

ARTICLE ____: EMPLOYEE'S AUTHORITY AND PROTECTION

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2 A. Employees shall endeavor to achieve correction of student misbehavior. If
3 misbehavior is of such serious nature that a parent conference is warranted, the
4 employee must first discuss the problem with the school principal in order that he/she
5 may be fully informed.
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7 B. Any battery upon an employee during the employee's performance of school duties
8 shall be promptly reported to the principal or the designated representative and to
9 law enforcement. Zero tolerance of violence against all employees shall be strictly
10 enforced.
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12 C. Anyone who has a complaint about a Board employee may submit his or her
13 complaint to the Superintendent, an Assistant Superintendent, appropriate Director,
14 or another administrator. The complainant must identify him or herself and submit
15 the complaint in writing if possible. The administrator will take written notes of the
16 specific information and investigate or forward to another appropriate administrator
17 for investigation.
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19 D. An employee's e-mail and Internet access privileges **when using district owned**
20 **equipment or accessing any content through the district network** are always open to
21 public review.
22 Anytime an employee's e-mail or Internet cache is judged to be questionable by the
23 employee's immediate supervisor, (or administrative designee), the employee's access
24 and associated files shall subject to the review of computer information. During the
25 review process all attempts will be made to minimize embarrassment to the
26 employee.
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28 E. School Related Employee of the Year—SREY.
29 In accordance with Florida Statute Section 1012.21(5), all employees who serve at
30 the school or district level (such as teacher aides, library aides, bookkeepers,
31 secretaries and clerks, bus drivers, food service staff, custodians, building
32 maintenance workers, warehouse workers, mechanics, school resource officers, and
33 office managers) may be nominated. Nominees may be full or part-time employees.
34 Certified instructional staff, administrative staff and contract employees are not
35 eligible.
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