

**MADISON COUNTY SCHOOLS**  
**EMPLOYEE**  
**HANDBOOK**



**"Purpose Driven"**

**Shirley D. Joseph**  
**SUPERINTENDENT**  
**2022-2023**

*Preparing Students for Career, College and Community  
Purpose Driven*

Superintendent	Shirley D. Joseph	<a href="mailto:Shirley.joseph@mcsbfl.us">Shirley.joseph@mcsbfl.us</a>	(850) 973-1530
Director of Curriculum	Mrs. Robin Hill	<a href="mailto:Robin.hill@mcsbfl.us">Robin.hill@mcsbfl.us</a>	(850) 973-1552
Director of Finance	Ms. Rose Raynak	<a href="mailto:Rose.ravnak@mcsbfl.us">Rose.ravnak@mcsbfl.us</a>	(850) 973-1541
Coordinator of Student Services and ESE	Mrs. Melinda Richie	<a href="mailto:Melinda.richie@mcsbfl.us">Melinda.richie@mcsbfl.us</a>	(850) 973-1562
Coordinator of Personnel and Operational Services	Mr. Ben Killingsworth	<a href="mailto:Ben.killingsworth@mcsbfl.us">Ben.killingsworth@mcsbfl.us</a>	(850) 973-1531
Coordinator of Federal Programs	Ms. Alvita Howard	<a href="mailto:Alvita.howard@mcsbfl.us">Alvita.howard@mcsbfl.us</a>	(850)-973-1565
Coordinator of Assessment, Accountability, Data, and Quality	Mrs. Barbara Thomas	<a href="mailto:Barbara.thomas@mcsbfl.us">Barbara.thomas@mcsbfl.us</a>	(850) 973-1554
Coordinator of School Safety and Mental Health	Mr. Rod Williams	<a href="mailto:roderick.williams@mcsbfl.us">roderick.williams@mcsbfl.us</a>	(850) 973-1564
Coordinator of Information Technology	Mr. Isaac Goyette	<a href="mailto:Isaac.goyette@mcsbfl.us">Isaac.goyette@mcsbfl.us</a>	(850) 973-1540
Supervisor of Food Services	Mrs. Iris Wynn	<a href="mailto:Iris.wynn@mcsbfl.us">Iris.wynn@mcsbfl.us</a>	(850) 973-1564
Supervisor of Transportation	Mr. Travis Jones	<a href="mailto:Travis.jones@mcsbfl.us">Travis.jones@mcsbfl.us</a>	(850) 973-1546
Supervisor of Maintenance	Mr. Tim Ginn	<a href="mailto:Tim.ginn@mcsbfl.us">Tim.ginn@mcsbfl.us</a>	(850) 973-1543

## SCHOOL BOARD MEMBERS

Mrs. Susie Williamson – District I  
2529 Colin Kelly Hwy.  
Madison, Florida 32340  
Phone: 850-973- 6413  
Email: [susie.williamson@mcsbfl.us](mailto:susie.williamson@mcsbfl.us)

Mrs. Carol Gibson – District II  
1489 NE Avocado ST  
Madison, Florida 32340  
Phone: 850-673-9208  
Email: [carol.gibson@mcsbfl.us](mailto:carol.gibson@mcsbfl.us)

Mrs. Suretta Bell– District III  
216 SW Hall Street  
Madison, Florida 32340  
Phone: 850-973-7493  
Email: [suretta.bell@mcsbfl.us](mailto:suretta.bell@mcsbfl.us)

Mr. Franklin Carroll- District IV  
2034 SW Dupont Street  
Greenville, Florida 32331  
Phone: 850-274-4446  
Email: [franklin.carroll@mcsbfl.us](mailto:franklin.carroll@mcsbfl.us)

Mr. Bart Alford - District V  
P. O Box 563  
Madison, Florida 32341  
Phone: 850-973-1450  
Email: [bart.alford@mcsbfl.us](mailto:bart.alford@mcsbfl.us)

## MADISON COUNTY SCHOOL DISTRICT

Madison County High School  
Mr. Charles Brooks, Principal  
Email: [Charles.Brooks@mcsbfl.us](mailto:Charles.Brooks@mcsbfl.us)  
Mrs. Amanda Hurst, Assistant Principal  
2649 W Hwy 90  
Madison, FL 32340  
Phone 850- 973-5061  
Fax 850- 973-5066

Madison County Central School  
Dr. Barbara Pettiford, Principal ( Middle)  
Email: [Barbara.Pettiford@mcsbfl.us](mailto:Barbara.Pettiford@mcsbfl.us)  
Mrs.Amanda Brown , Principal (Elementary)  
Mrs. Pamela Anderson, Assistant Principal  
Mrs. Christi Minor, Assistant Principal  
Madison, FL 32340  
Phone: 850-973-5192  
Fax: 850-973-5194

Greenville Elementary School  
Mrs. Kathryn Bridges, Principal  
Email: [kathryn.bridges@mcsbfl.us](mailto:kathryn.bridges@mcsbfl.us)  
729 SW Overstreet Ave  
Greenville, FL 32331  
Phone:850- 973-5033  
Fax: 850- 973-5040

Lee Elementary School  
Mrs. Keri Bean, Principal  
Email: [keri.bean@mcsbfl.us](mailto:keri.bean@mcsbfl.us)  
7731 E US Hwy 90  
Lee, FL 32059  
Phone: 850-973-5030  
Fax: 850-973-5032

Pinetta Elementary School  
Mrs. Yolanda Davis, Principal  
Email: [Yolanda.davis@mcsbfl.us](mailto:Yolanda.davis@mcsbfl.us)  
135 NE Empress Tree Phone 973-5028  
Pinetta, FL 32350  
Phone 850-973-5028  
Fax: 850- 973-5029

## **Employee Nondiscrimination Accommodation Notice**

### **Madison County School Board Policy 4122.01 – “Prohibition Against Disability Discrimination in Employment”**

The School Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment.

**"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.**

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability

This notice is provided as required by Title 11 of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints or requests for additional information regarding ADA and Section 504 may be forwarded to:

**If you believe that you have been discriminated against in any way, please contact:**

Equity Coordinator  
210 NE Duval Ave  
Madison, FL 32340  
[distrit.equity@mcsbfl.us](mailto:distrit.equity@mcsbfl.us)  
850 973-5022

District Compliance  
210 NE Duval Ave  
Madison, FL 32340  
[district.compliance@mcsbfl.us](mailto:district.compliance@mcsbfl.us)  
850 973-5022

504 Coordinator  
210 NE Duval Ave  
Madison, FL 32340  
[district.504@mcsbfl.us](mailto:district.504@mcsbfl.us)  
850 973-5022

Title IX Coordinator  
210 NE Duval Ave  
Madison, FL 32340  
[ben.killingsworth@mcsbfl.us](mailto:ben.killingsworth@mcsbfl.us)  
850 973-1531



2. Identifying and reporting child abuse and neglect;
3. All nondiscrimination provisions;
4. Sexual harassment guidelines
5. Handling hazardous materials and toxic substances including blood pathogens, chemicals, and petroleum products
6. District policies related to HIV/AIDS disease, communicable diseases, alcohol and drug free facilities, use of tobacco products, possession of weapons, and Code of Student Conduct;
7. Suicide prevention; and
8. Other topics as deemed appropriate by the Superintendent or required by law, rule, or other governing provision.



## **STATE EDUCATION GOALS**

### **Highest Student Achievement**

Highest student achievement, as measured by: student FSA performance and annual measurable objectives; the number and percentage of schools that improve at least one school performance grade designation or maintain a school performance grade designation of "A"); graduation or completion rates at all learning levels; and other measures identified in law or rule.

### **Seamless Articulation and Maximum Access**

Seamless articulation and maximum access, as measured by: the percentage of students who demonstrate readiness for the educational level they are entering, from kindergarten through postsecondary education and into the workforce; the number and percentage of students needing remediation; the percentage of Floridians who complete associate, baccalaureate, professional, and postgraduate degrees; the number and percentage of credits that articulate; the extent to which each set of exit-point requirements matches the next set of entrance-point requirements; and other measures identified in law or rule.

### **Skilled Workforce and Economic Development**

Skilled workforce and economic development, as measured by: the number and percentage of graduates employed in their areas of preparation; percentage of Floridians with high school diplomas and postsecondary education credentials; the percentage of business and community members who find that Florida's graduates possess the skills they need; and other measures identified in law or rule.

### **Quality Efficient Services**

Quality efficient services, as measured by: cost per completer or graduate; average cost per non-completer at each educational level; cost disparity across institutions offering the same degrees; the percentage of education customers at each educational level who are satisfied with the education provide; and other measures identified in law or rule.

The School Board of Madison County Bylaws and Policies are found at:  
<https://www.boarddocs.com/fl/madcofl/Board.nsf/Public/>

**PERSONNEL FILES OF TEACHERS  
AND STUDENT RECORDS**

Permanent personnel files of teachers will be kept in locked fire-resistant cabinets under the direct control of the Coordinator of Personnel and are open only to the teacher, his/her designee, or on the authority of the Principal. All files kept on each teacher shall be open to the inspection only by the teacher, such other persons as the teacher or the Principal may be authorized to inspect records in writing or as otherwise mandated by Chapter 119 and Section 231.291, Florida Statutes.

Personnel Specialist @ 850-973-1532, must be notified within in writing of any changes in name, address, or marital status. Employees must provide updates effecting their payroll to the Payroll Specialist @ 850-973-1537. If an employee wishes to make changes effecting individual insurance plans should contact Employee Benefits @ 850-973-1536.

**Employees making requests for Personnel Records, Finance and Insurance must make the request in writing and the request must be signed by the employee requesting such change.**

**WHAT WE DO WITH SOCIAL SECURITY NUMBERS 321-11-1111**

**Employee:**

All individuals are advised that **social security numbers are confidential** and may only be released under such circumstances as set forth in **Florida's Public Records Act**. The Madison County School Board is required to **request social security numbers for use in proper identification, background screening of employees, vendors and volunteers, for processing payroll and other human resources functions. 119.071 F.S. (4) Agency Personnel Information**

**Student:**

All individuals are advised that social security numbers are confidential and may only be released under such circumstances as set forth in Florida's Public Records Act. The Madison County School Board requests student social security numbers for use in student enrollment and it is included as part of the student's demographic record.

**CONFIDENTIAL STUDENT RECORDS ACCESS**

**Access to records of students by school staff must be severely restricted.** Every student shall have a right of privacy with respect to the educational records kept on him/her. **No school shall permit the release of such record, reports or information without the written consent of the student's parents/guardian, or of the student if he/she is qualified.**

**NOTICE: Personally, identifiable records/reports of a student may be released to the following persons/organization without the consent of the student or student's parents:**



6. Physical violence  
7. Theft

8. Sexual, religious, or  
racial harassment  
9. Public humiliation;

10. Destruction of  
property;  
11. Social Exclusion

**“Harassment”** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits;
- C. has the effect of substantially disrupting the orderly operation of a school;

**“Cyber stalking”** as defined in *s. 784.048 (1)(d) F.S.*, means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**For more information relative to “Bullying and Harassment” please refer to Madison County School Board Policy 5517.01 Bullying and Harassment found at: <https://www.boarddocs.com/fl/madcofl/Board.nsf/Public/> then type Bullying and Harassment into the Search Box.**

### **District Guidelines For Maintaining Religious Neutrality and Protecting Religious Liberty in Madison County Public Schools**

Madison County School Board Policies: 1) 2240 “Controversial Issues”; 2) 2270 “Religion in the Curriculum”; 3) 5223 “Absences for Religious Instruction”; 5225 “Absences for Religious Holidays; and, 5730 “Equal Access for Non-district Sponsored, Student Clubs and Activities”

The Madison County School District has adopted several policies to maintain religious neutrality and protect religious liberty in Madison County Public Schools including:

- A. Religious Freedoms.
- B. Equal Access for Non-Curriculum Related Student Meetings.
- C. Student Distribution/Posting of Literature and Materials.

**The Establishment clause of the First Amendment** requires that public school officials and employees be neutral toward religion. However, the Free Exercise and Free Speech clauses protect the right of students to express their religious beliefs, as long as such expression does not disrupt the school or interfere with the rights of others. **Students have the right to pray individually or in groups and to discuss their faith with others.** Students may not cause substantial disruption or harass other students.

### **Self-Reporting MCSD Policy 1139**

Employees are required to self-report within forty-eight (48) hours 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, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering 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 judgement.

### **Filing a Complaint with the Department of Education MCSD Policy 8141**

If it is alleged that an instructional staff member or administrator has committed a violation as provided in F.S. 1012.795, and defined by rule of the State Board of Education, the Superintendent shall file with the Department of Education a legally sufficient complaint within thirty (30) days after the date on which the subject matter of the complaint came to the attention of the Superintendent. A complaint is legally sufficient if it contains ultimate facts that show a violation has occurred as provided in F.S. 1012.795 and defined by rule of the State Board of Education.

(2) Per MCSD policies 1139.01 "Discipline of Administrative Staff" and 3139.01 "Staff Discipline" The School Board retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be in proportion to the employee's offense or misconduct, consistent with appropriate procedural and substantive due process, State law, and/or the specific provisions of any applicable collective bargaining agreement. **The School Board, based on the Superintendent's recommendation, shall take one (1) or both of the following actions.**

- (a) Initiate appropriate disciplinary action against the employee which may be referral for prosecution, nonrenewal, suspension, or termination of employment as provided in Sections 1012.796 and 1012.799 Florida Statutes, or pursuant to the Collective Bargaining Agreements (Instructional and Noninstructional) between the Madison County Education Association and The Madison County School District.
- (b) Per MCSB Policy 1170.01 – Employee Assistance Program (EAP). The District encourages the earliest possible diagnosis and treatment for illegal drug use or controlled substance abuse and supports sound treatment efforts. Whenever feasible, the District may assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Staff members with personal drug or controlled substance abuse problems should request assistance from the Human Resources Department. Assistance will be provided on a confidential basis, and each staff member will be referred to the appropriate treatment and counseling services.



**ALCOHOL/DRUG AND VIOLENCE PREVENTION**

**RESOURCES AND REFERRAL**

**Emergency Response - 911**

**Madison County Sheriff's Office**

**Non-emergency, 850-973 -4151**

**City of Madison Police**

**Non-emergency, 850-973-5077**

**Alcoholics Anonymous 850- 584-2554**

**Apalachee Center 850- 584-5613**

**Department of Children and Families**

**850-584-3444**

**Drug Education Resource Coordinator**

**District Schools 850- 838-2550**

**Routing Service for Drug & Alcohol Abuse**

**1-800-662-4357**

**Hotline for Abuse, Neglect &**

**Exploitation**

**Of Children, Adults, Elderly**

**1-800-962-2873**

**Florida Alcohol and Drug Abuse**

**Association**

**1-850-878-2196**

**Tobacco Quitline 1-877-822-**

**6669**

**[www.tobaccopreventiontraining.org](http://www.tobaccopreventiontraining.org)**

**Al-Anon/Alateen 850-222-2294**

**Tallahassee Counseling & Referral**

**850-224-6333**

**850-584-8808**

**Domestic Violence Hotline 1-800-500-1119**

**National Runaway Switchboard**

**1-800-621-4000**

**Department of Juvenile Justice 850-838-3660**

**Alcohol Hotline Information and Referral**

**1-800-252-6465**

**Greenleaf Center 1-800-247-2747**

**Twelve Oaks Alcohol & Drug Recovery**

**1-800-622-1255**

**Focus on Recovery Helpline**

**1-800-283-2600**

**Florida's Abuse Registry Hotline**

**1-800-962-2873**

**Refuge House Hotline 850-671-1920**

### Internet Use

Internet serves as the electronic superhighway, connecting thousands of computers all over the world and millions of individual subscribers. Students and staff will have access to:

1. Worldwide electronic mail services (Email).
2. Global information and news, as well as the opportunity to correspond with other institutions;
3. Public domain and shareware computer software of all types.
4. Discussion groups on a broad range of topics.
5. Access to many universities, community colleges, and library catalogs, as well as sites all over the world.
6. Conferencing and bulletin boards.
7. Social Media as allowed by MCSB Policies.

### Internet Warning

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts or communications, which are not suitable for school-aged children. The Madison County School District views information retrieval from the network in the same capacity as information retrieval from reference material identified by schools. Specifically, the school supports those activities, which will enhance the research and inquiry of the learner with directed guidance from faculty and staff. At school, student's access to and use of the Internet will be under direct teacher supervision and instruction and will be monitored as any other classroom activity. The School District, however, cannot prevent the possibility that some users may access materials that are not consistent with educational mission, goals, and policies of the school district since Internet access may be obtained outside the school setting.

### GENERAL POLICY AND GUIDELINES

**The use of Internet must be in support of education and research that is consistent with the educational goals and policies of the Madison County School District. The use of Internet is a privilege, not a right, and inappropriate use will result in being denied access and the cancellation of the privilege of use. School and district administrators will decide what is appropriate use based upon guidelines, standards, policies and prudent judgment and their decision is final. Access may be denied any time deemed necessary. Any user identified as a security risk or having a history of problems with the computer may be denied access. User accounts shall be assigned or closed at the direction of the site or program administrator.**

### Acceptable Uses

Acceptable uses of the network are activities which support learning and teaching. Network users are encouraged to develop uses which meet their needs and which take advantage of the network's functions: electronic mail, conferences; access to databases, bulletin boards, and access to the internet.

- The person in whose name the access account is issued is responsible at all times for its use.
- Use only your individual account.
- Allow others access and conserve resources. (Unlimited and open-ended use of the network/Internet in terms of access time cannot be accommodated in as much as



### **Account Sponsors**

Sponsors of classroom accounts are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network and for assuring that students understand that if they misuse the network, they will lose their privilege to use the network. Particular concerns include issues of privacy, copyright infringement, email etiquette, and approved and intended use of the network resources. Conference moderators are responsible for monitoring the content and tone of messages and for taking steps to delete offensive materials.

### **Users Information and Updating**

Persons using the Madison County School District Internet must be properly authorized. They must have completed the necessary authorization forms and agreements and these must be maintained on file at the school. The person in whose name an account is issued is responsible at all times for its proper use. Users should be extremely careful with their password. You may be required to update your registration, password, account information (address, school, etc.). Users should change passwords frequently.

### **Vandalism**

As noted in Unacceptable Uses, vandalism will result in the cancellation of your privilege of use. Vandalism is defined as any malicious attempt to harm or destroy hardware and/or data of another user, Internet, or the network. This includes the creation of or uploading of computer viruses onto the Internet or host site. Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

### **Warranties**

The Madison County School District makes no warranties of any kind, expressed or implied, for the service it is providing and will not be responsible for the accuracy or quality of information obtained through the Internet connection.

The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The network management takes every possible precaution to safeguard the privacy of e-mail, but instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users may occur. In addition, credit card numbers or any other confidential data cannot be considered secure on the network.

### **Security**

Security is a high priority. If you identify a problem, you must report it to the Technology Specialist immediately. Access will be denied and/or network and Internet privileges will be canceled if there is a perceived risk to security.

### **Exception of Terms and Conditions**

All terms and conditions as stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the Florida State Law, Federal Law, and/or MCSB Policies.



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

1. Shall maintain honesty in all professional dealings.
2. 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.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
4. 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.
5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. 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.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. 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.
12. 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.
13. 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. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
14. 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.
15. 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.
16. 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.

retirement benefit. For more information about the Florida Retirement System, please contact the MCSB Payroll Specialist at the District Office, 850-973-1534.

### **DROP (Deferred Retirement Option Program)**

The Deferred Retirement Option Program became effective 7-1-98. The DROP Program is an alternative method for payout of retirement benefits for up to 60 months for non-instructional staff and 60 months (with an opportunity to extend for an additional 36 months with Board approval for teachers after a member reaches his or her normal retirement date. The DROP allows an employee to save (accumulate with interest) all retirement benefits payable during the DROP, while continuing employment and receiving a salary as if no retirement had occurred. For more information on DROP participation, contact MCSB Payroll Specialist at the District Office, 850-973-1537.

### **Social Security**

Social Security has a number of benefits available to you and/or your dependents, including a retirement benefit, disability benefits and Medicare with hospital and medical insurance. Contact the local Social Security Administration office for more information.

### **Workers' Compensation**

Florida law requires that MCSD provide Workers' Compensation protection for you. If you have a job-related injury or illness while on the job or while traveling on District business, Workers' Compensation will pay your medical expenses and part of your salary if you must be off work after the accident occurs. When an injury occurs, it must be reported to the employee's supervisor, and a "Notice of Injury" form must be completed on line at the work site location signed by the immediate supervisor and the employee. This form must be submitted within 24 hours. For more information contact Coordinator or Personnel at the District Office, 850-973-1531.

### **Family Medical Leave Act of 1993**

In compliance with the Family and Medical Leave Act of 1993, a unit member shall be eligible for a Family Leave of Absence. The member shall notify their immediate supervisor concerning the appropriate time to begin such leave. Accrued Sick Leave days may be used during Family Leave of Absence if the unit member so desires. Members of the bargaining unit who take Family Leave shall return to duty after completion of the leave, to his/her former position, if so requested. A unit member on family leave or the parent(s) of a newly adopted child under the age of six (6) may be granted a leave of up to one (1) year, if requested. Such member(s) may remain a member of the appropriate Retirement System by making application and paying the full local and personal contributions.

### **Unemployment Compensation**

If you are laid off or your employment is terminated through no fault of your own, you may be eligible for Unemployment Compensation benefits. The Unemployment Compensation program pays you a portion of your salary for that period of time whenever you are between jobs and actively seeking employment. Your nearest office of Unemployment Compensation (Jobs and Benefits of Florida) can provide you with information.



### **DIRECT DEPOSIT**

As a Madison County School District employee, you may have your check automatically deposited in the bank of your choice. The form may be obtained from your site's payroll clerk or the Finance Office. Once both the employee and the bank complete the form, and a copy is returned to the Finance Office, the funds will be transferred to your bank.

### **PAID LEAVE BENEFITS**

To add to your value as an employee, the District provides a number of different types of Paid Leave Benefits as follows:

- |                      |                          |                      |
|----------------------|--------------------------|----------------------|
| ● Sick Leave         | leave our                | ● Military Leave     |
| . Personal           | employment               | ● Holidays           |
| . Emergency          | ● Annual Leave           | ● Sick Leave Bank    |
| ● Paid Terminal Sick | ● Jury or Witness Duty   | ● Professional Leave |
| Leave - to be paid   | ● Illness- in-the- Line- | (may be paid or      |
| when you retire or   | of- Duty Leave           | unpaid)              |

### **LEAVE OF ABSENCE**

- MCSB Policy 1430.17/ 3430.17 Madison County School District is committed to supporting an employee who is serving in the Armed Forces of the United States in the fulfillment of obligations incurred under the Selective Service Laws or because of membership in the United States Armed Forces Reserve or the National Guard. The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, employees who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy. Employees called to duty are required to notify the Superintendent immediately unless notice is impossible or prevented by military necessity or, under all of the relevant circumstances, the giving of such notice is otherwise impossible or unreasonable.

**Reserve or Guard Training:** All employees in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.



and then earn one (1) day of Sick Leave at the end of each calendar month of employment,; provided that the unit member shall be entitled to earn no more than one (1) day of Sick leave times the number of months of employment during the year of employment. All instructional unit members employed to teach Summer School shall earn Sick Leave on a pro-rated basis. Sick leave shall accumulate from year to year and there shall be no limit on the number of days of Sick Leave a member can accrue, provided at least one-half (1/2) of this cumulative leave be established within the Madison County School District. A member returning to the system after a leave of absence or resignation shall be entitled to the accrued balance credited at the time of leave or resignation, provided the leave had not been transferred to another county or State Agency, used or paid.

Employees shall be entitled to transfer Sick Leave from other Florida School Systems and State Agencies which are participants in any Florida Retirement System.

- **Illness in the Line of Duty:** In case of disability, or Illness-in-the-line-of-duty, the unit member shall continue in full without reduction in accumulated Sick Leave if the following conditions are met:
  - a) The Principal/immediate supervisor shall be notified as soon as the injury or illness occurs;
  - b) The unit member shall file a written claim signed by the principal or the immediate supervisor for attachment to the payroll report for the period in which the illness or injury occurs;
  - c) In case of injury, a certificate from a licensed physician may be required, and in the case of a claim relating to a contagious or infectious disease, the unit member shall file a statement from a licensed physician certifying that, beyond a reasonable doubt, the contagious or infectious disease was contracted at school during the time the unit member was engaged in school work;
  - d) After determining that a claim correctly states the facts and is valid, the board will approve the leave for up to ten (10) days;
  - e) Any Workman's Compensation payment received by the unit member while he/she is on compensable leave shall be deducted from his/her gross salary or the check received from Workman's Compensation shall be endorsed to the board.

#### **LEAVE APPLICATION**

**An application for leave shall be in writing and approved by the Superintendent or designee.** Leave granted for a school year or for the remaining part thereof will expire at the end of the school year or school fiscal year for which such leave is granted. A Madison County School District employee having leave for the year or for the remaining part thereof, who plans to return to duty the next school fiscal year, shall send a copy of such notice to the Superintendent or designee or his/her designee by April 1<sup>st</sup> of that fiscal year. Return to employment is contingent upon an open position being available.

#### **APPROVAL OF LEAVES**

All requests for leave shall be submitted on the proper form and shall be approved by the Superintendent or designee as provided herein:

provides that your dependents may continue in the group even after their dependence eligibility has terminated. Your spouse/dependents are covered under several other circumstances as well. These circumstances are as follows:

- |   |  |
|---|--|
| * Death of spouse/parent  | * Divorce or legal separation (from spouse/of parents) |
| * Spouse's/parent's termination (other than gross misconduct) or reduction in hours | * Spouse/parent becomes eligible for Medicare          |

If any of these events occur to you, and your spouse or dependents wish to continue in the healthcare program through MCSD, you must contact Employee Benefits at 850- 973-1536 for additional information and to enroll. Upon enrollment through COBRA, you will be notified of the premium amount. Premiums must be paid by the first of each month for coverage that month. Paying premiums on time is your responsibility. DSBMC will not bill you for COBRA payments.

### **UNPAID LEAVE**

The Board allows you, with the recommendation and approval of your supervisor and the Superintendent to take Unpaid Leave for various non-work-related reasons. Unpaid Leave may be granted for reasons such as parental leave, educational leave, time to care for an ill parent or child, or for personal health reasons. **You cannot be on unpaid leave and hold another job.** Unpaid Leave must be approved by the school board before you stop work. When you are on approved Unpaid Leave, you may continue your benefits with MCSD. **Contact Personnel Specialist at 850-973-1532 and Employee Benefits at 850-973-1536** at the District Office, to assure that you have taken necessary action to continue benefits. For more information regarding Unpaid Leave, refer to MCSB Policies 1430; 3430; and, 4430 "Leaves of Absence" your applicable negotiated contract, and your supervisor.

### **CREDIT UNION MEMBERSHIP**

As a Madison County School Board employee, you and your family may become members of the Madison County Education Association Credit Union. The credit union features special services, which include:

- Savings Accounts; and
- Various Types of Loans

The phone number for the **Credit Union** is 850-973-3132; fax number is 850-973-8444.

### **STAFF DEVELOPMENT PROGRAMS**

Inservice credit for staff development in our district is earned in a variety of ways that include conferences, workshops, online courses, etc. School sites conduct in-house training to meet individual teacher needs as outlined in each teacher's Individual Professional Development Plan (needs assessment). Staff development activities are planned and implemented as a result of needs assessment at each school site, priorities outlined in School Improvement Plans, and priorities outlined in the district's Strategic Plan. The school district uses the TRACK system for records maintenance and for tracking Inservice activity in the district. Student growth and achievement is the primary goal of staff development activities in our schools. For further information, contact **Director of Curriculum** 850-973-1552 at the District Office. MCSB Policies 1242 and 3242 "Professional Development".



The School Board shall comply with all state and federal laws, **which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.**

**The School Board shall admit students to District Schools, programs, and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap.**

**Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment *MCSB Policy 1470*).**

**1) Complaints: Procedures for filing.**

- a. **Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the School District should immediately file a written complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint. The complaint must be filed within ten (10) days of the alleged incident.**
- b. **The complaint should be filed with the School Principal or Site Administrator. Complaints filed with the Principal or Site Administrator must be forwarded to the District's EEO Officer within five (5) days of the filing of the complaint. If the complaint is against the principal or site administrator, the complaint may be filed directly with the EEO officer.**
- c. **If the complaint is against the District's EEO officer, the Superintendent, or other member of the School Board, the complaint may be filed with the School Board Attorney.**

**For equity issues, please contact:**

Equity Officer/ Coordinator of Student & ESE Services  
210 NE Duval Avenue, Madison, FL 32340  
850-973-5022

Madison County School District does not discriminate on the basis of race, color, religion, national origin, sex (gender), marital status, disability (Section **504/ADA**), sexual orientation, gender identity, age or legally-protected characteristics in its educational programs and activities. **Please contact MCSD 504 Coordinator for inquiries regarding 504 policies: (850) 973-1562.**

**COMPLAINT PROCEDURE**

**PURPOSE:**

**To secure, at the lowest administrative level, equitable solutions to claim(s) arising from a violation, misapplication, or misinterpretation of a School Board Policies, Procedures or Administrative Directives, which may include discrimination or harassment, and to establish an orderly succession of procedures wherein these solutions may be pursued.**

**DEFINITIONS** - As used herein, the following terms have these meanings:



**MADISON COUNTY SCHOOL DISTRICT  
COMPLAINT PROCEDURE FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Status: S – Student    A – Applicant    E – Employee    P - Parent    C – Citizen

Date of alleged violation: MM/DD/YY \_\_\_\_\_

Description of alleged violation – include specific violation, date, time, place, witness(es), conditions, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedy sought (describe action requested to resolve the alleged violation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

\_\_\_\_\_

## Madison County School District Staff Handbook Signature Page

As a Madison County School District System Employee, my signature indicates that I have received a copy of The Staff Handbook, The Internet Usage/Responsibility, and The Principles of Professional Conduct of the Education Profession in Florida. I understand there are procedures to be followed by all employees for the selection, implementation and use of instructional materials. Specifically, this includes all forms of instructional materials (commercial and/or locally produced), activities and events conducted for the purpose of being instructional and any other activity using instructional media. I am aware of my professional obligations including the requirement to self-report arrests and convictions. My signature also signifies I have read the information on confidentiality and I am aware of my professional obligation as an employee of the Madison County School District.

Print Name \_\_\_\_\_

SCHOOL \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Employee Network and Electronic Mail Responsibility Contract

*MCSB Policy 7540.05 and 7540.05*

User's Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employee Location: \_\_\_\_\_

Job Title: \_\_\_\_\_

#### Employee Agreement

I have read and understand the Terms and Conditions of Use of Telecommunications and Network (Internet) in Madison County School District. I further agree to abide by the terms of the agreement. I understand that unacceptable violations will result in losing my access privileges. In addition, violations may result in disciplinary action and/or appropriate legal or criminal action being initiated against me.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

