

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 judgement. 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), Florida Statutes.

- (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), Florida Statutes.
- (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), Florida Statutes.
- (p) Shall comply with the conditions of an order of the Education Practices Commission.
- (q) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

State Board of Education Rule 6B-1.001, FAC

## The Code of Ethics of The Education Profession in Florida

- (1) 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.
- (2) 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 judgement 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 educator strives to achieve and sustain the highest degree of ethical conduct.

Adams v. State of Florida Professional  
Practices Council, 406 So 2nd 1170 Fla.  
1st DCA 1981

*“By virtue of their leadership  
capacity, teachers are  
traditionally held to a high  
moral standard in  
a community.”*

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For further information call or write:  
**Bureau of Educator Recruitment,  
Development and Retention**  
325 West Gaines Street, Suite 124  
Tallahassee, FL 32399  
(850)245-0441, SUNCOM 205-0441

## The Code of Ethics and The Principles of Professional Conduct of The Education Profession in Florida

*Professionalism Through Integrity*



Florida Department of Education  
[www.fldoe.org](http://www.fldoe.org)

## The Principles of Professional Conduct of The Education Profession in Florida

- (1) The following disciplinary rule shall constitute the Principles of Professional Conduct of the Education Profession in Florida.
- (2) 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.
- (3) **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.
- (4) **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 judgement.
  - (e) Shall offer no gratuity, gift, or favor to obtain special advantages.
- (5) **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 judgement 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 of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- (m) 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

# The School Board of Gadsden County



"Putting Children First"

ELIJAH KEY  
SUPERINTENDENT OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD  
QUINCY, FLORIDA 32351  
TEL: (850) 627-9651  
FAX: (850) 875-8757  
<http://www.gadsdenschools.org>

## MEMORANDUM

TO: All Employees  
FROM: Elijah Key, Superintendent  
SUBJECT: Drug Free Workplace

## NOTICE TO EMPLOYEES

YOU ARE HEREBY NOTIFIED THAT it is a violation of the policy of the Gadsden County School Board for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance. Furthermore, it is also a violation for any Gadsden County School Board employee to use any illegal drug at any time.

"Workplace" is defined as the site for the performance of work done for Gadsden County Schools. This includes any place where work for the school district is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED THAT it is a condition of your continued employment with Gadsden County Schools that you will comply with the policy of the school district and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace. Such notification shall be no later than five (5) days after such conviction.

There are many agencies in Gadsden and Leon Counties that offer fast access to drug or alcohol counseling and, if needed, referral to a drug rehabilitation program. If you or your family are in need of assistance, you may contact the Director of Personnel, at (850) 627-9651, or call:

CATHY S. JOHNSON  
DISTRICT NO. 1  
HAVANA, FL 32333

STEVE SCOTT  
DISTRICT NO. 2  
QUINCY, FL 32351

LEROY McMILLAN  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL  
32324 GREENSBORO, FL  
32330

CHARLIE D. FROST  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

KAREMA D. DUDLEY  
DISTRICT NO. 5  
QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

**OUTPATIENT**

Apalachee Center for Human Services, Inc.  
Quincy - 875-2422 or 875-8230  
Tallahassee (EAP) – 487-3253 or 487-0211  
Crawfordville – 1-850-926-5900

Quincy Psychological Services  
385 East Jefferson Street  
Quincy, FL 32351 . 627-6713

**INPATIENT (HOSPITAL SERVICES)**

Tallahassee Community Hospital  
Addiction Recovery Center  
2807 Capital Medical Boulevard  
Tallahassee, FL 32308 656-5112

Natural Bridge Recovery Center  
3333 West Pensacola Street, Suite 100  
Tallahassee, FL 32304 488-6520

Greenleaf Center, Inc.  
A Regional Psychiatric and Chemical Dependency Hospital  
2209 Pineview Drive 1-800-247-2747, hotline  
Valdosta, GA 31602 1-800-445-8022, business

Twelve Oaks An Alcohol and Drug Recovery Center  
2068 Health Care Avenue 1-800-622-1255, hotline  
Navarre, Fl 32566 1-800-939-1200, business

**OTHER SERVICES**

Drug Abuse, Alcoholism and Cocaine Hotline	1-800-333-4444
Drug Abuse Information	487-2930
Tallahassee/Leon County Human Services Center	488-6520
Telephone Counseling and Referral Services	224-6333
Detox: Apalachee Center for Human Services	487-0300
Alcoholics Anonymous	385-1551
Al-Anon	222-2294
Narc-Anon	599-4849
Narcotics Anonymous	681-8120
The Crack Cocaine Self-Help Group	561-1372
Parent/Family Support Group	574-6695

Through these programs you can get easy, fast access to drug counseling and, if needed, referral to a drug rehabilitation program. Contacts seeking assistance are completely confidential.

Any employee who violates the terms of the School Board's Drug Free Workplace Policy may, at the discretion of the Board, be non-renewed or employment may be suspended or terminated pursuant to Sections 230.23(5) (f) and 231.36(1) (a), Florida Statutes, and appropriate negotiated master contracts.

Alternatively, at the discretion of the Board, any employee who violates the terms of the School Board's Drug Free Workplace Policy may be required to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such program, the employee shall be non-renewed or his or her employment shall be suspended or terminated.

The enclosed information is designed to inform you of the dangers associated with drug abuse. Please don't wait until it's too late. If you need assistance with a drug or alcohol related problem, call today.

## USE OR ABUSE?

### Diagnosing Dependency

Dependence on alcohol or other drugs is a widespread problem. Many times, people don't recognize it. Chemical dependency is simply the inability to control the use of some physical substance – not being able to limit how much is used. If you have a dependency problem, recognizing it can help you to move towards a happier and healthier life.

### Myths

You might think of a chemically dependent person as someone who can't live without their drink or drugs, who is often drunk or stoned, who uses every day, or is irresponsible, immoral, weak-willed or even evil. The fact is, a person can be chemically dependent without showing such obvious signs, and dependency can cause serious problems in a person's life. We are gradually beginning to realize that a person's genetic makeup may affect his or her chances of becoming dependent and that dependency is often a physical condition that cannot be cured by willpower alone.

### Symptoms of Dependency

Here are some signs that might indicate a chemical dependency problem in you or someone you love:

- Trying to cut down or to quit using some substance and failing at it.
- Blackouts, or lapses of memory, after use.
- Using the substance while alone, or hiding the evidence of use.
- Using the substance to forget about problems or worries.
- Doing things while "under the influence" that cause regret afterwards.
- Not being able to enjoy an event without the substance.
- Using much more than other people in a social gathering.
- Neglecting responsibilities in order to use the substance.
- Family, friends, or employer expressing concern about substance use.
- Being willing to do almost anything to get the substance.
- Financial or legal problems from using the substance.

### Problems Caused By Dependency

Chemically dependent people often act unwisely or inappropriately while under the influence of their drug. They may act in ways that will embarrass them later, such as by telling dirty jokes at a party. They may endanger their health and lives of others, by having unsafe sex, or by driving while intoxicated. They may lose their jobs or families as people around them are hurt by their actions.

## What To Do

Recognizing that there is a problem is the first step towards recovering from chemical dependency. If you think you might have a problem of this type, here are some steps you can take:

- ◆ Acknowledge the problem openly.
- ◆ Limit time spent with people who encourage drug use, or who believe that dependency is a problem of weak will.
- ◆ Seek professional help from doctors or the therapists who deal with chemical dependency and recovery. You might benefit from counseling or a recovery program at a hospital or private clinic.
- ◆ Seek out the support of people who are recovering themselves. Many 12-step programs such as Alcoholics Anonymous are available for various types of dependencies. Your personnel department can help you find these and other helpful resources.

## **GADSDEN COUNTY SCHOOL BOARD POLICY**

**DRUG-FREE WORKPLACE** – The Gadsden County School Board hereby affirms its intent to maintain a workplace that is free from alcohol, drugs and other forms of abused substances. In order to implement a drug-free workplace the Superintendent shall:

- (1) Develop, publish, and distribute to each employee a statement notifying employees that the unlawful manufacture, distribution, possession, or use of alcohol or a controlled substance in any facility or on any grounds of the Gadsden County School System is prohibited. The statement shall also advise employees of the action that will be taken for any violation of the prohibition.
  - (a) The statement shall specifically advise each employee that, as a condition of the employment, the employee must abide by the terms of the statement and notify the Superintendent, within five (5) days, of any criminal drug statute conviction resulting from a violation which occurred in the workplace.
- (2) Develop and implement a Drug-free Awareness Program, designed to inform employees about:
  - (a) The dangers of alcohol and drug abuse in the workplace;
  - (b) The School Board's policy of maintaining an alcohol and drug free workplace;
  - (c) The School Board's Drug and Alcohol Testing Program for employees;
  - (d) A listing of all available drug counseling or rehabilitation programs; and

- (e) The penalties that may be imposed for alcohol or drug abuse violations occurring in the workplace.
- (3) Initiate action against any employee who is convicted of a drug violation occurring within the workplace within 30 days of notice of such conviction. Such action shall include:
    - (a) Termination of the employee, or
    - (b) In highly unusual cases and when deemed to be in the best interest of both the individual and the School System, requiring the employee to participate in a drug abuse assistance or rehabilitation program.
  - (4) Initiate action against any employee who tests positive in the drug and alcohol testing program. Such action may include, but not limited to: counseling, rehabilitation, suspension, and/or termination.
  - (5) Conduct a biennial review of each alcohol and drug abuse prevention program operating in the School District in order to:
    - (a) Determine program effectiveness and implement appropriate changes; and
    - (b) Ensure that the prohibition against alcohol and drug use herein is being consistently enforced throughout the School System.



**FOR SELF-EVALUATION ONLY – THIS IS NOT TO BE RETURNED**  
**DO YOU HAVE A PROBLEM?**

1. Has there been a significant increase in your drinking over the last 3-5 years?
2. Have you noticed that you have begun to look forward to those occasions or time of the day when you can have that first drink?
3. Has your drinking or drug use begun to create problems at home or with friends?
4. Have you done something in relation to your drinking or drug use that you never thought you'd do?
5. Have you promised yourself or someone else that you would cut down or quit entirely?
6. Have you ever had "amnesia" or forgotten something that has happened when you've been drinking or using drugs?
7. Have you ever drank or used more than you had planned to on any given occasion?
8. Have you ever driven under the influence of drugs or alcohol?
9. Have you ever been arrested for an alcohol or drug related offense?
10. Is drinking or drugs a primary part of most of your social activities or relationships?
11. Do you avoid being around certain people when you are drinking or using?
12. Do you tell yourself or others you can stop on your own when you want to?
13. Have you stopped completely for a period of time and then resumed drinking or using?
14. Do you ever drink or use drugs to improve yourself sexually?
15. Have you ever changed doctors in order to get a particular drug?
16. Have you ever withheld information from a doctor about your drinking or drug use?
17. Have you ever wondered if your drinking or drug use was not normal or out of control?
18. Do you tend to use alcohol or another drug to help you sleep at night?
19. Do you have a history of alcohol or other drug problems in your family?