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## STANDARDS

### **Drug-Free Workplace (Reference Policy #2400)**

It is the intent of The School Board of Broward County, Florida, to comply with the Drug-Free Workplace Act, as amended, and other applicable laws which require the School Board to maintain a Drug-Free Workplace. It is prohibited for an employee to unlawfully manufacture, distribute, dispense, possess, or use a controlled substance, including alcohol, on school board property. Employees are strictly prohibited from reporting to work or being on duty while under the influence of alcohol or a controlled substance. The School Board will provide each permanent employee with a statement indicating that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including alcohol, is prohibited.

The School Board will take appropriate disciplinary action against affected employees who violate this policy, up to and including termination of employment, or require the affected employee to satisfactorily participate in a state licensed drug and/or alcohol abuse program. The Superintendent of Schools will continue to provide district employees with information regarding the dangers of drug and alcohol abuse, the availability of drug counseling, and the District's Employee Assistance Program. A Drug-Free Workplace contributes to a safe and healthy environment.

### **Toxic Substances**

All employees have the right to know about any toxic substances that may exist in their workplace. Pursuant to Chapter 442, Florida Statute mandates all employees be given information concerning the composition of these toxic substances. A Material Safety Data Sheet (MSDS) explains the properties and hazards of each toxic substance listed to which you are, have been, or may be exposed to in your workplace.

The Risk Management Department reviews all Material Safety Data Sheets prior to granting approval of the purchase of these chemicals. Employees who will be exposed to toxic chemicals are required to attend employee training. The training encompasses a spill contingency plan, and emergency contact procedures, along with emergency planning information.

The School Board of Broward County, Florida, works diligently to maintain strict compliance with this law. Again, the District is committed to ensuring a safe and healthy working environment for all of its employees.

### **Professional Code of Ethics (Reference Policy #4009)**

The School Board has high expectations for all employees. The primary concern for administrative, instructional, and noninstructional employees is to be aware of the importance of maintaining the respect and confidence of colleagues, students, parents, and the community. Employees should always strive to achieve, maintain, and sustain the highest degree of ethical conduct by adhering to the following guidelines as appropriate:

- all school board policies
- all city, county, state, and federal laws and ordinances
- the Florida Department of Education Code of Ethics, The Principles of Education, and the Professional Conduct Guidelines.

Any instructional employee who fails to exercise the best professional judgement and integrity shall be subject to revocation or suspension of their educator's certificate, penalties as provided by law, and district disciplinary actions, up to and including termination. Please refer to the Code of Ethics, the Principles of Professional Conduct, and the Standards of Competence Professional Performance for additional information.

**Self-Reporting Rule (Reference Policy #2405)**

All personnel shall self-report, in writing, to the Executive Director of Professional Standards and Special Investigative Unit within forty-eight (48) hours of any arrests, citations, charges involving the abuse of a child, the sale and/or possession of a controlled substance, or charges involving Sexual Misconduct, Sexual Battery, Possession (including e-mail transmissions) or Sale of Pornography Involving Minors, and Sexual Relations with students. 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.

All personnel holding a Commercial Driver's (CDL) License, as a condition of employment, shall self-report in writing, within forty-eight (48) hours any citations, arrests, or charges involving driving under the influence (DUI) or driving while intoxicated (DWI). In addition, all persons shall self-report, in writing, within forty-eight (48) hours, any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion intervention program, or entering a plea of guilty or nolo contendere for any criminal offense other than minor traffic violations. DUI and DWI are not considered minor and must be reported.

**Smoke-Free Environment (Reference Policy #1120)**

After June 30, 1991, all school board owned/leased buildings became smoke-free environments. A smoke-free environment mandates that an individual may not smoke in a public place or at a public meeting, except in a designated smoking area. Policy #1120 states that no person may smoke in a school board owned/leased building or school board owned/leased vehicle.

The benefits of a smoke-free environment include:

- increased morale and decreased annoyance caused by tobacco smoke in the environment
- reduced risk of illness to persons with chronic heart and/or lung disease
- improved safety in the workplace due to a decrease in smoking-related accidents.

**Use of School Board Property (Reference Policy #3204)**

The School Board provides you with necessary equipment, materials, and vehicles to carry out the job assigned to you. A Property Pass is required for equipment taken off school board property. Procedures for the use of Property Passes are listed in the Manual of Property and Inventory Control located at your work location. If you are assigned any equipment, it becomes your responsibility to exercise care in its operation. Personal use of vehicles, materials, supplies, tools, or other equipment is not permitted. Violation could result in disciplinary action, up to and including termination of employment.

**Weapons on School Board Property (Reference Policy #2304.1)**

No person, except for law enforcement personnel, shall be authorized to carry or bring any weapon or firearm on to school board property. This includes school grounds, administration buildings, facilities, school buses, school bus stops, and vehicles provided for transportation by the District. This policy also applies to school board events or school board official business, on or off school board property.

Any person possessing, transmitting, and/or using a weapon on school board property shall be

subject to arrest. In addition, employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

### **Workplace Violence (Reference Policy #2410)**

The School Board of Broward County, Florida, has a zero tolerance toward workplace violence. Workplace violence will not be permitted or tolerated. The intent is to provide a safe work and learning environment wherein employees, students, parents, customers, general public, and/or anyone who conducts business with the District is free from any acts of violence on school board property. This includes verbal threats, verbal abuse, threatening behavior, physical attacks, harassment, and the destruction of property.

Any jokes or innuendoes suggesting threats or violence on school board property will be treated seriously and must be reported immediately to the administrator, supervisor, School Resource Officer, Professional Standards, the Special Investigative Unit, and law enforcement. After hours, call the 24-hour Security Hotline at 754-321-0911. Also, report any rumors, threats, or violence that occur on or off school board property.

School board property includes school grounds, administration buildings, facilities, school buses, school bus stops, and vehicles provided for transportation by the District. It also includes school board events or school board official business, on or off school board property.

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The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex, or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint, may call the Executive Director, Benefits & EEO Compliance at (754) 321-2150 or Teletype Machine (TTY) at 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

For questions concerning Broward County Public Schools, call (754) 321-0000  
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