rates of Payment:** rates of payment shall be calculated as follows

**Second and Third Years of Service:** During the second and third of service, the daily rate of pay at termination multiplied by 35% times the number of days of accumulated Sick/Personal Leave:

**Fourth, fifth, and Sixth Years of Service:** During the fourth, fifth, and sixth years of service, the daily rate of pay at termination multiplied by 40% times the number of days of accumulated sick/personal leave;

**Seventh, Eighth, and Ninth Years of Service:** During the seventh, eighth and ninth years of service, the daily rate of pay at termination multiplied by 45% times the number of days accumulated sick/personal leave;

**Ten or more years of Service:** During the ten years of service, the daily rate of pay at termination by 50% times the number of days accumulated sick/personal leave.

(i) **Payments to Employees at End of Approve Leave:** For employees on approved leave who terminate employment upon termination of the leave, the daily rate shall be the rate of the pay the employee would have been earning if he/she, at the effective date of termination of the leave, had actually been serving in the position from which leave was granted; however, experience credit will not be awarded for leave time unless otherwise provided by including those on Public Office Leave.

5. **Vacation Leave:** Vacation Leave is available ONLY to twelve (12) month employees because the calendars for employees working fewer months have vacation time built in to them, so that the net work days per month is approximately the same for all employees- after allowing vacation time for (12) month employees.

a. **Amount of leave:** Vacation Leave for 12 month employees is determined by the employee's combined years of service with the School District or BAMS under a contract for (9) months or longer. The rate of leave credited is based on the most recent period of continuous and creditable service and is referenced to the first date of employment for this period of service. Rates of credit shall change. As applicable, at the end of the calendar month after attainment of the number of years specified below.

Up to 5 years of service—13 days per year

5 to 10 year of service—16 ¼ days per year

10 or more years of service—19 ½ days per year

b. **Advance Notice:** Requests for vacation leave must have prior approval from the immediate supervisor and should be planned in advance so that normal operations are not disrupted.

c. **Continuity:** Any service break of more than three (3) days without leave will break continuity and the employee must start back to zero (0) years if re-employed. This section does not apply to those employees placed on the displaced list or those employees subject to lay-off by action of the BAMS Board.

d. **Accrued Vacation Leave:** Vacation leave earned during the pay period shall be credited to the employee on the last day of that pay period.

(i) **Leave of Absence:** Vacation leave shall not accrue during any leave of absence: however, the employee will retain any accumulated vacation.

- (ii) **Status Change:** Any employee whose status changed from twelve (12) months to a lesser time for which vacation leave is not accrued may:
  - (a) Elect to be paid for accrued vacation leave at the time of change: or
  - (b) Elect to have accrued vacation leave credited/retained for the future pay purposed; or
  - (c) Be paid for accrued vacation leave at the time of termination or death.
- e. **Rate & Method of Payment for Unused Vacation Leave:**
  - (i) For currently active employees, the rate of payment shall be the daily rate of the employee at the time of termination, or, if the employee is on leave, the daily rate of pay the employee would have been earning if he/she, at the effective date of termination of the leave, had actually been serving in the position from which leave was granted: however, experience credit will not be awarded for leave of time, unless otherwise provided by BAMS Board policy or other Board action.
  - (ii) Payment for unused vacation leave shall be made to the employee at the time of termination of employment, or to the employee's beneficiary or estate at the time of the employee's death, or as otherwise provided by law.

**Maximum Carry-Over and Payment:** In no case shall an employee carry forward to the next calendar year more than forty (40) days of vacation time. An employee shall not be paid for more than forty (40) days at time of retirement, resignation, or termination-nor shall an employee be paid for any accumulated vacation time in excess of forty (40) days at the end of any calendar year.

#### **E. Leave Without Pay**

1. **Unpaid Personal Leave:** Absence beyond accumulated sick/personal leave shall be processed as Unpaid Personal Leave.
  - a. Personal responsibilities: Employees should examine their personal responsibilities before accepting employment responsibilities, in order to determine if excessive request for unpaid personal leave will be made.
    - (i) Employees are expected to give priority to their responsibilities and to request unpaid personal leave only under necessary circumstance.
    - (ii) All requests for unpaid personal leave must be approved by the employee's immediate supervisor before being submitted to the School Director.
2. **Medical Leave:** Employees may be granted up to twelve (12) months unpaid medical leave for illness or injury of themselves or members of their household.
  - a. Unusual Circumstance: The BAMS Board may grant an employee an additional twelve (12) months of unpaid medical leave in cases involving unusual medical problems.
  - b. Physician's Statement: A statement of medical justification from a licensed physician must accompany the application for leave and a statement from a licensed physician indicating fitness to return to duty will also be required for reinstatement from leave.

- c. Exhausted Sick/Personal Leave: An employee who has exhausted all sick/personal leave may be carried one day-to-day personal leave without pay for only (1) month following the month that sick leave is exhausted.
  - d. Automatic-Medical Leave: After the end of one (1) month after all sick/personal leave has been used, the employee will be placed on automatic medical leave by the BAMS Board, unless a request for some other personnel action is made by the employee approved by the School Director and the BAMS Board.
  - e. Notice of Return from Medical Leave: Employees returning from medical leave of more than forty-five (45) days must notify the School Director at least thirty (30) days in advance of the date they plan to return, and shall have the right to return to the same or equivalent position.
3. **Parental Leave:** A parental leave of absence may be granted to any employee for up to twelve (12) months for the purpose of child-rearing, commencing at the birth of a child or the date of adoption of a child.
- a. Child Birth Leave: Child birth shall be treated as an illness. Accumulated Sick/Personal Leave may be used during pregnancy and may be used to following the birth of a child until such time as the employee and child are released by their physician(s).
  - b. Adoption leave: Employees may use no more than ten (10) days of accrued Sick/Personal Leave for adoption purposes.
  - c. Medical Leave: If an employee has exhausted sick/personal leave or does not wish use such leave for child birth or adoption, the employee may be granted medical leave.
  - d. Returning from Parental Leave: Employee shall have the right to return to the same or equivalent positions, and shall notify the School director at least thirty (30) days in advance of the date they plan to return to employment.
4. **Public Office Leave:** Upon annual application, employees may be granted a leave of absence without pay up to six (6) years of service in the public office. Upon return from such leave, the employee shall be offered a position at BAMS for which the employee is certified and qualified.
5. **Military Leave:** Unpaid military leave will be granted to the employees who are required to serve in the armed forces of the United States or the State of Florida, as required by law. (Also, please see Policy D. 1. For Temporary Duty Assignment for Military Leave.)
- a. Volunteer Duty: Leave shall be granted to any employee volunteering or being recalled for military duty.
  - b. Re-employment: At the termination of military duty, employees must take application for re-employment within six (6) months following the date of discharge or release from active duty.
  - c. Reassignment: The BAMS Board shall have a period not to exceed six (6) months to resign the employee to duty in the school.
6. **Professional Leave:** Up to one (1) year of Professional Leave may be granted to administrative and instructional personnel. Such leave may be granted for the purpose of engaging in full-time activities which will result in the employee's professional development or advancement.

7. **Family and Medical Leave:** Federal and State Laws and State Board of Education Rules fix the responsibility of the employer with regard to compliance with the Family and Medical Leave Act of 1993. The School District publication, FAMILY AND MEDICAL LEAVE PROCEDURES, shall constitute the BAMS Board rules for the administration of the Family and Medical Leave Policy. Provisions of the FAMILY AND MEDICAL LEAVE PROCEDURES may be waived or revised by action of the BAMS Board, provided such action is not in conflict with Federal or State Statutes of SBE Rule.

### **Education Standards Commission**

#### 6B-1.001 Code of Ethics of the Education Profession in Florida

- (1) 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 of all.
- (2) 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.
- (3) 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.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2)(b) FS> History-News 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-82, Formerly 6B-1.01.t

#### 6B-1.006 Principles of Professional Conduct for the Education Profession in Florida.

- (1) The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
- (2) 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.
- (3) Obligation to the student requires that the individual:
  - a. 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.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. 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.

- h. Shall not exploit a relationship with a student for personal gain or advantage
- i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

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

- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affected.
- b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- c. Shall not use institutional privileges gain or advantage.
- d. Shall accept no gratuity, gift, or favor that might influence professional judgment.

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

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

(a) Shall maintain honesty in all professional dealings.

(b) 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.

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

(d) 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.

(e) Shall not make malicious or intentionally false statements about a colleague.

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

(g) Shall not misrepresent one's own professional qualification.

(h) Shall not submit fraudulent information on any document in connection with professional activities.

(i) 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.

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

(k) 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.

(l) 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.

(m) 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 adjudicatory. In addition, shall self-report any conviction, finding of guild, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilt or Nolo Contender 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)© and 943.059(4)©, Florid Statutes.

(n) 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), Florida Statues.

(p) Shall comply with the conditions of an order of the Education Practices Commission.

(q) Shall, as the supervision administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2), 231.28 FS. History-new 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98.

It is the responsibility of the employee to adhere to all areas of the Ethics in Education Code. Changes to the code not reflected above are to be followed as the new rules are entered into statutes.

## **SAFETY HANDBOOK**

Emergency Numbers:

Ambulance: 911

Hospital: 687-1100

Police: 533-0344

Fire: 695-5529

## **SAFETY COMMITTEE**

The Safety Committee will meet quarterly to identify and correct any safety concerns. Please notify the principal of a safety concern immediately so that they can fix it. The Safety Committee is comprised of at least the principal or designee, secretary and a designated teacher.

## **WEAR YOUR PERSONAL PROTECTIVE EQUIPMENT:**

If you are not wearing your employer-supplied or employer-required personal protective equipment and you are involved in a work-related accident, your workers' compensation benefits could be substantially reduced.

This reduction in benefits is authorized by the state in accordance with Florida's Workers' Compensation Statute 440.09 (5).

## **LIFTING THE EASY WAY:**

1. Never lift beyond your strength. Get help.
2. Always crouch down to what you are going to lift. Don't bend down to the load.
3. Get a good footing. Place your feet comfortably apart.
4. Keep your arms straight and your back as nearly straight up and down as possible.
5. Lift gradually. Don't jerk upward.
6. Avoid twisting motions by shifting the position of your feet.
7. Lift by standing up or pushing up with your leg muscles. This takes the strain off your back muscles.
8. If you've completed these steps and find you cannot lift the load, get help.
9. To put down a load, generally reverse the above methods.

If you don't follow these safety-lifting rules, you may severely injure yourself.

## **SAFETY RULES:**

1. Follow instructions. Don't take chances. If you don't know, ask.
2. Correct or report unsafe conditions.
3. Help keep everything clean and orderly.
4. Use the right tools and equipment clean and orderly.
5. Use the right tools and equipment for the job, and use them safely.
6. Report all injuries. Get first aid promptly.
7. Use prescribed protective equipment and keep it in good condition. Wear safe clothing.
8. Don't engage in horseplay. Avoid distracting others.
9. When lifting, bend your knees. Get help for heavy loads.
10. Comply with all safety rules and signs.

### **CLIMBING SAFETY:**

Always maintain 3-point contact when climbing in and out of a vehicle. The 3-point contact rule also applies when climbing up and down a ladder or on and off an elevated platform.

### **BUCKLE-UP!**

If you are not wearing a seatbelt and you are involved in a work-related automobile accident, your workers' compensation benefits can be substantially reduced. This reduction in benefits is supported by the state seatbelt law in accordance with Florida's workers' compensation Statute 440.09(5).

### **INCASE OF AN ACCIDENT:**

1. Render immediate first aid.
2. Designate someone to take the injured person to a hospital emergency room or doctor, if necessary.
3. Call an ambulance or emergency squad, if necessary.
4. Report the injury to the main office, so that a First Report of Injury can be filed.
5. Repair or remove the accident's cause.
6. Complete a supervisor's investigation report form. Once copy is to be field at the main office, the other copy is to be retained in the field

### **DRUG-FREE WORKPLACE**

#### **AN OPEN LETTER TO THE EMPLOYEES OF**

#### **Berkley Accelerated Middle School**

We have come to recognize that substance abuse is an on-the-job problem, as well as a social problem, for all of us. We believe abuse of alcohol and use of illegal drugs endangers the health and safety of the abusers and of others around them.

This company has committed to creating and maintaining a drug-free workplace without jeopardizing the job security of valued, but troubled, employees, provided they are prepared to help us help them.

Our policy now formally states that substance abuse will not be tolerated during working hours or on the company premises, including the parking lots. This prohibition includes the possession, use or sale of illegal drugs or alcohol.

Employees who are found to be under the influence of illegal drugs or alcohol or who violate this policy in other ways are subject to disciplinary action, which may include termination. Because of the serious nature of these violations, each individual case will be thoroughly investigated to determine the appropriate course of action.

It is important that all of us work together to deal with substance abuse and other personal problems to make a safer and even more rewarding place to work.

Sincerely,

Jill Bolender

Principal

## **SUBSTANCE ABUSE PROGRAM**

### **I. STATEMENT OF POLICY**

**August 1, 2010**

In a commitment to safeguard the health of our employees and to provide a safe environment for everyone, Berkley Accelerated Middle School (BAMS) has established a drug-free workplace policy.

The ultimate goal of this policy is to balance our respect of individual privacy with our need to keep a safe, productive, drug-free environment. We would like to encourage those who use illegal drugs or abuse alcohol to seek help in overcoming their problem. Employees who do so will be able to retain their job position in good standing.

While this company understands that employees and applicants under a physician's care are required to use prescription drugs, abuse of prescribed medications will be dealt with in the same manner as the abuse of illegal substances.

Employees are given notice as of the above date that it is a condition of employment to refrain from reporting to work, or working with the presence of drugs or alcohol in his or her body. Employees are subject to drug testing under the standards of this policy on October 1, 2010, which is 60 days from the above date.

This policy is implemented pursuant to the drug-free workplace program requirements under Florida Statute 440.102 and Administrative Rule 59A-24 of the State of Florida Agency for Health Care Administration.

## **II. DEFINITIONS**

**A. "Legal Drug"**- Prescribed drug or over-the-counter drug which has been legally obtained and is being used solely for the purpose for which it was prescribed or manufactured.

**B. "Illegal Drug"**- Any drug (a) which is not legally obtainable, (b) which may be legally obtainable but has not been legally obtained, or (c) which is being used in a manner or for a purpose other than as prescribed.

## **III. POLICY AND WORK RULE**

The policy of Berkley Accelerated Middle School is to employ a work force free from use of illegal drugs and abuse of alcohol, either on or off the job. Any employee determined to be in violation of this policy is subject to disciplinary action, which may include termination, even for the first offense.

It is a standard of conduct for employees of the company that no employee shall report to work or work with the presence of illegal drugs or alcohol in his or her body. In order to maintain this standard, the company shall establish and maintain the programs and rules set forth below.

### **A. Drug Testing of Applicants**

All job applicants at this company will undergo screening for the presence of illegal drugs as a condition for employment.

Any applicant with a positive test result will be denied employment at that time but may initiate another inquiry with the company after six months.

### **B. Drug Testing of Employees**

Berkley Accelerated Middle School will maintain screening practices to identify employees who use illegal drugs or abuse alcohol, either on or off the job. It shall be a condition of continued employment for all employees to submit to a drug screen:

1. **When there is a reasonable suspicion** to believe that an employee is using or has used illegal drugs or is abusing or has abused alcohol;

Circumstances that could be indicators of a substance-abuse problem and considered reasonably suspicious are as follows:

1. BAMS Board of Directors reserves the right to change, delete, or amend any statement made in this handbook unilaterally and without notice. 2. BAMS is an equal opportunity employer. BAMS is committed to treat applicants and employees equally regardless of such considerations as race, color, religion, sex, national origin, age, disability, citizenship status, marital status or any other reason prohibited by law. 3. This handbook is not an employment contract, not is it a guarantee of any rights, benefits or entitlement to the same.

- Information that an employee has caused, or contributed to, an accident while at work. “Accident” includes injury to person(s) and/or damage to equipment or property.
- Observable phenomena while at work-such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- A report of drug use provided by a reliable and credible source and independently corroborated.
- Evidence that an individual has tampered with a drug test during his employment with the current employers.
- Evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on the employer’s premises or while operative the employer’s vehicle, machinery or equipment.

Whenever possible, the supervisor should have the employee observed by a second supervisor or manager before requiring testing. Employees who refuse substance testing under these circumstances will be terminated and forfeit workers’ compensation medical and indemnity benefits.

**2. As a follow-up to Employee Assistance.**

If the employee, in the course of employment, enters an Employee Assistance Program or a drug rehabilitation program, the employer must require the employee to submit to a drug test as a follow-up to such program, unless the employee voluntarily entered the program. In that case, follow-up testing is optional. If follow-up testing is required, it must be conducted at least once a year for a two-year period after completion of the program. Advance notice of a follow-up testing date will not be given to the employee.

**3. When the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination** that is part of the employer’s established policy or that is scheduled routinely for all members of an employment classification or group.

**4. At other times and under such circumstances as deemed appropriate** by company management and current state and/or federal standards. Employees will be given adequate notice of any additional/change/deletion in the company’s drug testing requirements.

**C. Employee Assistance Program**

Berkley Accelerated Middle School does not maintain an Employee Assistance Program (EAP). The purpose of an EAP is to provide help to employees and their families who suffer from alcohol, drug abuse or other problems. We do, however, maintain a list of local providers of employee assistance, drug and alcohol treatment and family services that employees may access without company involvement.

It is the responsibility of an employee to seek assistance from an EAP *before* alcohol and drug problems lead to disciplinary actions. Once a violation of this policy occurs, subsequently using an EAP on a voluntary basis will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action.

An EAP will provide appropriate assessment, evaluation and counseling and/or referral for treatment of drug and alcohol abuse. Such employees may be granted leave with a conditional return to work, depending on successful completion of the agreed-upon appropriate treatment regimen, which may include follow-up testing.

The cost of seeking assistance from an EAP or other provider will be the responsibility of the *employee* and is subject to provisions of the company's health insurance plan, if any. Please consult the provider for specifics concerning this issue.

#### **D. Grounds for Termination or Discipline**

##### **1. Illegal Drug Use**

The following are considered violations of the Berkley Accelerated Middle School drug-free workplace policy and are subject to discipline, including discharge or suspension from employment without pay and loss of Workers' Compensation benefits, even for the first offense:

- Refusing to take a company-required drug test
- Failing a company-required drug test (*a positive* test result)
- An employee bringing illegal drugs onto the company's premises or property (including company vehicles)
- Possession of illegal drugs or drug paraphernalia on the employee's person
- Using, consuming, transferring selling or attempting to sell or transfer any form of illegal drug (as previously defined) while on company business or at any time during the hours between the beginning and ending of the employee's workday, whether on company property or not.

##### **2. Alcohol Abuse**

The following are considered violations of the Berkley Accelerated Middle School drug-free workplace policy and are subject to discipline, including discharge or suspension from employment without pay and loss of Workers' Compensation benefits, even for the first offense:

- Refusing to take a company-required alcohol test
- Failing a company-required alcohol test
- An employee who is under the influence of alcoholic beverages at any time while on company business or at any time during the hours between the beginning and ending of the employee's workday, whether on company property or not (including company vehicles)

An employee shall be determined to be under the influence of alcohol if-

a. the employee's normal faculties are impaired due to consumption of alcohol

**or if** b. the employee has a blood-alcohol level of .04 or higher.

#### **E. Confidentiality**

1. All information, interviews, reports, statement memoranda, and drug-tested results, written or otherwise, received by the employer through a drug-testing program are confidential communicators and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with this section or in determining compensability under this chapter 440., F.S. (Workers' Compensation).

2. This subsection (confidentiality) does not prohibit an employer, agent of an employer, or laboratory conducting a drug test from having access to employee drug-test information or using such information when consulting with legal counsel in connection with actions brought under or related to this section or when the information is relevant to its defense in a civil or administration matter.

**F. Medication Reporting Procedure**

Employees or job applicants may confidentially report to the company’s medical review officer (MRO) the use of prescription or nonprescription medications both before and after being tested. Additionally, employees and job applicants shall receive notice of the most common drugs or medications-by brand name or common name, as applicable, as well as by chemical name-which may alter or affect a drug test. (a listing of these is a attached).

**G. Reporting of Test Results**

Employees or job applicants who receive a positive confirmed test result may contest or explain the result to the medial review officer within 5 working day after receiving written notification of the test result. If the employee’s or job applicant’s explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the employer. Employees and job applicants also may contest the drug test result pursuant to law or to rules adopted by the Agency for Health Care Administration (AHCA), as outlined below.

**H. Challenges to Test Results**

1. A requirement of a drug-free workplace program is that within five working days after receiving the notice of a positive confirmed test result, an employee or job applicant may submit information to the employer explaining or contesting the test result, and why the result does not constitute a violation of the employer’s policy. If the employee’s or job applicant’s explanation or challenge of the positive test result is unsatisfactory to the employer, a written response as to why the employee’s or job applicant’s explanation is unsatisfactory, along with the report of positive result, shall be provided by the employer to the employee or job applicant’ and all such documentation shall be kept confidential by the employer pursuant to confidentiality provisions outlined above, and shall be retained by the employer for at least 1 year.
2. An employee or job applicant may undertake an administrative challenge by filing a claim for benefits with a Judge of Compensation Claims pursuant to Chapter 440, Florida Statutes, or, if no workplace injury has occurred, the person must challenge the test result in a court of competent jurisdiction. When an employee undertakes a challenge to the result of a test, is shall be the employee’s responsibility to notify the laboratory, and the sample shall be retained by the laboratory until the case is settled.

**I. Drugs to Test For**

The company may test for any or all of the following substances:

<b>Drugs</b>	<b>Trade or Common name</b>
Alcohol	Liquor, Beer, Booze
Amphetamines	Biphetamine, Desoxyn, Dexedrine
Cannabinoids	Marijuana, Pot, Grass

Cocaine	Coke, Flake, Snow, Crack
Phencyclidine HCl	PCP, Angel Dust
Methaqualone HCl	Quaalude
Opiates	Paregoric, Morphine, Tylenol with Codeine
Barbiturates	Phenobarbital, Amytal, Nembutal, Seconal
Benzodiazepines	Librium, Valium, Halcion, Restoril
Synthetic Narcotics	Methadone-Polophine, Methadose Propoxyphene-Darvocet, Darvon-N, Dolene

**J. Collective Bargaining**

Berkley Accelerated Middle School has no collective bargaining agreement.

**K. Consultation Rights**

Employees and applicants have the right to consult the company’s Medical Review Officer (MRO) for technical information regarding prescription and nonprescription medications.

**L. Medical Review Officer**

Berkley Accelerated Middle School’s Medical Review Officer is: Occupational Health Center, Inc.

Telephone # 863-965-1288

**OVER-THE-COUNTER AND PRESCRIPTION DRUGS**

**WHICH COULD ALTER OR AFFECT DRUG TEST RESULTS**

**Purpose of this form:** The use of this form is to alert you of the possible influence that prescription drugs may have on the outcome of a drug test. It is for your information only at this time. If necessary, any question about the outcome of a drug test will be addressed by a licensed physician.

**Alcohol** All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick’s Nyquil

is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).

<b>Amphetamines</b>	Obetrol, Biphetamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastin
<b>Cannabinoids</b>	Mariol (Dronabinol, THC)
<b>Cocaine</b>	Cocaine HCl topical solution (Roxanne)
<b>Phencyclidine</b>	Not legal by prescription
<b>Methaqualone</b>	Not legal by prescription
<b>Opiates</b>	Paregoric, Parapectolin, Donnagel PG, Morphine, Tylenol with Codeine, Emprin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
<b>Barbiturates</b>	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebral, Butabarbital, Butalbital, Phenrinin, Triad, etc.
<b>Benzodiazepines</b>	Ativan, Azene, Clonopin, Dalmine, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax
<b>Methadone</b>	Dolophine, Metadose
<b>Propoxyphene</b>	Darvacet, Darvon N, Dolene, etc.

#### NOTIFICATION OF POSITIVE DRUG TEST

Dear \_\_\_\_\_:

On \_\_\_\_\_ you were drug tested according to requirements in our company's drug-free workplace program and policy. In compliance with the State of Florida drug testing standards, your urine/blood specimen was tested twice in a controlled laboratory environment.

We have received the drug test result from our company's medical review officer (MRO), and the result indicates that you have tested positive (failed the test) for the following substance(s):

- |   |  |
|---|--|
| <input type="checkbox"/> Cannabinoids (marijuana) | <input type="checkbox"/> Alcohol             |
| <input type="checkbox"/> Amphetamines             | <input type="checkbox"/> Cocaine             |
| <input type="checkbox"/> Phencyclidine (PCP)      | <input type="checkbox"/> Methaqualone        |
| <input type="checkbox"/> Opiates                  | <input type="checkbox"/> Barbiturates        |
| <input type="checkbox"/> Benzodiazepines          | <input type="checkbox"/> Synthetic Narcotics |

In keeping with our company drug-free workplace policy, the following disciplinary procedure(s) will take place immediately:

If you disagree with the test result or have some other related concern, you have the right, within 5 working days after receiving this notice, to submit information to us explaining or contesting the test result, and explaining why the test results does not constitute a violation of our drug -free workplace policy. You also have the right, within 180 days of your challenge to the drug test result, to have your original specimen retested at another Agency for Health Care Administration certified laboratory. Arrangements and cost will be your responsibility. Other challenge rights to which you may be entitled are included in your copy of our drug-free workplace policy previously distributed to you.

Our company medical review officer is Occupational Health Center, Inc Telephone # 863-965-1288. You may contact the MRO to ask questions or discuss your drug test result.

Sincerely,

**DRUG-FREE WORKPLACE POLICY and EMPLOYEE HANDBOOK ACKNOWLEDGEMENT**

I hereby acknowledge that I have received and read the Berkley Accelerated Middle School Drug-Free Workplace Policy and Employee Handbook, a summary of the drugs which may alter or affect a drug test and a list of local Employee Assistance Programs and drug and alcohol treatment programs. I have had an opportunity to have all aspects of this material fully explained. I also understand that I must abide by the policy as a condition of initial and/or continued employment, and any violation may result in disciplinary action up to and including discharge.

Further, I understand that during my employment I may be required to submit to testing for the presence of drugs or alcohol. I understand that submission to such testing is a condition of employment with the Company and disciplinary action up to and including discharge may result if:

1. I refuse to consent to such testing
2. I refuse to execute all forms of consent and release of liability as are usually and reasonably attendant to such examinations
3. I refuse to authorize release of test results to Berkley Accelerated Middle School
4. The tests establish a violation of Berkley Accelerated Middle School’s Drug-Free workplace Policy
5. I otherwise violate the policy

I also understand that if I am injured in the course and scope of my employment and test positive or refuse to be tested, I forfeit my eligibility for medical and indemnity benefits under the Workers’ Compensation Act upon exhaustion of the remedies provided in Florida Statute 440.102(5).

I ALSO UNDERSTAND THAT THE DRUG-FREE WORKPLACE POLICY AND RELATED DOCUMENTS ARE NOT INTENDED TO CONSTITUTE A CONTRACT BETWEEN BERKLEY ACCELERATED SCHOOL AND ME.

***THE UNDERSIGNED FURTHER STATES THAT HE OR SHE HAS READ THE FOREGOING ACKNOWLEDGEMENT AND KNOWS THE CONTENT THEREOF AND SIGNS THE SAME OF HIS OR HER OWN FREE WILL.***

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**DATE**

## **Berkley Accelerated Middle School**

### **Miscellaneous**

#### **Information**

**Events:** Please keep everyone informed of class events (in writing or email). Many times parents call the office to find out details about specific class events and it always helpful if we are informed.

**Class Schedule/Plan change:** Please let administration and your team know when you will not be in your classroom at an unscheduled time.

**Mailbox:** Boxes are located in the main office teacher work area. Each staff member should check their box in the morning and afternoon. Students are not to be sent to the office for these items in boxes due to privacy laws.

**Secured Classrooms:** Classrooms must not be left unattended for you to check your mailbox, make a phone call, go to the restroom, etc. If it is an emergency, you may buzz the office and someone will cover for you.

**Keys:** Classroom doors should always be locked.

**Teams:** Team meetings are to be held at least once weekly. Team leaders or designee will complete the BAMS Report of Grade Level Meetings and submit it to administration after each meeting. Responsibilities of the Team Leader:

1. Act as the communication link between the faculty, staff and administration.
2. Coordinate and attend all meetings then submit the meeting report to the administration.
3. Delegate tasks among team members.
4. Oversee the coordination of all field trips according to the field trip procedures outlined in this manual.
5. Assist all substitutes as needed.
6. Oversee the coordination of all special events, programs, contests, etc. for the grade level.
7. Supervise the documentation and analysis of student progress data.
8. Perform other duties as assigned.

#### **Parent Conferences:**

Communication with parents is an integral part of the educational process. Each teacher is responsible for their own communication for individual concerns. Teachers are encouraged to have regular contact with parents. Positive phone calls, correspondences, and conferences regarding progress and successful experiences, exchanging information, and establishing rapport and communication lines are equally important as those that are necessary due to any problems.

Parent Conferences are to be scheduled on weekdays. It is the responsibility of the team to schedule their conferences. The team leader will designate a team member to schedule team meetings. All teachers are expected to attend parent conferences as a team. If an emergency prevents a teacher from attending a scheduled conference, the teacher should contact the parent to discuss the student's classroom status and address any concerns of the parent.

A written summary of each conference must be kept by the team leader to document the reason for the meeting, those in attendance, discussion topics during the meeting, and the resolution/action taken to improve the student's situation.

**Student Support:** During the school year, students and/or families may have financial challenges. Notify the office if you have a student unable to purchase necessary materials for a project or the student has another specific need.

**Clinic Procedures:** Students who become ill at school must obtain a clinic pass from their teacher and report to the clinic. ALL accidents or injuries MUST be reported immediately and administrators notified if warranted. An accident report will be filed. It is the responsibility of the employee who witnessed the accident to fill out the accident report before leaving school on the day the accident occurred.

ALL medicines will be kept in the office clinic. Students must not possess prescription or non-prescription medication at any time. See the Code of Conduct and the district's policy concerning medications. The only items a student is allowed to carry are: sunscreen, eye solution and chap stick.

**Animals in the Classroom:** Animals are NOT to be kept in the classroom at anytime without the written permission of administration for EACH and every occurrence. The type of animal and duration of time in the classroom must be specified.

**Items in Staff Work Areas:** Staff work areas are for staff members. Do not send students to get coffee or items from your boxes. Also, refrigerators and microwaves are for staff use only. Do not put student items in them.

**Lunchroom Procedures:** Teachers will collect lunch money during homeroom. All money collected must be in an envelope with the students first and last name and ID number.

1. Students should enter the lunchroom in an organized manner under the direction of the teacher.
2. Before leaving their seats, students must clear the area around them for paper and food on the floor and table.
3. Teachers are to follow the assigned schedule on entering and leaving the lunchroom. Teachers are not to arrive before their scheduled time and must be **waiting** on students at designated area at their designated time. Lunch schedules are extremely tight and ALL teachers

must be respectful of those on duty and other classes trying to enter and leave the lunch area. It is the responsibility of each teacher to ensure they are aware of the time.

**Custodial Procedures:** A clean and organized classroom is a reflection on the teacher. Before leaving each day, each staff member must remember to have their last period class help tidy the room and stack the chairs. Students should help pick up trash and other items off of the floor, desks, and tables. The custodian is responsible for sweeping/vacuuming/mopping floors and emptying the trash. However, it is the classroom teacher's responsibility to keep excess mess cleaned up.

**Timesheets:** All staff are required to sign in and out each day on their time sheet. Never sign a timesheet for another staff member.

**Duty:** Each staff member will serve various duties during morning arrival and afternoon dismissal. All teachers will walk their students to the bus lines and monitor the students each day. Each staff member will be assigned one night time dance/event to chaperone.

**Committees/Clubs:** All staff will serve on a minimum of one committee. Club activities provide enrichment to our academics. All teachers are expected to sponsor a minimum of one club. Administration approves and designates all staff appointments to clubs and committees.

### **Media Information:**

**Usage Policy:** Failure to follow the video and DVD and video GAME policy may result in disciplinary action, which may include possible termination or legal action.

Prior to showing a video/DVD or video game, these steps MUST be taken:

1. ALWAYS PREVIEW COMPLETELY FIRST!

2. Verify the rating of the item you intend to show. NO "R" rated videos/DVDs are appropriate for classroom use. These are forbidden from being shown under any circumstances. It is MANDATORY that parental approval be given before viewing "PG 13" or its equivalent, video/DVDs/video games.

3. Document in your lesson plan how the video/DVD/video game DIRECTLY supports your curriculum-based lesson.

4. If a staff member intends to rent a video/DVD/game from a local establishment, Section 110 (1) of the copyright law dictates that these videos/DVDs may only be shown for educational purposes in a face-to-face setting, not broadcast over the closed-circuit television system. They may not be shown for entertainment, filler, motivation, nor reward, etc. This also applies to employee or student owned videos/DVDs. Any educator who rents a video/DVD for school use must fill out the "Request to Use Rental Video in Classroom" form. This form requires administrative approval.

Further Recommendations to Consider:

1. Limit the student viewing time of videos/DVDs. It is not always necessary to show the entire video to support your curriculum needs.

2. Be very selective of the content. Videos must be appropriate, relevant, of educational value, and on the students level.
3. Parents and teachers often have videos they want to share with students. Be sure these videos meet all the above criteria.
4. Please consult the Cable in the Classroom programming guide for specific information on the retention of certain educational programs. The website is <http://www.ciconline.com>.

A "Request to Show "PG-13" Video/DVD form is available from an administrator and must be completed by the teacher well in advance of the viewing and approved by the administrator before viewing. Also, a "BAMS Video/DVD Permission Form" for parent approval can be obtained from an administrator once the viewing has been approved.

Also, see [http://www.polk-fl.net/staff/mediaspecialists/documents/selection\\_policy.pdf](http://www.polk-fl.net/staff/mediaspecialists/documents/selection_policy.pdf)  
For policies on instructional materials usage.

### **PROCEDURES FOR CLASSROOM SELECTION**

**From**  
**Approved Reading List Grades 6-8, 9-12**  
**(Revised January, 1994)**

**The teacher must:**

1. Read the book prior to assignment to determine value and suitability, utilizing criteria for selection of classroom books.
2. Send home, at the beginning of the year to parent(s) and/or guardian(s), a letter that does the following:
  - a. lists books selected from the district's approved list to be read in class.
  - b. requires signature of parent(s) and/or guardian(s) if there is an objection to a selected book.
3. Introduce book to students, explaining:
  - a. selection rationale
  - b. possible objections
4. Present standardized requirements for completing an assignment if an alternate choice becomes necessary. Alternate choices must:
  - a. meet the same objectives of original assignment.
  - b. meet same relevant and challenging levels of original assignment.
  - c. be comparable in length and difficulty to original assignment

**Prior to choosing a book:**

1. English department must articulate reading selections.
2. Teacher must select from the agreed upon departmental reading list, taken from the district's approved reading list.
3. Teacher must approve the selection of an alternate book from the district's approved reading list should an objection be made.
4. Administration must be aware of the books selected to be studied and must read selections before disapproving of them.

**Lesson Plans:** All lesson plans must be complete for AT LEAST one day in advance of the unit. All lesson plans are to follow approved curriculum maps. The lesson plans must document the Essential questions, ESOL strategies, audio visuals, special guest speakers, special programs, and all other resources used in the lesson. Plans are to show evidence of direct instruction, hands on, guided practice, and assessments.

Lesson Plans must be electronically sent to the Google shared file at least one day prior to starting a new unit of study.

Lesson Plan Checklist:

Teacher Name

Course

Periods/Schedule Listed

Kagan Cooperative Learning Structures

ESOL Strategies

Materials

Next Generation Sunshine State Standards

Reading Strategies

Bellwork, Classwork, Homework, Test, Quizzes

Substitute folders must be completed by September 1<sup>st</sup> of each year and must include:.

1. Current class lists
2. Current seating chart
3. Master schedule highlighting your teaching schedule
4. List of ESE students and their schedule
5. List of students with medical needs and time sent to the office
6. School Discipline Plan
7. Classroom discipline procedures such as parent phone calls, time out, etc.
8. Student referral forms
9. Student clinic passes
10. Map of school highlighting your classroom
11. Emergency route out of class in red ink on the map
12. Emergency procedures
13. Any other information about assemblies, after school activities, field trips, regular and activity bell schedule, etc.

**Classroom Monies Collected:** A “MONIES COLLECTED” form must be used for all money collected. Money collected must be turned in to the Principal’s Secretary within 48 hours of collection. No money is to be kept in a classroom for more than 48 hours. A new monies collected form must be filled out for EACH collection.

**Work Orders:** Work orders are to be emailed to the Principal. Work orders are filled out whenever there is something that needs to be fixed, made, etc., that you cannot handle

yourself and that a custodian or an outside contractor must take care of. When submitting a work order by email, you must include:

1. Teacher's name
2. Date
3. Room Location
4. Project/Need (in Detail)

### **Computer/Technology Work Orders and Inventory:**

Please note that any computer/technology problems are to be directed to Brian Sawyer. He is the ONLY one who is to work on computer/technology problems. NO ONE, including Mr. Sawyer, is to remove any piece of technology from your classroom without signing out the piece of technology. Each individual teacher is responsible for the technology in their classroom. If an item is missing that has been inventoried to their classroom, it is the teachers responsibility to show written proof (with signatures) of who they allowed to take the inventoried item and where that item is.

### **Computer/Technology Storage:**

All technology must be stored NEATLY in appropriate black bags with all cords and accessories in an orderly fashion.

### **Grade Reporting:**

It is extremely important that teachers keep grades up-to-date and relevant. Grades are to be entered within a maximum of one week from the date the assignment was collected.

### **Substitutes:**

In the event of an unplanned absence staff members must call or text the Principal and secure a substitute from the approved substitute list.

All advance leave must be approved by the Principal at least 48 hours in advance. A written notification must be sent to the Principal and a written approval must be received from the Principal for the leave to be approved.

### **Leaving Campus During Working Hours:**

All instructional staff must sign out in the main office for any time they are off campus. All appointments must be scheduled during non working hours. Leaving early and/or coming in late because of appointments must be charged to personal leave and have prior advanced leave approval. Remember that there is travel time to appointments and travel time must be taken into consideration when making appointments after hours. Planning periods are considered part of the regular scheduled working hours and are not to be used to leave early or come to school late.