

BPS Organizational Policies and Procedures

Welcome to Brevard Public Schools.

Brevard Public Schools maintains and operates according to published policies and procedures. All policies and many procedures are also available on the district's website.

The information shared here is a summary of other documents maintained by the district as well as applicable laws, rules and regulations. This information is not meant to replace these other documents but rather to make you aware of both your obligations and privileges as an employee of Brevard Public Schools. This information is also not meant to create, nor should it be construed as creating, a contract of employment.

The **mission** of Brevard Public Schools is to “serve every student with excellence as the standard”.

Our *vision*: Brevard Public Schools will serve our community and enhance students' lives by delivering the highest quality education in a culture of dedication, collaboration and learning.

Our *organizational values* are:

We make decisions based on what is in the best interest of all **students**.

We uphold **honesty** and **integrity** as our guiding principles.

We treat one another with **respect**.

We set **high expectations** and demand quality performance.

We take **responsibility** for our actions and are **accountable** for the results.

We foster a **safe**, accessible and healthy environment.

We value **diversity** and the strength of individual differences.

We provide a positive, caring and supportive **climate**.

We work as a **team** to accomplish our mission.

The Code of Ethics of the Education Profession in Florida binds all employees—teachers, administrators or support staff members. This code of ethics specifies that:

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

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.

The educator is 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.

In addition, all members of the Brevard Public Schools team, regardless of whether serving as a teacher, administrator or support staff member, are also responsible for conducting themselves according to the Principles of Professional Conduct of the Education Profession in Florida. 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.

Our Obligation to the student requires that we all:

Make a 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.

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

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

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

Shall not intentionally expose a student to unnecessary embarrassment.

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

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 make a reasonable effort to assure that each student is protected from harassment or discrimination.

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

Our obligation to the public requires that we all:

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

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

Shall not use institutional privileges for personal gain or advantage.

Shall not accept any gratuity, gift or favor that might influence professional judgment.

Shall offer any gratuity, gift, or favor to obtain special advantages.

Our obligation to the profession of education requires that we all:

Maintain honesty in all professional dealings.

Shall not deny a colleague professional benefits, advantages or participation in any professional organization 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.

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

Shall not engage in harassment or discriminatory conduct which 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.

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

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

Shall not misrepresent one's own professional qualifications.

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

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.

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

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.

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 of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

Shall self-report within 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 48 hours after the final judgment.

Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules.

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.

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.

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

Any person, including teachers, administrators, support personnel and other district and school personnel who knows, or has reasonable cause to suspect *that a child or a student has been abused, abandoned, or neglected* must report such knowledge or suspicion to the Department of Children and Families.

“Child abuse or neglect” means harm or threatened harm to a child’s physical or mental health or welfare by the acts or omissions of a parent, adult household member, or other person responsible for the child’s welfare, or for purposes of reporting requirements, by any person

The proper procedure for reporting known or suspected cases of child abuse, abandonment and neglect is:

Report immediately by telephone to the Department of Children and Families central abuse hotline, using the single statewide toll-free telephone number: 1-800-96-ABUSE (1-800-962-2873). Personnel reporting such cases are required to provide their names to the hotline staff. The names of reporters are entered into the record of the report, but are held confidential as provided by law.

You should also report any suspected abuse to your supervisor or Principal. However, reporting your knowledge or suspicions to a principal, or supervisor or other school or district personnel does not mean you have complied with the mandatory reporting requirements of the law. You must call the hotline too.

No employee of the District shall be subject to reprisal or discharge because of his or her actions in reporting abuse or neglect that is done as required.

You may not agree to not report suspected abuse as a condition of receiving information about child abuse, neglect, or abandonment, from a victim, a perpetrator, witness, or any other person.

Failure to report suspected child abuse is a second-degree misdemeanor and can be punishable up to 60 days in jail, up to a \$500 fine, and up to six months supervised probation. Additional penalties may also result.

Brevard Public Schools desires a safe learning and working environment. To that end, the Board requires that *accidents and incidents* be reported immediately to the school or department administrator. Failure of an employee to comply with this mandate may result in disciplinary action. In case of emergency, seek medical help immediately.

You have the right to seek medical attention for injuries that are not emergency situations. In this case, ask the Worker’s Compensation contact person at your worksite.

All employees suffering an injury or involved in a work-related accident must be drug tested.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Celebration activities involving nonreligious decorations and use of and use of secular works are permitted.

Staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. You may not disseminate any religious or anti-religious document, book, or article on school board time or property.

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously oriented activities by the school may be offensive to some.

You may not solicit support for any political candidate during regular work hours or on school district property. Candidates for public office or their representatives are not permitted to solicit support during the employee's regular work hours or on school district property.

You are not permitted to sell any product or service to patrons (this means parents or students) at your school or worksite.

Non-school material may not be distributed to homes through our students without the approval of the Superintendent, or his designee.

Professional judgment is needed when interacting with students. Here are some common sense does and don'ts:

Maintain a professional barrier between you and students. You are the adult, and the professional; act like the expert, not one of the kids.

Keep the classroom door open when talking with students individually.

Refer students to the appropriate resource person for counseling and/or discussions about personal matters.

Do not flirt with students.

Do not discuss your personal life or personal matters with students. Do not discuss your husband, wife, girl/boyfriend, or dates with students.

Avoid leaving students unsupervised; have an alternate plan of action.

Keep your hands and other parts of your body to yourself.

Use verbal praise and reinforcement.

Do not use any form of corporal punishment. Establish and follow a consistent behavior plan. Treat each student with respect.

Do not make telephone calls or write notes of a personal nature to students.

Do not harass students; respect them for their differences.

Employees are expected to use good judgment regarding appropriate dress for the workplace. Clothing must be clean, neat and reflect a positive image to the public. Apparel worn by employees clearly affects the work, attitude and discipline of students. The effective teacher comes to work dressed appropriately, comes to teach dressed for success, and is a role model for the students. Educators are walking, talking advertisements and should make their dress work for, not against, them. Appropriate dress serves as an indicator of the attitudes expected in the classroom. Employees should dress for four main effects—respect, credibility, acceptance and authority. Attire that is too casual or inappropriate for your position, or your daily activities, should not be worn. The way you dress for work makes a statement that Brevard Public Schools' employees are a group of professional, proud, devoted, dedicated and responsible people.

The Office of District and School Security is responsible for the physical security at all district facilities. Appropriate policies, procedures, manuals and directives are developed and promulgated through that office. If you have a question or concern, please ask your supervisor.

Weapons of any sort are not permitted in any district facility or on any district grounds. This includes weapons for which an employee may have a State of Florida Permit to Carry. Only duly sworn law enforcement officials may have weapons of any kind of school board property including parking lots and ancillary facilities.

At each school, the Principal, or their designee, is responsible for distribution of keys and information about any other access requirements. An appropriate supervisor handles access for any other facilities maintained by the district. Keys are distributed on to employees who have a definite need for access, in order to fulfill their work assignments.

In order to be properly protected against theft you are expected to:

Obtain room, desk and or closet keys necessary to secure your work area. Never leave money or valuables in an unsecured area,

Never give students or an unauthorized person keys for their use. Keep possession of your keys at all times, and

Close and lock windows and doors at the end of your workday. You are responsible for the equipment and supplies in their classroom, work area or office. Should any items disappear, your supervisor or Principal must be notified immediately.

You must become familiar with the policies of Brevard Public Schools and other such rules, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the school system. Any person employed by BPS who is found guilty of any willful violation of the policies of the school system shall be guilty of gross insubordination and shall be subject to dismissal or such other lesser penalty as the School Board of Brevard County may prescribe.

IN ADDITION

As a substitute, you may not bring personal items *into the classroom* such as personal laptop computers, blue tooth devices, cells phones (please turn them off) or ANY other electronic devices for your personal use.

As a substitute, you may not use any school district computer unless it is to be used as part of the lesson plan that you are required to follow.