



BELMONT ACADEMY

TEACHER HANDBOOK

2018-2019 SCHOOL YEAR

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ABSENCES

In the event of an unexpected absence, teachers should notify the office or authorized designee between 5:45 and 6:15 AM. Do not call any substitutes on your own. Lesson plans are to be available for the substitute. Upon return to school, absence forms are to be filled out and turned in to the office **on the day that you return**. Please see the secretary as soon as possible so that you can sign your absentee slip. If it is necessary for you to leave school at any time during the school day, please inform the office. Arriving late or leaving early will be logged. When time reaches ½ day, absentee forms will be filled out accordingly.

If you know in advance that you are going to be absent, make arrangements as soon as possible. If you need to take extended leave, discuss your preferences for substitutes with the administration. If you need to leave early or come in late, notify the administration as soon as possible. Arrangements will be made based upon individual circumstances. Remember, when you are not in the classroom, your students may not learn as much with a substitute. You are the key ingredient to a productive instructional day.

ACCIDENT REPORT

When an accident occurs, teachers are to aid the victim and notify the office. Accident reports must be filed with the office. If a staff member is injured while at school or at a school-sanctioned function which they are supervising, the office must be notified immediately and all required paperwork completed in a timely manner.

ASSEMBLIES

Teachers should be available to escort their classes to all assemblies and stay to help supervise. If you have ideas for specific assemblies, please notify the office.

ATTENDANCE

Schools receive their funding based on their average daily attendance. It is imperative that we report attendance in an accurate manner. Please make sure to take attendance at the beginning of every class period.

BUILDING AND ROOM REGULATIONS

Teachers should see that their room is organized, papers picked up, lights out, and windows locked before leaving school. Be sure any electrical appliances are on a surge protector. This is especially important for your computers! Also remember that microwaves are not to be used by students, nor are teachers to cook or warm up any food for any student. Remind students they are to take care of classroom furniture and equipment. Anyone defacing school property should be reported to the office and will be responsible for financial restitution.

Teachers should not leave their rooms unattended whenever students are present. You are liable if there are accidents or injuries to students left unattended while you are responsible for their supervision. If there is an emergency, call the office or notify a teacher next to you to watch your class.

BUILDING MAINTENANCE REQUEST

If there is a repair or maintenance need in your room, please notify the front desk manager via email as soon as possible so that the problem is not allowed to get worse. Provide a reasonable amount of details to help identify the problem. Heating and air conditioning issues are examples of problems that should be reported urgently.

CALENDAR

Teachers should clear all classroom visitors including speakers, trips, and meetings with the administration before scheduling. This is to keep everyone informed and help avoid scheduling conflicts

CLASSROOM VISITATION AND SUPERVISION

Principals and Assistant Principals visit each classroom formally and informally as part of the Performance-Based Teacher Evaluation (Professional Development) process. The purpose of this is to improve instruction and student learning. There will be both announced and unannounced visits. The administration would like to be notified of special projects or performances so that we could attend/observe.

COMPUTER USE

All Belmont teachers are to carefully read the Belmont Technology Policy found at the back of this Teacher's Handbook. All teachers will acknowledge receipt of these guidelines by using the signature sheet that indicates that you have read the entire policy and agree to follow all its guidelines (with special attention paid to the references to accessing personal media sites during school hours).

Teachers are to avoid inappropriate websites, or websites that have no educational relevance or value. Only under limited, (and teacher supervised) circumstances are students permitted to have restricted access to a teacher's computer for accommodating academic activities. Disciplinary action may be taken against the **person who is logged** into the offending computer, not necessarily only the person who is misusing the computer. It is important to log out of your computer if it is unattended.

If a teacher owned personal media site references your Belmont Academy position, great care should be taken not to post any material that could be construed to represent oneself as an inappropriate role model for young children, as it may be cause for termination.

CONFERENCES (PARENTS)

Teachers should contact parents any time there is a serious problem with a student, whether it is academic, social, or behavioral. (Please copy the administration also.) Parents want to know how their child is doing at school. Frequent parent contacts strengthen the relationship between the school and home. Positive calls often make a situation much smoother if a problem arises in the future. Parents do not like surprises. Contact them before grade reports come out if there is a problem. Written comments on report cards are a great way to communicate. Make it your goal to contact 100% of the parents at least twice during the year. **Reminder: Document all communication with parents!** Please make use of appropriate parent-teacher conference forms, as applicable.

COPIER MACHINES

Because paper and toner are expensive, please consider all copying needs carefully. It is the responsibility of the teacher to train their assistants to make copies properly.

DISCIPLINE

Teachers should handle the minor discipline problems in their classroom. If a problem persists (or is severe), don't hesitate to involve the principal, or one of our administrators. Before problems become serious, talk to the student and the parent about the situation. Frequent contact with parents is important in maintaining good discipline. Document student discipline matters. Consistently include the parent(s)/guardian(s) in communication regarding student behavioral or academic concerns. Document key points regarding phone calls home. Belmont Academy emails are documented and a matter of public record.

DRESS

Teachers should dress in a manner that represents our profession, and will serve as an appropriate role model for our students. If you have questions about what is appropriate, don't hesitate to ask. Additionally, teacher attire should **not** contradict anything that is prohibited for student attire. The student dress code is published in the Student Code of Conduct manual.

FILMS/MOVIES

All films, videos or movies are to be previewed by the teacher. Movies, videos or films should reflect the curriculum of the district, and must be approved by the administration. Teachers should consider using brief clips as an instructional method, rather than showing an entire movie. Only movies with "G" or "PG" ratings should be shown based on age appropriate grade level. Parents should be notified that you will be showing the movie and the movie title. This notification should be done at least a week in advance so that parents have sufficient time to opt out of letting their child view the film. We are dealing with students from a wide variety of backgrounds. What you may not find objectionable, a parent might (based on the content of the film and their knowledge of their child). The administration should be notified whenever you are showing a film.

FIRE, TORNADO, AND EMERGENCY PROCEDURES

Teachers are responsible for making sure that students know what to do during emergency situations. Instructions should be posted in each room. Teachers should practice with students during the first week of school.

Lockdown: The phrase for a lockdown will contain the words "**green card** or **red card**".

When notified to lock down, all teachers should take the following steps:

1. Go immediately to the door of the classroom
2. Look up and down the hallway for students, making sure to pull any/all non-threatening students you see into your room
3. Lock your door(s)
4. Check to make sure it's locked
5. Place the students in an area of the room that cannot be seen from the doorway
6. Once you have determined that all the students in your room (in your care) are in no way harmed (broken limbs, gunshot wounds, etc.) you may place the green card under the door
7. Make sure there is NO talking or noises in your room (TV's and radios off)
8. Do not open your door for any reason

Tornado: When tornado bell rings, if your class is in the main building, take your students into the hallway. If your class is in a portable, remain in the portable. Direct them to line up in the sitting position with their backs against the wall, head ducked between knees and covered with hands or a textbook. Keep students as far away from windows as possible.

Fire: Fire drills will be conducted once monthly on average. Bring grade book and red/green card with you as you direct students to the nearest fire exit. Have your class line up outside, a safe distance away from the building, and take roll. If you know the whereabouts of all of your students, hold up a green card. If you are missing students, hold up a red card. Students may return to class only after signal from administration.

FUNDRAISING

Any fundraising project must be approved by the administration. Funds provided from any source directly to a teacher for Belmont Academy should be turned in at the front office.

CLASS SYLLABUS AND GRADE BOOK

All secondary teachers are required to provide and post online a class syllabus consistent with the example provided. Your grading system is required to be consistent with school policy and should be explained to students and justified when necessary to students and parents. **Please make sure that your class grades are updated consistently and as soon as possible** (typically within 48 hours but longer is acceptable depending upon the nature of the assignment). Most parents will have viewing access to the Belmont scoring

system through an online portal and will be aware if assignments or test scores are not entered in a timely manner.

HALL PASSES

The teacher is responsible to see that students do ***not*** leave class without a pass specifically stating the destination, time, date, and name of the person issuing the pass. It will be assumed students without a hall pass or without complete information have left your supervision without your knowledge and they will be sent to you for a written explanation. Limit and control the number of students allowed to leave your class (typically no more than 2).

HOMEWORK

Teachers should decide on a reasonable amount of homework to assign pupils. Guidelines are listed in the Student Handbook. Avoid assigning “busy work”. Homework should enhance the lessons in the classroom, and be given for a specific reason. Make-up work is required when school is missed. When a homework sheet is being generated for a student, please be sure to bring assignments for the student before 2:30. It is embarrassing for the office staff when a parent requests homework, drives to school, and finds their student’s teachers didn’t take the time to drop off homework. It is the administration’s belief that homework not be assigned for completion during school holidays and/or long weekends, as this is family time.

HOURS AND TIMES

Teachers are to arrive at 7:15 AM and may leave at 3:15 PM (aligns with teacher contract). If you arrive late or need to leave early, notify the office. Extra effort should be made to ensure you arrive on time each day.

IDENTIFICATION BADGES

Students and staff are required to wear I.D. badges from the very beginning of the year. The effectiveness of this safety measure will be compromised if adults in the building do not wear their badges on a daily basis. If you forget your badge at home, stop by the office for a “temporary” badge. Please encourage your students to wear their I.D.’s every day, and send any and all students without badges to the office to obtain a temporary badge.

INVENTORY

Teachers should maintain an up-to-date and accurate inventory of materials and equipment. Texts should be marked with the school name and date of purchase/adoption. Please check to see that all equipment and materials are permanently marked with the school name.

BUILDING ACCESS

If you have reason to be in the building before or after regular hours, please contact the principal.

LESSON PLANS

Lesson plans for the week are due Monday of the current week. Plans may be written on the computer, but have a copy printed out as a backup. Unit plans should include objectives that describe expected student behavior, procedures for the lesson, resources, assessment information, etc. Daily plans should include main ideas/activities for the lesson, books/page numbers, etc. It is important that lesson plans are written to Florida Standards.

LOST AND FOUND

Coats, jackets, other clothing, and lunch boxes misplaced will be put in Lost and Found. Cell phones, other electronic equipment, purses, and jewelry will be kept in the front office. Encourage students to **write their names on all possessions**, and to keep a close eye on them.

MONEY

All money received by clubs, classes, or any organization under the direction of the school is classified as school money according to law and must be accounted for within the school bookkeeping system. Money is not to be left in your room during the day or night, but instead turned in to the office as soon as possible. Teachers are not to solicit and/or receive monies from parents for any reason whatsoever. If unsolicited monies end up in your hands, it should be turned into the bookkeeper immediately.

STUDENT PROGRESS REPORTS

Teachers are to make scheduled contact with parents every 4.5 weeks, the method of contact being a mid-quarterly progress report. This documentation is

needed to avoid dealing with a parent who tells us in April that they did not know their student was failing, and that no one from the school had contacted them about their student's failing grade(s).

PAYROLL

Teacher under contract should receive 2 checks per month beginning in August. The following information must be on file in the Principal's office before school starts:

- a. Transcripts from colleges you attended (both undergraduate and graduate**)
- b. Florida teacher certificate
- c. Additional summer college hours
- d. Verification from other schools as to full years taught

Hourly staff will be paid commencing with the Friday following the completion of the current bi-weekly payroll cycle. Hours should be recorded and submitted to bookkeeping consistent with the reporting system setup by the records office.

RECORDS

We are constantly being asked to be accountable for grades and performance by students in the classroom. You must be able to justify your record-keeping and grading procedures. Additionally, student records are confidential information and should not be shared indiscriminately. For further information on who shall have access to student records and what is considered directory information, see the Family Education Rights and Privacy Act (FERPA) at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

RESPECT

Do not allow students to belittle, make fun of, or make sarcastic remarks about each other, staff, teachers, or other people. All adults in the building should be addressed as Miss, Mrs., Ms., or Mr. by students or in the presence of students. Belmont Academy policy prohibits bullying of any type, including physical, verbal or cyber-bullying.

RULES, REGULATIONS, & POLICY COMPLIANCE

Teachers are expected to do their best work possible, and to comply with all policies. Teachers who are out of compliance will be notified in writing (as

evidenced by reports from classroom observations), as to the improvements necessary to be in compliance.

RESPONSIBILITIES AND DUTIES

Employee Conduct

All persons employed by Belmont Academy are representatives of Belmont Academy. As such, they are expected to conduct themselves, both in their employment and in the community, in a manner that will reflect credit upon themselves and the school.

Unseemly conduct or the use of abusive and/or profane language in the workplace is expressly prohibited.

Records and Reports

All personnel shall maintain, prepare, and submit promptly all reports that may be required by State Law, State Department of Education Rules, School Board Rules, and administrative directives.

Reporting Crime, Disruptive and Inappropriate Behavior, and Self -Reporting of Arrest and Convictions/Dispositions.

All employees are under an affirmative duty to report any criminal act, and/or disruptive, and/or inappropriate behavior, Employee-Student Relationships, to the principal or designee to whom the employee is responsible. The principal has the obligation to conduct an immediate investigation of the allegation.

Instructional employees who hold Department of Education teacher certificates are **required** to self-report within 48 hours to appropriate authorities any arrest and final dispositions of such arrest other than minor traffic violations. (DUI is not considered a minor traffic violation.)

Failure to Report

Personnel willfully failing to report such occurrences to the responsible administrator and/or appropriate police agency will be subject to disciplinary action.

SEXUAL HARASSMENT

Purpose

The purpose of this Sexual Harassment Policy is to establish Belmont Academy's policy on sexual harassment and to provide guidance for employees, applicants, or students that have been the victim of sexual harassment.

Policy Statement

Sexual harassment by any Belmont Academy employees is strictly prohibited and will be viewed as a violation of the Governing Board's policies. For the purposes of this Policy "sexual harassment" shall mean any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when (a) submission to the conduct is made either an explicit or implicit condition of employment, (b) submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee, or (c) the conduct substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. It is the policy of the Board that there shall be no sexual harassment of any employee, applicant for employment, or student.

Any employee, applicant for employment, or student who believes he or she has been the victim of sexual harassment should report such incident or incidents to their teacher or the Principal, as appropriate. If the report is made to a teacher or other staff member it should be immediately forwarded to the Principal. The Principal shall engage in a swift and thorough investigation of the matter. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the alleged harassment, and the context in which the alleged incidents occurred should be considered. If the Principal is the perpetrator of the incident or incidents, then the report should be made to the Board and the Board will be responsible for conducting the investigation.

Belmont Academy is committed to investigating thoroughly any complaint made and taking immediate and appropriate corrective action on all confirmed violations of this policy. The Board considers sexual harassment to be a major offense, which can result in any disciplinary action deemed appropriate, including dismissal. The Board will neither allow, nor tolerate any reprisal in any form by any employee or supervisor against any complaining student, employee, applicant or corroborating witness.

COMPENSATORY TIME

Comp time may be used during the school day when agreed upon by both parties and the overall operation of the school is not adversely affected. Also, comp time may be used in an emergency situation, at the principal's discretion. Teachers have the option of using comp time in lieu of sick leave. Every effort will be made to approve such time as requested by the teacher. However, comp time is not able to be used immediately before or after a holiday, nor during first or last week of school.

Comp Time Procedures

1. Complete and submit a yellow "Comp Time Leave Form" to the principal.
2. If not approved to use comp time, the Principal will provide you a Leave Form to complete.
3. Comp time is used in 30 minute increments.
4. Comp time may only be used when all three of the following conditions are true:
 - a. The leave is less than 50% of the instructional day.
 - b. The leave has been pre-approved
 - c. A school employee is available to "cover" the classroom.

SICK LEAVE AND PERSONAL DAYS

Nine sick days and one personal day will be granted each year. Four sick days will be allocated at the beginning of the first month of employment of each school year, and the remaining days will be allocated one day per month until all 9 sick days have been allocated. When exceeding days for sick leave, you will be docked 1/190th of your yearly pay. Inform the office as far ahead as possible for a personal day. Avoid requests for personal days before or after a holiday, or during the first or last week of school.

Extended or decreased time for leave may be allowed with written doctor's recommendation. The options available for health insurance and/or individual IRA accounts will be presented at the beginning of each school year and additionally on an as needed basis.

SICK LEAVE, PERSONAL DAYS AND COMP TIME ROLLOVER

Accrued sick days, personal day and comp time as of June 30 of the current fiscal year will rollover into the next fiscal year. If not used by June 30 of the following year these days will expire.

If a teacher or administrator has separation from employment for any reason whatsoever (Belmont Academy is an 'at-will' employer), there will be no payment for accrued sick leave, personal days, or comp time.

SOCIAL NETWORKING GUIDELINES

Currently Belmont Academy has authorized only one form of Professional Social Media use. This is the individual teacher web site page that is part of the official Belmont Academy web site. Your web page may include a blog. All content is subject to the following definitions and guidelines.

Definitions:

Social Media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Instagram, Twitter, YouTube, Google+, and Flickr.

Professional Social Media is a work-related social media activity that is school-based.

Personal Social Media is a non work-related social media activity strictly for personal use.

Professional Social Media Use

Belmont employees who engage in professional social media activities are required to use their Belmont email address exclusively. As such, Belmont employees should not use their personal email address for professional social media activities. The professional social media presence should utilize a professional email address and should be completely separate from any personal social media presence maintained by the Belmont employee. **Regular and continuous use of a personal email** address for professional purposes, including social media use, will result in Belmont considering the email address, and the corresponding use of that address, as a professional account.

Belmont employees who communicate with students through professional social media sites should follow these guidelines:

- a. Professional social media sites that are school-based should be designed to address reasonable instructional, educational or approved extra-curricular program matters;
- b. Each school year, Belmont parents will be notified of any professional social media activities in which their children will be invited to participate. We will inform parents of the purpose and nature of each professional social media account their children will access and will instruct parents to contact the school with any questions or concerns;
- c. To the extent possible, based on the social media site being used, Belmont supervisors or their designees should be given administrator rights or access to the professional social media accounts established by Belmont employees;
- d.** Belmont employees will be required to obtain their **supervisor's approval** before setting up a professional social media presence;
- e. Supervisors and their designees are responsible for maintaining a list of all professional social media accounts within their particular school or office;
- f. Professional Belmont social media sites **should include language** identifying the sites as professional social media Belmont sites. For example, the professional sites can identify Belmont and a department or particular grade that is utilizing the site.

Guidance Regarding Professional Social Media Sites

- a. Belmont employees should treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in Belmont professional settings are expected on professional social media sites. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site;
- b. Belmont employees should exercise caution, sound judgment, and common sense when using professional social media sites;
- c. Belmont employees should use privacy settings to control access to their professional social media sites to ensure that professional social media communications only reach the employees' intended audience. However, Belmont employees should be aware that there are limitations to privacy settings. Private communication published on the internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees have an individualized responsibility to understand the rules of the social media site being utilized;
- d. Professional social media communication should be in compliance with Belmont policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language;
- e. No personally-identifiable student information may be posted by Belmont employees on professional social media sites, including student photographs, without the consent of the student's parents;
- f. Belmont students who participate in professional social media sites **are not** permitted to post photographs featuring other students.

Monitoring of Professional Social Media Sites

- a. Employees using professional social media have no expectation of privacy with regard to their use of such media. The Belmont will regularly monitor professional social media sites to protect the school community;
- b. Belmont supervisors, or their designees, such as webmasters, are responsible for monitoring their employees' professional social media sites. The monitoring responsibilities include reviewing the professional social media sites on a regular basis. If supervisors discover questionable communications or behavior on professional social media sites, the supervisors are required to contact

the appropriate authorities for assistance. If Belmont employees decide to create a professional social media site and they are notified of questionable communications or behavior on their site, they are required to contact the appropriate authorities as well as their supervisor for assistance.

c. Belmont supervisors reserve the right to remove, disable, and provide feedback regarding professional social media sites that do not adhere to the law or Belmont regulations or do not reasonably align with these guidelines;

d. To assist in monitoring, as a recommended practice to the extent possible, the default setting for comments on professional social media sites should be turned off. If the default setting for comments is turned on, the comments on the site must be monitored on a daily basis;

e. When establishing professional social media sites, supervisors and employees should consider the intended audience for the site and consider the level of privacy assigned to the site, specifically, whether the site should be a private network (for example, it is limited to a particular class or particular grade within a school) or a public network (for example, anyone within the Belmont community can participate). It is a recommended practice for professional social media sites to be private networks, unless there is a specific educational need for the site to be a public network;

f. Belmont supervisors should maintain a detailed log of all reported non-compliant communications as well as any violations that are otherwise brought to the supervisor's attention.

Personal Social Media Use

Communication with Belmont Students:

In order to maintain a professional and appropriate relationship with students, employees should **not** communicate with students who are currently enrolled at Belmont on personal social media sites. This limitation applies to all social media including texting, gaming or any other social media activity at any time. If you receive a text from a student, a suggested response could be "please email me" as this is an approved form of teacher-student communication. You may not post pictures of Belmont students on any personal social media sites. This provision is subject to the following exceptions: (a) communication with relatives and (b) if an emergency situation requires such communication, in which case the Belmont employee should notify his/her supervisor of the contact as soon as possible.

Guidance Regarding Personal Social Media Sites:

Belmont employees should exercise caution and common sense when using personal social media sites.

As a recommended practice, Belmont employees are encouraged to use appropriate privacy settings to control access to their personal social media sites. However, be aware that there are limitations to privacy settings. Private communication published on the internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees have an individualized responsibility to understand the rules of the social media site being utilized.

Belmont employees should not “tag” photos of other Belmont employees, Belmont volunteers, Belmont contractors or Belmont vendors without prior permission of the individuals being tagged. If a Belmont employee chooses to list ‘Belmont Academy’ as place of employment on any personal social media site, please be advised that such employee is then obligated in all posts, to uphold all standards of behavior and language that would be used in the classroom.

Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, and can be in violation of Belmont policies.

The posting or disclosure of personally identifiable student information or confidential information via personal social media sites, in violation of Belmont regulations, is prohibited.

Belmont employees should not use the Belmont’s logo in any postings and should not link to the Belmont’s website or post Belmont material on any personal social media sites without the permission of the Belmont office.

SUPERVISION

Supervision of students is your job any time you are on the premises. When correction is needed, do not hesitate. Be polite and treat the student as you wish to be treated. If they fail to respond, act with authority and firmness. Teachers should be aware of the volume, tone, and attitude of their voice.

Teachers and students are not equal. You command respect of students by being a competent, friendly, fair, consistent, and firm professional. Enjoy your students, but keep it on a professional basis. Teachers are to maintain control both in and out of the classroom. This includes the halls, cafeteria, other classrooms, and grounds. Always remember that you are liable for the students, whether they be in the classrooms, the halls, or in the restrooms.

Visibility is the key to supervision. Teachers, or a designated assistant, should be at their door, in a position to monitor students both in the classroom and in the hall during transition times.

SUPPLIES AND PURCHASE ORDERS

A supplies request form must be filled out for all supply needs. The Belmont office will make all school purchases. Any and all purchases made by unauthorized staff will **not** be reimbursed.

TARDIES

The procedure for counting tardies is as follows:

1. When the tardy bell rings, teachers are to close their doors.
2. Administrators, counselors and other volunteers direct all students in the hallway to the office, where they are written a “tardy slip”.
3. Teachers are asked not to accept any student into their classroom without a tardy slip.
4. Teachers are no longer responsible for keeping track of tardies.
5. Tardies for all classes are combined together to determine consequences.

TEACHERS’ PROFESSIONAL MEETINGS

Requests to attend professional meetings off campus are to be discussed with the principal well in advance. All professional development (PD) activities must complement the School Improvement Plan and relate directly to the school’s targeted areas of focus.

Professional development activities include school and district trainings, professional learning communities, and Edviation participation, as prescribed by an administrator and/or instructional coach.

TELEPHONES, CELL PHONES, IPODS, MP3 PLAYERS, & VIDEO GAMES

Remember not to make long distance calls at the school’s expense unless it is school-related. Teachers should also keep their cell phones off (or on “vibrate”) during instructional time. If students have cell phones, iPods, MP3 players, and

video games, they should be in their lockers, or as permitted by the principal's policy, and kept turned off until leaving campus unless required for an emergency. These are disruptive to the instructional climate. Teachers who confiscate iPods, MP3 players, video games, or cell phones need to label them with the student's name, teacher name, and date, and then turn the device in to the principal. Parents will be required to come to school to retrieve their student's device.

USE OF THE FACILITIES

No one is to use the building/equipment after regular hours without prior approval from the principal. People wishing to use the facilities must submit a written request to the principal. School Board approval may be required. Employees are not to remove property from the premises without authorization.

VISITORS

All visitors must come through the front doors before being permitted in the school or on campus. All approved visitors will be provided a visitor's pass. If you see someone on campus that does not have a student, employee or visitor badge they must be sent immediately to the front desk. This includes non-Belmont students, parents, sales representatives, friends, guest speakers, etc. No one is allowed on the Belmont campus without a visitor's pass. Furthermore, even if a person **with** a visitor's pass comes into your room unannounced, please send that person to the front office.

VOLUNTEERS

Volunteers are a wonderful resource for our school. All volunteers are approved through the rigorous screening process set in place.

TECHNOLOGY POLICY

1. General Policy and Guidelines

a. Inappropriate use of the Internet by students may result in school disciplinary action and/or cancellation of user privileges. Web site access by students is limited to only those sites approved by the administration and must serve an academic or instructional purpose. Students are permitted to email other students in connection with and to facilitate collaboration of teacher assigned projects only. There is no expectation of privacy for such communication. Teacher supervision is essential.

b. Inappropriate use of the Internet by school district employee may result in disciplinary action, including termination, and/or cancellation of user privileges.

2. Use of Internet, Wide Area Network, Local Area Networks, Computers and Related Technology

a. All use of a network must be in connection with education and research and be consistent with the educational purposes of Belmont and the Columbia County School District.

b. Students and staff shall not use the school district's computer network to solicit sales or conduct business (e.g., by posting an advertisement to a news group). Students shall not set up web pages for any reason without prior approval by a school administrator.

c. Any use of a network for private or personal gain is prohibited.

d. Any use of a network for product advertisement or political lobbying is prohibited.

e. Users shall not intentionally seek information or obtain copies of data or passwords or modify files belonging to other users or misrepresent other users on a network. Identifications and passwords are confidential. If users give their identification or password to others, they may lose their right to use the system. Examples of identifying information include student's last name, home address and phone number. Students may be identified by their first names.

f. Students and staff should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on any school computer. Network's system operator, or other designated Belmont employee, may, at any time, review the subject, content and appropriateness of electronic communications or other computer files, and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials.

g. Use of a network shall not disrupt other users on the network.

h. Neither hardware nor software shall be destroyed, modified or abused in any way. Browser history or use activity shall not be modified or erased by any student. Private browser modes such as "incognito" within Chrome are not permitted.

i. Malicious use of a network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

j. Hate mail, harassment, discriminatory remarks, profanity, obscenity or language which is offensive to another user or other anti-social behaviors are prohibited on the network.

k. Use of a network to access or process pornographic materials, inappropriate text files or files dangerous to the integrity of the local area network and/or the wide area network is prohibited.

l. The illegal installation of copyrighted software for use on any district computer is prohibited. Copyrighted material is anything written by someone else. It could be an e-mail message, a game, a story, an encyclopedic entry or software.

m. Students and staff shall not copy and forward, copy and download, or copy and upload to the network or Internet server any copyrighted material, without approval by a school or district administrator.

n. The user shall maintain the integrity of the school's/district's electronic mail system. Each teacher should include an appropriate public records disclaimer as part of their email signature (samples available). Any abuses or violations of the email system should be reported to administration. The user is also responsible for making sure all e-mail sent by him or her does not contain pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the local area network or the Internet. Materials received which contains pornographic material, inappropriate information or text-encoded files that are dangerous to the integrity of the local area network or the Internet should be reported to a teacher or an administrator immediately.

o. Students and staff shall not infiltrate, or "hack," outside computing systems or networks. Examples: the release of viruses, worms or other programs that damage or otherwise harm an outside computing system or network. Students and staff shall not disrupt a system or interfere with another's ability to use that system (e.g., by sending "e-mail bombs" that cause a disk to fill up, a network to bog down or a software application to crash) nor shall students or staff do any of these things to the Belmont or Columbia County School District computer system.

p. Student access to the network or the Internet will be monitored by a staff member.

q. Students and staff shall not access any type of instant messaging system via the district's equipment or network including various social media sites including but not limited to Facebook, Instagram, LinkedIn, Myspace, Twitter, and more.

r. Students shall not access the network or Internet for e-mail or chat rooms except while closely supervised by a staff member as part of an educational activity.

s. Any violation of the use of the Internet shall be reported to the assigned teacher or the assigned principal or administrator.

3. User Responsibility and Security

Other forms of misconduct arising from, or connected with, the use of the Internet, local area or wide area networks may result in suspension and/or revocation of the offender's privilege of network access.

4. Disciplinary Action for Violation of Policy

Failure to adhere to these guidelines will result in disciplinary action. Disciplinary action for students will be Class I, II or III offenses. The severity of the violation will dictate the action of the principal.

TEACHERS CLASSROOM SUPPLY ASSISTANCE PROGRAM

Funds appropriated by The Legislature are for classroom teachers to purchase, on behalf of the charter school, classroom materials and supplies for the students assigned to them and may not be used to purchase equipment. The funds appropriated shall be used to supplement the materials and supplies otherwise available to classroom teachers.

Each classroom teacher must sign a statement acknowledging receipt of the funds, keep receipts for no less than 4 years to show that funds expended meet the requirements and return any unused funds.

UPDATES TO THE TEACHER HANDBOOK OR POLICIES

Periodically the Belmont Academy School Board may approve changes to the Teacher Handbook or its various policies. The latest revision will be available for download at the Belmont Academy web site. Belmont Academy has additional policies that are represented within the Code of Student Conduct as well as the Parent and Student Handbook. Please make yourself aware of these policies and realize that the latest versions are posted online as approved by the Belmont Academy School Board. Teacher conduct should be guided by all of Belmont's handbooks and policies.



BELMONT ACADEMY

Teacher Handbook Signature Page

The Teacher Handbook describes important information about Belmont Academy and I understand that I should consult the Principal or my supervising administrator regarding any questions I have that may not be answered in the handbook.

I acknowledge that I have received the handbook, and that I have read, understood and agree to abide by the terms of the Teacher Handbook and all of the applicable Belmont Academy Charter School policies including the Injury Illness Prevention Plan, the Drug Free Work Place Policy, the Student and Parent Handbook and the Code of Student Conduct, copies of which I also acknowledge receiving.

Print Name

Signature

Date

Retain this signed copy in your handbook.



Teacher Handbook Signature Page

The Teacher Handbook describes important information about Belmont Academy and I understand that I should consult the Principal or my supervising administrator regarding any questions I have that may not be answered in the handbook.

I acknowledge that I have received the handbook, and that I have read, understood and agree to abide by the terms of the Teacher Handbook and all of the applicable Belmont Academy Charter School policies including the Injury Illness Prevention Plan, the Drug Free Work Place Policy, the Student and Parent Handbook and the Code of Student Conduct, copies of which I also acknowledge receiving.

Print Name

Signature

Date

Please turn this signed page in to the principal.



BELMONT ACADEMY

Injury Illness Prevention Plan (IIPP) Safety Plan

Primary SIC: 8211 Primary NAICS: 61110

Reviewed and/or Revised

Board Approval Signature:	Date:

Belmont Academy Safety Policy

The management of Belmont Academy is committed to providing employees with a safe and healthful workplace. It is the policy of Belmont Academy that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions or activities to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration. Belmont Academy will give true attention to and provide the financial resources for the correction of unsafe conditions.

The administration will promote and influence safe work behavior. This will be accomplished by both positive reinforcement of the correct and safe activity, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

Disciplinary action will take the form of:

1. Written warning or,
2. Written warning and suspension without pay or,
3. Termination of employment.

Management reserves the right to terminate the employment of any employee (including managers, supervisory personnel, etc.) at any time for non-conformance of company policies.

Management will participate in establishing and maintaining an effective injury illness prevention plan (IIPP). This will include the following:

- Holding all management and supervisory staff accountable for their safety responsibilities in their respective departments, jobs, crews or workplaces;
- Providing safety and health education and training as needed;
- Establishing a safety and health goal(s) that is specific for this company/establishment and objectives to meet that goal(s).
- Periodically (at least annually) review and update workplace safety policies, practices, performances, injury/illness trends, and the accomplishment of the established goal(s) and objectives.

This policy statement serves to express this company's commitment to and involvement in providing our employees a safe and healthy workplace. This workplace safety and health program will be incorporated as the standard of practice for this organization. Compliance with these safe practices and those of any regulatory agency will be required of all employees as a condition of continued employment.

Responsibilities of Administration

- Ensure that safety is adequately budgeted for the department, job, etc.
- Communicate safe work practices regularly throughout the school.
- Attend school-wide safety meetings.
- Formally recognize outstanding safety performance by any/all personnel.
- Assist any personnel with the safety process as needed or as requested. This can include formal worksite periodic inspections.
- Review on a regular or periodic basis incident reports, inspection report data, etc. so that these indicators of potential system deficiencies can be, reviewed or further assessed the root causes and considerations for improvement can be assessed.
- Uphold and enforce all known safe work practices.
- Be represented in the periodic (at least annual) audit of this IIPP

Teachers

- Ensure new-hire orientation is given to new employees, or is followed up at the work level
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personally conduct--or designate a qualified personnel to conduct-- regular inspections of the workplace
- Conduct periodic work discussions prior to the start of work that include safe work practices
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance, and/or monetary or gift awards for safe behavior. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner
- Investigate all incidents and take immediate corrective action to prevent re-occurrence
- Provide safety meetings on a regular basis and require attendance of all workers
- Be represented in the periodic (at least annual) audit of this IIPP

All Employees

- Are to follow safe work practices, and if they are unsure of what is the correct/safe way to perform a task or a job, they are to ask their foreman, supervisor or manager
- Must immediately report all unsafe equipment or tools to their foreman, supervisor or manager. This includes reporting unsafe behavior of other workers, if these workers are approached and remain unwilling to correct their unsafe actions or conditions.
- Are to uphold the safe work practices this company has established
- If injured on the job, or become ill, immediately inform their supervisor, foreman or manager
- Be represented in the periodic (at least annual) audit of this IIPP

Worksite Analysis

- All work areas, departments, and jobs need to be inspected on a regular basis to ensure safe work practices and safe and healthy conditions. For the most part, these inspections are to be conducted by the Supervisor/Superintendent or his/her qualified and designated

worker. Each inspection may not be required to be formal (written) although regular written completed inspections will be expected. All inspection data needs to be compiled and reviewed on a periodic or regular basis

- This includes the purchase of new equipment or tools, or the re-working or retrofitting of workstations or equipment so as to ensure that safety and health is considered.
- This can include the assessment of a workstation or process that may need to be fitted to the worker (ergonomics) so as to avoid injury or illness.
- If approached by workers who appear to have a true concern regarding a safety or health issue, supervisors or managers need to act accordingly and give attention to the matter.
- All incidents (this includes property damage, equipment damage, incidents involving injury or illnesses, and near-miss type incidents) need to be investigated. In most cases, the department, job foreman or supervisor will complete this investigation. Managers will be involved as necessary or when requested.
- Incidents that involve injury and illnesses will be evaluated and analyzed for trends, common causes, and patterns, and for considerations that may need to occur in the system so as to prevent recurrence.

Hazard Prevention and Control

- If feasible, engineering controls will be used first, rather than immediately providing personal protection equipment (PPE).
- Safe work practices will be developed and employees will be trained on using these safe work practices to avoid injury and illnesses. This may include the implementation of task or job hazard analyses (JHA). Any established JHAs need to be included in at least annual review for accuracy, and need to be included as part of any incident investigation.
- PPE will be provided as necessary, and its use enforced by Supervisory and Management staff.
- If feasible, administrative controls, such as reducing the duration of exposure can be implemented.
- Equipment, tools, machines, trucks, vehicles, and structures/facilities etc., need to be maintained in good working order by a continued preventative maintenance process.
- All workers will be made aware of workplace emergency procedures. Training on this process will begin at orientation. Drills will be conducted periodically to assist in making all workers aware of the procedures in the event of an emergency such as fire or explosion.

Safety and Health Training

Orientation Training

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee should have access to a copy of the written safety program, through his or her supervisor, for review and future reference, and will be given a personal copy of any safe work practices, policies, and procedures pertaining to his / her job. Supervisors should question employees and should answer employees' questions to ensure knowledge and understanding of safe work practices, policies, and job-specific procedures. Supervisors are responsible to inform all employees that compliance with the safe work practices is required. Any temporary labor employees will also be provided some form of orientation as appropriate so that they are aware of this company's safety policies and applicable procedures.

Job-Specific Training

- Managers, supervisors, foremen and lead workers should receive basic safety and health training as it relates to their positions
- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee any specific safe work practices, policies, and procedures that are applicable—this can include any established safety rules, safe work practices and/or JHAs.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Recurring Training

All employees will be retrained periodically on safe work practices, policies and procedures, and when changes are made to the written IIPP.

If necessary, individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, or when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

First Aid and Medical Assistance

There will be adequate first aid supplies and/or an adequate first aid kit available. Where required, or in the case of an emergency where the workplace is located in a remote location and emergency medical assistance cannot arrive within a few minutes, there will be a designated certified first aid (and possibly CPR) trained employee who can assist in first aid emergency cases. Employees who receive work related injuries or illnesses will be given immediate attention in regards to the nature of their injury or illness.

Incident Investigation

Incident Investigation Procedures

The supervisor at the location where the incident occurred will perform an incident investigation. Incidents can include property damage, near misses and workplace injuries and illnesses. These investigations are to assess the nature and the cause of the incident, not to place blame on personnel. Supervisors need to investigate incidents using procedures that include:

- Implement temporary control measures to prevent any further injuries to employees or damage to equipment or property or the public.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the causes.

- Investigate causal conditions and unsafe acts; make conclusions based on existing facts. Complete the incident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training, if needed.

Incident investigation reports must be submitted to the designated management personnel as soon as possible after the incident.

Incident Report Form

The incident report form should be a simple format for the supervisor to complete in a timely manner. This initial incident report can be similar to the OSHA 301 "Injury and Illness Incident Report" form. To correctly assess the nature and causes of the incident, the form should contain questions such as who, what, when, where and how in order to determine the root cause and prevent the incident from recurring.

Record Keeping Procedures

The company will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years following the end of the year to which they relate. The data on the Injury and Illness log and posting of the Summary of Work-related injuries and illnesses will be in accordance with government regulations. The following will be included in the record keeping process:

- Log of Work-related Injuries and Illnesses (OSHA form 300 or similar)
- Summary of Work-related Injuries and Illnesses (OSHA form 300A or similar)
- Incident investigation reports (OSHA form 301 or similar)

Workers' Compensation Notice of Injury

Belmont Academy Charter School Incident Investigation Form

Incident Information				
Date of Accident	Time	Day of Week <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	Shift <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Department

Injured Person

Name: _____ Address: _____

Age: _____ Phone: _____

Job Title: _____ Supervisor Name: _____

Length of Employment at Company: _____ Length of Employment at Job: _____

Employee Classification: Full Time Part Time Contract Temporary

Nature of Injury

<input type="checkbox"/> Strain/Sprain	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Fracture	<input type="checkbox"/> Scratch/Abrasion	<input type="checkbox"/> Internal	
<input type="checkbox"/> Laceration/Cut	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign Body	
	<input type="checkbox"/> Bum/Scald	<input type="checkbox"/> Chemical Reaction	

Injured Body Part: _____

Remarks: _____

Treatment

First Aid Name and Address of Treating Physician or Facility _____

Emergency Room

Dr.'s Office

Damaged Property	
Damaged Property, Equipment or Material	Describe Damage

Object or Substance Inflicting Damage:

Describe what happened (attach photos or diagrams as helpful)

What is the chance of the accident happening again?

Frequent Occasional Rare

Preventive Actions

Describe actions that will be taken to prevent recurrence.

Deadline

By Whom

Complete

Investigation Team

Signature

Name

Position

Belmont Academy Charter School

SUBSTANCE ABUSE PROGRAM

I. STATEMENT OF POLICY

Adopted November 7, 2016

In a commitment to safeguard the health of our employees and to provide a safe environment for everyone, Belmont Academy Charter School has established a drug-free workplace policy.

The ultimate goal of this policy is to balance our respect for 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 January 7, 2017

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 Belmont Academy Charter 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

This company 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:

- **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 employer.
- Evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on the employer's premises or while operating 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 addition/change/deletion in the company's drug testing requirements.

C. Employee Assistance Program

Belmont Academy Charter 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 Belmont Academy Charter 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 Belmont Academy Charter 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-test results, written or otherwise, received by the employer through a drug-testing program are confidential communications 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 administrative 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 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 medical review officer within 5 working days 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, it 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:

Drugs	Trade or Common Name
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

Collective Bargaining

This company 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

The company's Medical Review Officer is:
Dr. Terry Taylor
Mobile, AL
251-434-6770

DRUG-FREE WORKPLACE POLICY ACKNOWLEDGEMENT

I hereby acknowledge that I have received and read the Belmont Academy Charter School Drug-Free Workplace Policy, 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 the test results to the Company
- 4) The tests establish a violation of the Company'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 THE COMPANY AND ME.

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

SIGNATURE

DATE

WITNESS

DATE

DRUG-FREE WORKPLACE POLICY ACKNOWLEDGEMENT

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- 6) I refuse to consent to such testing
- 7) I refuse to execute all forms of consent and release of liability as are usually and reasonably attendant to such examinations
- 8) I refuse to authorize release of the test results to the Company
- 9) The tests establish a violation of the Company's Drug-Free Workplace Policy
- 10) 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 THE COMPANY AND ME.

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

SIGNATURE

DATE

WITNESS

DATE

**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)/
Amphetamines	Obetrol, Biphetamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastin.
Cannabinoids	Marinol (Dronabinol, THC).
Cocaine	Cocaine HCl topical solution (Roxanne).
Phencyclidine	Not legal by prescription.
Methaqualone	Not legal by prescription.
Opiates	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.
Barbiturates	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebral, Butabarbital, Butalbital, Phenrinin, Triad, etc.
Benzodiazepines	Ativan, Azene, Clonopin, Dalmine, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.
Methadone	Dolophine, Metadose.
Propoxyphene	Darvocet, Darvon N, Dolene, etc.

NOTIFICATION OF POSITIVE DRUG TEST

Dear _____:

On *(date)* _____ 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):

- | | |
|--------------------------------|---------------------------|
| _____ Cannabinoids (marijuana) | _____ Alcohol |
| _____ Amphetamines | _____ Cocaine |
| _____ Phencyclidine (PCP) | _____ Methaqualone |
| _____ Opiates | _____ Barbiturates |
| _____ Benzodiazepines | _____ 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 positive test result 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 _____, M.D. Telephone # _____. You may contact the MRO to ask questions or discuss your drug test result.

Sincerely,

BELMONT ACADEMY, INC.
PROFESSIONAL ETHICS AND REPORTING POLICY

Effective Date: May 14, 2018

ETHICAL STANDARDS

An effective educational program requires the services of personnel of integrity, high ideals, and human understanding. All employees shall be expected to maintain and promote these qualities. The Board shall also expect all administrative, instructional and support staff members to adhere to the *Principles of Professional Conduct for the Education Profession in Florida*.

Belmont Academy employees shall be guided by the following ethical principles:

- (1) The employee 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.
- (2) The employee's primary professional concern will always be for the student and for the development of the student's potential. The employee 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 employee strives to achieve and sustain the highest degree of ethical conduct.

Employees 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.

- (1) 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.

(2) 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 affiliated.
- (b) Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- (c) Shall not use institutional privileges for personal 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.

(3) 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 qualifications.
- (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 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.
- (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), F.S.
- (o) 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.
- (p) 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.
- (q) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

TRAINING

Board members, administrative personnel, and instructional personnel shall be required to complete training on these ethical standards. All other employees shall be encouraged to participate in training related to professional ethics.

The Principal and Board members shall participate in additional trainings related to professional ethics as required by law.

REPORTING

Belmont Academy shall adhere to all requirements related to employee misconduct that affects the health, safety or welfare of a student.

Mandatory Report

It is the duty of all employees to report to the Principal or Governing Board alleged misconduct by any employee that affects the health, safety or welfare of a student. Failure of an employee to report such misconduct shall result in disciplinary action.

Investigation

The Principal shall immediately investigate any allegation of misconduct by an employee that affects the health, safety or welfare of a student.

- (a) An employee who is alleged to have committed such misconduct shall be reassigned to a position not requiring direct contact with students pending the outcome of the investigation.
- (b) Information related to the alleged misconduct shall be considered confidential until the investigation is concluded with a finding to proceed or not to proceed with disciplinary action or charges and the subject of the complaint has been notified of the finding.
- (a) The Principal shall report alleged misconduct to the Department of Education as required by Florida Statutes.

Legally Sufficient Complaint

The Principal shall file any legally sufficient complaint with the Department of Education within thirty (30) days after the date the School became aware of the subject matter of the complaint. A complaint is considered to be legally sufficient if it contains ultimate facts that show that an instructional or administrative employee has committed a violation as provided in 1012.795, F.S., and defined by State Board of Education rule.

Resignation or Retirement in Lieu of Termination

If an instructional or administrative employee resigns or retires in lieu of termination for misconduct that affects the health, safety or welfare of a student, the Principal shall report the misconduct to the Department of Education as required.

Employment Reference

No employee of the School shall provide an employment reference or discuss the performance of an employee or former employee with a prospective employer in an educational setting without disclosing the person's misconduct that affected the health, safety or welfare of a student. The School shall not enter into any confidentiality agreement regarding terminated or dismissed personnel or personnel who resigned or retired in lieu of termination.

Notification

The policies and procedures for reporting alleged misconduct by employees that affects the health, safety or welfare of a student shall be posted in a prominent place at the School and on the School's website. The notice shall include the name of the person to whom the report should be submitted and the consequences for misconduct.

Protection from Liability

Any employee who reports in good faith any act of child abuse, abandonment or neglect to the Department of Children and Family Services or any law enforcement agency shall be immune from any civil or criminal liability that might result from such action.

False or Incorrect Report

The Principal, a Board member, or any employee shall not sign and/or transmit any report regarding employee misconduct that he/she knows to be false or incorrect. An individual who knowingly makes a false or incorrect report shall be subject to disciplinary action as prescribed by Florida Statute.