

CHARLES W. FLANAGAN HIGH SCHOOL

2018-2019 Faculty Handbook
 Robert W. Runcie *Superintendent of
 Broward County Schools*
 Alan I. Strauss, *Director*
 Mrs. Michelle Kefford,
Principal

Welcome to our Faculty Handbook. **Please save this document on your desktop for easy access.**

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VERY IMPORTANT: You can access the entire School board of Broward County EMPLOYEE HANDBOOK by visiting: <http://www.broward.k12.fl.us/employeehandbook/hb04/toc.htm>

Academic Achievement

Students must maintain a 2.0 grade point average to take part in any interscholastic extra-curricular school or district activity during the grading period preceding the competition or activity and must pass at least seven classes during the school year. The cumulative 2.0 average is also required for graduation.

Accident Procedure

In the event of serious or extensive injury, the teacher to whom the student is assigned or in the event that injury occurs when the student is not under specific teacher observation, the first teacher upon the scene shall adhere to the following procedures:

- DO NOT MOVE THE INJURED STUDENT
- RENDER FIRST AID ONLY IF NECESSARY
- IMMEDIATELY NOTIFY AN ASSISTANT PRINCIPAL (Give the student's name and grade to the AP and provide the possible extent of injury.)

An accident form must be filed with the principal's designee for all accidents whether the student has school insurance or not. This form should be completed immediately after the incident by the teacher who witnessed the accident or was first on the scene.

Administration

Mrs. Michelle Kefford, *Principal*

Assistant Principals:

Mrs. Kristine Knapp

Mrs. Gina Montagnino-Fiske

Mr. Freddie Jones

Mr. Jay Milmed, *2nd in command*

Announcements

Announcements fall under a designated administrator, Jay Milmed. Staff members are responsible for ensuring that the announcement has been written and turned in. All announcements must be submitted by 1:00 pm in order to be read the following day. Consult with the Student Activities Director for additional guidelines that govern processing and handling announcements.

Assemblies

Flanagan High School will schedule assemblies throughout the year in the auditorium and gymnasium. Teachers are required to remain with their students and are responsible for the enforcement of the following rules of conduct for all assembly programs.

Students from your room must stay together as a group and return to your room as a group.

1. Teachers should instruct students to refrain from walking on the gymnasium floor.
2. Teachers should instruct their students in appropriate behavior and courtesy during assembly programs.

When necessary, more specific instructions will be distributed from the Student Activities Director.

Athletics and Other Performing Organizations

Charles W. Flanagan High School participates in a myriad of athletic competitions under the jurisdiction of the Florida High School Activities Association. The Athletic Program is an extra-curricular activity and as such will be given its proper emphasis. Performing music organizations are under the jurisdiction of the Florida School Music Association.

To be eligible to participate in interscholastic extra-curricular activities, students must maintain an un-weighted cumulative GPA of 2.0 or above on a 4.0 scale. Ninth grade students must meet this requirement beginning with the second semester of ninth grade.

Attendance Codes

Pinnacle attendance records require laser-focused attention. Student attendance must be checked each class period each school day. Please ensure that you mark each student "present" with a "P" and not just leave the box unmarked. It is imperative that teachers record Pinnacle attendance codes for student absences, tardies, field trips, internal suspension, external suspension, etc. Attendance records will also be collected at the end of the school year for future audit purposes.

Auditorium Use

The Auditorium is available for use by our faculty. It is a resource room with multiple possibilities. In the past, teachers have used the auditorium for speeches by guests from the community, performances of student work, presentations of student projects, and many other noteworthy endeavors. In order for use of the auditorium to be fair for everyone involved, we must follow procedures established by the administration and the auditorium

manager. Please follow this process to reserve the auditorium for your use during the school day, or for any event.

1. Pre-plan your event with your organization (student clubs, department, other teacher, etc.) and attend to as many details as you can. These should include dates, times, number of people attending, and exactly what will be occurring during the event.
2. See the Assistant Principal in charge of Auditorium use, Jay Milmed. Complete a Project Approval Form and an Auditorium reservation form, providing as much specific information as possible. You will be contacted by the auditorium manager to verify that the form was received and to clarify any details of your event. Student technicians will be assigned to assist in arranging the event; however, the ultimate responsibility for the event running smoothly lies upon you. Any changes in details of the event must be reported to Jay Milmed immediately.

Guidelines:

1. Students should never be left unsupervised in the auditorium. As the event coordinator or sponsor, you are accountable for anything that takes place in the room during the event or the preparations for the event.
2. Students are expected to behave when they are in the auditorium as if they are in a public concert hall. They are not to sit with their feet up on chairs or do anything that might damage some aspect of the auditorium. There is definitely no food or drink in the auditorium.
3. The auditorium is reserved on a first come first serve basis. School activities take priority over community activities, assuming the date is available. Therefore, as soon as you are aware of an event you would like to sponsor, fill out the above-mentioned forms in the Student Activities Office. These forms must be turned in at least two weeks prior to the first rehearsal or the event itself (whichever comes first) to guarantee that the equipment and student volunteers will be available for the time of the event.
4. Producing an event in the auditorium is not an easy task. In order to help you efficiently plan your event, please see the section below entitled, "Checklist for Auditorium Event Planning." Use this checklist to understand the possibilities for using the room to its fullest potential.

Checklist for Auditorium Event Planning:

1. What is my expected attendance? Will performers need areas of seating reserved for them?
2. Will this require extra security officers or custodial personnel? Extra security should be arranged through administration and the bookkeeper.
3. What is to be included in the event program? It is best to supply the auditorium manager and staff with a printed program at least a few days in advance.
4. Does each item in the program require different technical considerations?
5. Do my performers need to be amplified? If you are unsure of the amplification (microphones and speakers) required for your event, please consult with the auditorium manager.
6. What special equipment might be required? Equipment such as overhead projectors, LCD projectors, TVs, VCRs, and other media or technological devices are available.
7. What special sound considerations do I have? CD's and tapes can be played through the house sound system. Testing these sources before the event is very important.
8. What special lighting considerations do I have? Rearranging lights needs to be done at least two days in advance. It can be a lengthy process but can make all the difference. Spotlights are available, as are infinite configurations of stage lights and houselights.
9. How will the stage be arranged? This may include opening and closing of curtains, use of podiums, tables, chairs, or other props. Although this aspect is flexible, you must obtain items needed for use if the items are not housed in the auditorium.

Your answers to these items should appear in some form on the Auditorium Reservation Form. (See form online.)

Behavioral Emergency

A behavioral emergency exists whenever it is apparent that one or more students exhibits "acting out" behaviors (i.e. fighting, running away from school personnel, verbal altercation, etc.) Behavioral emergencies usually involve several students on the verge of abandoning composure and all reasoning capacities.

Whenever a BEHAVIORAL EMERGENCY occurs, the following procedures should be followed:

1. In the classroom, use the intercom system or your room assigned telephone and report a behavioral emergency.
2. While on campus and a behavioral emergency occurs, locate the nearest security personnel or administrator and direct them to the fracas.
3. The same steps will be followed as in a medical emergency.

Bell Schedule:

<u>Regular Bell Schedule</u>	
Period 1/5	07:40 – 09:10
Period 2/6	09:18 – 10:48
A LUNCH	10:48 – 11:24
Period 3/7	11:32 – 01:02
Period 3/7	10:56 – 12:26
B LUNCH	12:26 – 01:02
Period 4/8	01:10 – 02:40
Buses Depart	02:50
<u>Professional Study Days</u>	
September 6, 2018 (Black Day)	
October 4, 2018 (Black Day)	
November 1, 2018 (Green Day)	
January 10, 2019 (Green Day)	
February 7, 2019 (Black Day)	
April 4, 2019 (Green Day)	
<u>PSD Bell Schedule</u>	
Period 1/5	07:40 – 08:35
Period 2/6	08:40 – 09:35
Period 3/7	09:40 – 10:35
Period 4/8	10:40 – 11:35
Optional boxed lunch	11:35 – 11:45
Buses Depart	11:50
<u>Early Release Days</u>	
October 18, 2018 (Black Day)	
December 21, 2018 (Exam Day)	
February 21, 2019 (Green Day)	
March 21, 2019 (Green Day)	
May 9, 2019 (Green Day)	
June 4, 2019 (Exam Day)	
<u>ER Bell Schedule</u>	
Period 1/5	07:40 – 08:44
Period 2/6	08:52 – 09:56
Period 3/7	10:04 – 11:08
Period 4/8	11:16 – 12:20
Optional boxed lunch	12:20 – 12:40
Buses Depart	12:50

Blackout Procedure

In the event of a power failure, the following procedures will be implemented:

Open the blinds to gain outside sunlight. If power is not restored in a timely manner, it may be prudent to open the classroom door for circulation of air.

Remain quiet, calm, and in the same location. Refrain from releasing students into the hall during this critical time.

Do not panic. The administrative team will establish methods of communication with you and deploy measures to address the situation.

BTU Stewards

Andrew Witcher (Designated Steward), Tracy Chandler, Albina Dickenson & Christiane Gunn

Calendar (School)

An On-line calendar for all Activities at Flanagan High School is posted and kept current on the school's website. The calendar can be accessed via the website at:

<https://www.browardschools.com/Page/106#calendar56/20180806/month>

Child Abuse Florida Statute

All educators and child advocates are held legally responsible under Florida Statute 827.07 for reporting suspected cases of child abuse and neglect to 1-800-96-ABUSE (1-800-962-2873.) The individual who initially observed signs of abuse or was the recipient of information from the alleged victim is the person who is required to contact the child abuse hot-line. This person is deemed the reporter and must give their name when reporting.

All suspected cases of child abuse must be reported to the principal or designee who is then required to be in compliance with Florida Statute 827.07 and report alleged child abuse or neglect for investigation. Florida statute 827.07 indicates that any person including, but not limited to, any physician, nurse, teacher, social worker, or employee in a public or private facility serving children must report all suspicions of child abuse.

Visiting teacher/school social workers and school-based Child Abuse Coordinator are available for consultation concerning the identification and reporting of child abuse and neglect. Clinical social workers are available for providing school personnel with in-depth consultation on an individual student. They also assist in providing linkage between schools and community agencies. Finally, they are available to provide behavior management techniques for those students who have been identified as being abused and severely neglected.

Additional information: <http://www.myflorida.com/accessflorida/>

Citizenship

High standards of citizenship are expected from the students at Charles W. Flanagan High School. These high standards must be demonstrated not only during the season of an activity but also during the entire year. An unsatisfactory conduct grade during the year may seriously affect the student's future in the athletic program at Charles W. Flanagan High.

The school believes proper citizenship, as well as the other character traits espoused by the school superintendent and School Board, should be demonstrated by the students both on and off campus. Therefore, if a student is involved in any incident that would be in contrast to the goals of Charles W.

Flanagan High School or that would cast reproach upon the school and its extracurricular program, the student may forfeit any future participation in any activities.

Teachers are encouraged to discuss with the extracurricular sponsors and coaches those students who are failing to maintain the above standards.

Class Record

The following is intended to assist the teacher in recording and organizing the results of the specific items which are necessary to formulate a sound judgment of the achievements of every student in your charge. The class record book (Pinnacle print-out) is the legal audit trail and may be subpoenaed by the court. Pinnacle print-outs of student grades and attendance are now used and will serve as the records for audit purposes.

General Classroom Responsibilities

Each teacher (floating teacher along with the regular classroom teacher) is responsible for the general appearance of the room in the following ways:

1. Display areas and bulletin boards should be planned on a rotating basis.
2. At the close of each period the teacher should supervise the picking up of all paper from the floor and desks.
3. Lights should be turned off when the room is not in use.
4. Desks and chairs should be left in an orderly manner.
5. Doors should be locked AT ALL TIMES.
6. In case of a break-in, it is the responsibility of the teacher in charge to report the incident to the department chairperson and the department assistant principal.
7. Teachers should not ask for custodial services of a personal nature.
8. Teacher and student desks and dry erase boards should be cleared for use by other classes.
9. Maintain complete and updated seating charts for each class each grading period.

The teacher is responsible for their assigned students the entire period and should not leave the class except for an emergency, such as illness.

If you need to leave class for an emergency, contact the department chairperson and your assigned administrator immediately.

School errands should be completed before school, during the planning period, or after school, rather than while a class is in session.

Clinic

If a student becomes too ill to remain in class, he/she should request an official school pass to the clinic from his/her teacher.

If it is necessary for the student to be sent home, a parent will be called from the front office. Only emergency first aid will be administered in the clinic.

Staff is prohibited by law from giving students any internal medicine such as aspirin, Tylenol, etc. Therefore, students with headaches, etc., should be encouraged to remain in the classroom or sent to Student Affairs to call home. The clinic is not to be used as a "rest area." Students are permitted only fifteen minutes in the clinic, and they are then to call home or return to class.

Clubs and Organizations

Organization of clubs and groups whose purposes conform to the philosophies and policies of the school shall be encouraged. Such clubs and groups shall function under the authority of the principal, subject to the following provisions:

1. Organizations may be initiated only upon prior approval of the principal.
2. A definite purpose shall be established through the adoption of a constitution and bylaws which conform to the policies and philosophy of the school and which shall be an integral part of the total educational program.
3. A copy of this constitution is to be kept on file with the Director of Student Activities. Any changes to the constitution must also be submitted to the Director of Student Activities. Each school organization must have a school sponsor, appointed by the principal.
4. The principal or delegated representative shall supervise and have final authority over all activities of such organizations.
5. The club's membership roster and a list of officers must be filed with the Director of Activities after each club is organized at the beginning of each year.
6. Any activity or fundraising event must have the approval of the principal to be entered on the Master Activities Calendar. All funds relating to such organizations/events shall be deposited in the internal account of the school to be disbursed only upon prior approval of the principal. (See School Board Policy "Money-Raising Activities" for specifics.)
<http://www.broward.k12.fl.us/sbbcpolicies/docs/P6206.000.pdf>
7. All clubs must maintain, as a minimum, the following records:

- a. A complete and accurate set of minutes
 - b. Complete accurate financial reports.
 - c. A file of all correspondence
8. Secretary's minutes, treasurer's reports, up-dated membership lists, and a summary of the club's activities must be filed with the Director of Student Activities at the end of the year.
9. A regular meeting schedule should be established and filed with the Director of Student Activities.
10. All posters, advertising a club event or pertaining to a club, must be approved by the club sponsor, and must be signed by the Director of Activities. No posters or any other type of advertising will be displayed by using any type of tape on the railings, and/or facade of the building.
11. Each club or organization MUST be represented at ALL I.O.C. MEETINGS. Additional guidelines are accessible from Policy 6205: <http://www.broward.k12.fl.us/sbbcpolicies/docs/P6205.000.pdf> and Policy 5201: <http://www.broward.k12.fl.us/sbbcpolicies/docs/P5201.000.pdf>
12. For fundraising, internal accounts, and booster club Standard Practice Bulletin items please visit the public icon under "Field Trip & Fundraiser Forms".

Code of Ethics

BROWARD COUNTY SCHOOL DISTRICT OFFICES OF PROFESSIONAL STANDARDS &
SIU DEPARTMENT OF EDUCATION

http://www.fldoe.org/edstandards/code_of_ethics.asp

Bureau of Educator Standards

Office of Professional Practices Services

HOW TO USE COMMON SENSE AND PROFESSIONAL JUDGMENT

TO AVOID LEGAL COMPLICATIONS RESULTING FROM CONDUCT THAT VIOLATES THE CODE OF ETHICS

INTERACTION WITH STUDENTS

Know your school and district policies and state laws governing corporal punishment, sexual harassment, and discrimination

Maintain a professional barrier between you and students. You are the adult, teacher and professional. Act like the expert not like their peer or friend. You are their role model.

Respect the students. Respect their differences. Know the students' rights.

Keep the classroom door open when talking to students.

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

When transporting students, coordinate transportation ahead of time. Use school or mass transportation if possible. If necessary, call a taxi for the student. If you must transport a student in your vehicle, ask a co-worker to accompany you.

Avoid leaving your students unsupervised. Have an alternate plan of action.

Chaperone only school-sponsored functions. When chaperoning a field trip, put in writing what your responsibilities will be.

Keep hands and other parts of your body to yourself.

Do NOT harass students. What you intend as humor may, in fact, be cultural bias or harassment.

Do NOT flirt with students.

Do NOT socialize with, or date, a student.

Do NOT drink alcoholic beverages or abuse drugs in front of, or with, a student.

Do NOT take students home with you.

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

Do NOT discuss, with students, your personal life or personal matters, especially your spouse, girlfriend or boyfriend.

REPUTATION IN THE COMMUNITY

Maintain a professional reputation in the community.

Know that any conduct, behavior or action that you engage in, outside the school and after school hours including weekends, that violates The Code of Ethics may be investigated by the District and the Bureau of Educator Standards.

Dress and act appropriately and professionally. You are a role model in the community as well as in the school.

REPUTATION WITH PARENTS, CO-WORKERS, DISTRICT EMPLOYEES

Treat parents with dignity, respect and courtesy at all times.

Communicate with, and document your communications with parents.

All co-workers and employees of the District are to be treated with dignity, respect and courtesy at all times.

Keep your co-workers and supervisors informed.

Know and follow school and district policies and state laws regarding discrimination and harassment.

Use common sense and good judgment. Ask yourself how someone else could perceive your comments or actions. Ask yourself if your comments or actions could be taken out of context and/or misinterpreted.

Avoid putting yourself in a position where you have to defend, explain, or justify your behavior or actions.

Avoid putting yourself in a position where it's your word against another person's word. The following forms of discrimination and harassment are prohibited and may result in your termination and/or costly litigation for the district:

They include, but are not limited to:

- Race
- Religion
- Age
- Color
- National Origin
- Disability
- Sex
- Citizenship
- Sexual Harassment

RECORDKEEPING AND ACCOUNTING PROCEDURES

Keep accurate and detailed records for all recordkeeping and accounting under your area of responsibility.

Know and follow all school board, district and school rules, policies and procedures. Know and follow school and district policies and state laws regarding collecting money, purchasing materials and equipment. Work in pairs when collecting, and accounting for, money.

Establish a policy regarding your grading system that is consistent with school and district policies. Give a written copy of the policy to students and parents at the beginning of the school year, when they begin your class or unit of instruction.

Establish a policy regarding your behavioral management system. Give a written copy of the policy to students and parents at the beginning of the school year, when they begin class or unit of instruction.

Self-report within 48 hours to appropriate authorities (as determined by the district) any arrest/charge involving the abuse of a child, the sale and/or possession of a controlled substance.

Self-report to the District 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

- o Within 48 hours after a final judgment
- o On an application for, or renewal of, a Florida Educator's Certificate

Do NOT alter:

- o Students grades for inappropriate reasons
- o Financial documents, including but not limited to: purchase orders, invoices, event revenue statements.
- o Court documents

Do NOT use school funds or event revenue for personal use or gain.

Do NOT submit fraudulent information on any document in conjunction with professional qualifications or professional activities.

SEXUAL HARASSMENT

While it is not easy to define precisely what SEXUAL HARASSMENT is, it certainly includes, but is not limited to:

- o Unwelcome sexual advances
- o Offering employment or other benefits in exchange for sexual favors

- o Making/threatening reprisals after a negative response to sexual advances
- o Visual Conduct: Leering, making sexual gestures, displaying of sexually suggestive objects, pictures, cartoons or posters
- o Verbal Conduct: Making or using derogatory comments, slurs or jokes
- o Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- o Physical Conduct: touching, assaulting, impeding or blocking movements

COMPUTERS/INTERNET

Know and follow all School Board, district and school policies relating to personal use of district owned computers and software and bringing personal computers to school.

School computers are to be used for school related purposes only unless you are granted permission by your school or district or district policy allows personal use of school computers.

School related uses are defined by the district. Some uses may include, but are not limited to:

- o Recording and storing student grades
- o Class rosters
- o An instructional tool for students
- o Lesson planning
- o Lesson related reference sites

Using a school computer for personal use without permission, including visiting inappropriate and pornographic sites is prohibited and may result in your termination

TYPES OF CASES INVESTIGATED

Alcohol Abuse
 Assault/Battery/Rape
 Breach of Contract
 Drug Abuse
 Fraudulent Certificate/Application
 Grand Theft/Larceny (Credit card, possession of stolen property)
 Illegal Use of Corporal Punishment
 Inappropriate Use of School Computers (Inappropriate Internet Sites, Personal Use)
 Incompetence (231.28(1)(b) and 231.29(3)(4))
 Manslaughter/Murder
 Misappropriation of School Money/Property (FTE, Fraudulent Sick Leave, Travel)
 Miscellaneous Felony (Arson, Burglary, Counterfeiting, Robbery)
 Miscellaneous Misdemeanors (Loitering, Prowling, Trespassing, Violation of Probation)
 Public Assistance Fraud (Welfare, Food Stamps)
 Reduction of Effectiveness
 Absent without Leave and Fraudulent Leave Records
 Alcohol and Drugs to or with Students
 Altering Student Grades, Records, FTE Records, Test Answers to Students
 Miscellaneous Misconduct in Office Leading to Reduction of Effectiveness
 Revocation/Suspension of Certificate in other States
 Sexual Misconduct
 Adult Sexual Misconduct (Exposure, Solicitation for Sex, Sexual Harassment of Employees) Heterosexual Battery (Intercourse, Oral Sex)
 Heterosexual Lewd and Lascivious (Fondling, Proposition) Heterosexual Romantic (Hugs, Kisses, Comments)
 Homosexual Lewd and Lascivious acts with Minors
 Shoplifting/Petty Theft
 Worthless Checks

Copy Machine and Fax Machine

Copy machines are located in the main office and in the Media/Information Center. There will be drop-off service available. Please do not send students to the Main Office or the Media and Information Center to have copies made. When using the copy machines, please observe the copyright law.

ADMINISTRATIVE NEEDS MAY HAVE TO TAKE PRIORITY ON THE COPY MACHINES

Use of the copy machines is limited to instructional materials used in your classroom. Reproduction of any other materials must be approved through administration. FAX transmittals and LONG-DISTANCE calls for school business are to be approved by the principal. The proper forms are to be completed. Do not permit students to use school phones for personal calls.

Curriculum Practices

In order to give guidance for both the development and use of materials to implement Board approved courses of study, the procedures listed below shall be followed. The curriculum materials shall:

1. *Be consistent with School Board of Broward County policies*
2. *Support and be consistent with the educational goals of Broward County schools and the objectives of specific courses*
3. *Be positive in approach*
4. *Have literary, aesthetic or social value*
5. *Impart social values consistent with core values as identified by a community-wide task force established by the School Board*
6. *Be free of bias*
7. *Help students gain awareness and contributions made to our society by minority and ethnic groups and women*
8. *Be appropriate in content and in references*
9. *Be accurate in content*
10. *Be relevant to curriculum continuum*
11. *Be timely*
12. *Exhibit quality in language and format*

FCIM (Florida Continuous Improvement Model)

Plan: *Data disaggregation, Timeline Development*

Do: *Instructional Focus*

Study: *Assessment, Maintenance, Monitoring*

Act: *Tutorials, Enrichment*

DEGREE-STIPENDS

<https://www.browardschools.com/Page/40448>

I am currently being paid for the Basic Incentive. I just completed my Masters Degree; will I get paid for both stipends? No. You will only be paid for the Master's Degree. To receive pay for the Basic Incentive again, you will need to have 15 semester hours or 300 inservice points beyond the last degree - in this case the Masters.

1. Is there an application for requesting a Degree Stipend?
No. Submit an OFFICIAL TRANSCRIPT showing "degree conferral date" to the Broward County Certification Office: ATTENTION: DEGREE STIPENDS. Include a cover letter with your social security number, school location, and school phone number.
2. Can I fax a copy of my official transcript to receive the Degree Stipend? No. You must submit an official transcript.
3. My university will not give me an official transcript. What should I do?
Request that they send the official transcript directly to the Broward County Certification Office - Attention: Degree Stipends.
4. Your office should already have my official transcripts. Why do I need to send another one?
Our office receives so many transcripts from so many people for so many reasons that unless you or the university identify exactly what you want the transcript used for, it will be forwarded to the Department of Education.
5. How will I know if my request for the Degree Stipend has been received? You will receive an acknowledgment letter in approximately five to seven days after submitting the transcript.

More information is available on Broward County Public School's webpage at:

<https://www.browardschools.com/>

DEPARTMENT CHAIRPERSONS

Athletic Director.....	Albert Guzzo
Career and Technical Education.....	Lisa Powell
Exceptional Education.....	Kim Jacobson
Fine Arts/Performing Arts.....	Steve Rivero
World Language.....	Edward Erazo & Tribawan Singh
Guidance Director.....	Jack Reed
Language Arts.....	Rhonda Ben Ezra & Kristy Modia
Mathematics.....	Anna Koltunova
Media.....	
Naval Science.....	Commander Brian McDonald
Physical Education/Health.....	Natalie Carter
Reading.....	Jennell Lozin
Science.....	Andrew Witcher & Chandler Searcy
Social Studies.....	Matias Arellano & Julie McCue

DISCIPLINE

I. Mission Statement

Our goal at Charles W. Flanagan High School is to establish and maintain an environment of mutual respect between students and staff, and to enhance the learning process. To accomplish this, inappropriate behaviors will be dealt with immediately. We realize that such behaviors are more effectively handled at the level at which they occur. Our desired outcome is the enhancement of learning, safety, and positive attitudes between all stakeholders at Charles W. Flanagan High School.

II. Responsibilities

All teachers are charged with the responsibility of providing a suitable learning environment for their students, and for dealing with inappropriate behaviors in accordance with the Flanagan High School discipline policy. Teachers are responsible for handling discipline problems in the classroom before submitting referrals. ALL referrals are to be entered electronically through the Discipline Management system located in Virtual Counselor. Administrators are responsible for helping teachers deal with inappropriate behaviors in accordance with the Flanagan High School discipline policy. Administrators will act in a timely manner on any and all appropriate referrals submitted by teachers and other staff members.

III. Flanagan High School Class Rules

The student will:

- Be in their assigned seat, prepared for class when the bell rings
- Respect the rights and property of self, others and the school
- Follow teachers' instructions the first time they are given
- Exhibit behavior that does not interfere with the teacher or learning process
- Bring no food, drink, or any distracting item to class
- Adhere to rules stated in the Broward County Student Conduct and Code Book

IV. Student actions calling for a teacher referral:

- Profanity and/or obscene gesture directed at a staff member
- Use or possession of a weapon
- Use, being under the influence of, and/or possession of a mood-altering substance (including paraphernalia)
- Use and/or possession of tobacco products
- Forgery (altering school or parental documents)
- Theft or destruction of personal and/or school property
- Assault and/or battery
- Other infractions outlined in the Discipline Matrix

DISCIPLINE POLICIES**CLARIFICATION OF “DURING THE SCHOOL DAY” AS IT RELATES TO CELL PHONES**

No cell phones or other personal technology may be used during instructional time for communication purposes without the permission of a teacher or administrator.

Liability – (Lost or Stolen Items)

Employees of the School Board of Broward County will not be held liable for items that are prohibited and are lost, stolen, or confiscated or for wireless communication devices that are lost, stolen or confiscated.

DRESS CODE

Clothing that exposes the torso is not allowed. Examples include, but are not limited to, see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tops or dresses with spaghetti straps, tube tops or tank tops with or without over blouses, jackets or shirts, shirts or blouses tied at the midriff and bare midriff outfits.

Clothing that exposes the upper thigh is not allowed. Hemmed shorts that are not shorter than mid-thigh, including walking shorts, Bermuda shorts and split skirts (culottes) are allowed. Shoes must be worn at all times. For safety reasons, slippers cannot be worn.

SIGN OUT POLICY

Once students arrive on school grounds, they are not permitted to leave campus without signing out through the Main Office. If it is necessary for students to leave school grounds for any reason, a parent or authorized adult who appears on the emergency contact card must personally appear in the office to sign out the student. If neither the parent nor an authorized adult can personally come, the PARENT may send in a fax or email FHSSignouts@browardschools.com with a copy of the driver’s license of the registering parent, the student’s name, time of dismissal, mode of transportation and reason for dismissal, authorizing the dismissal. Students cannot be signed out after 2:00 P.M., as per school board policy.

CLASS INTERRUPTIONS

Students will not be called out of class to receive items brought or delivered to school after classes are in session. Items may include but will not be limited to flowers, lunch money, class-projects, books, homework, cell phones, birthday cakes, etc.

I.D. BADGES

All students are required to display their FHS Student Identification Badge on their person while on campus. In order to receive services from Guidance, Student Affairs, Media Center and other school departments, students must present their I.D. badge. If the I.D. badge is not presented, service will not be rendered.

ATTENDANCE/TARDY POLICY

Make-up work for credit and a grade is allowed for excused absences.

A student is allowed to make-up work missed during a suspension period.

Make-up work is due on the day of return from suspension.

A student is not allowed to participate in any school activities during suspension period. A student is considered to have a “pattern of non-attendance” if he or she is absent from school a total of 30 hours (5 days) in a marking period.

Students are permitted four (4) excused or unexcused tardies to first period, per grading period.

Classroom policy should be in place for Tardiness during periods 2 – 7

Dismissal from Classes

Teachers are required to keep students in the classroom until the bell sounds for dismissal. Liability issues may arise if a safety and security concern emerges with the student who was released prior to dismissal. Students should remain seated until the teacher dismisses them after the bell rings. Additionally, once students are in class after the tardy bell, they should not be released with or without a pass the first ten

minutes and last ten minutes of the class period. Emergency circumstances should be reported to the administrative office.

Donations

School Board Policy 3412: <http://www.broward.k12.fl.us/sbbcpolicies/docs/P3412.000.pdf>

Any donations from outside entities must be deposited with the bookkeeper and accompanied by a letter from the individual making the donation. The letter must specify the use of the donation.

Drug - Free Workplace

<http://www.broward.k12.fl.us/sbbcpolicies/docs/P2400.000.pdf>

Pursuant to the requirements of the Federal Drug Free Workplace Act of 1988, Public Law 100-690, and School Board Policy #2400 (Drug-Free Workplace), the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited at all schools and school activities.

The Board must take appropriate disciplinary action against any employee who violates this directive, up to and including termination.

The School Board may also require the affected employee to participate satisfactorily in a state licensed drug abuse assistance program. Employees who violate the School Board policy and this directive are subject to prosecution. The Board offers drug counseling - contact the Employee Assistance Program.

EMAIL Outlook

Outlook is the Broward County School's official email server. Teachers must check their emails on a daily basis on the Outlook email program and join the shared groups as required and designated by the administrators.

I. Introduction

This document outlines the school district's procedures and guidelines on the creation, management and retention of electronic mail (e-mail) messages. Employees must be conscious of the fact that any e-mail messages within the school district's computer equipment are subject to public inspection and that there is no right to privacy with regard to those e-mail messages.

Employees must understand that there is no means of district-wide retention of e-mails sent and received by school district employees. Since the records retention value of each e-mail message varies depending upon the message's content, it is the responsibility of each e-mail user to review and assess each e-mail message and to take appropriate action for the retention or disposal of each e-mail message.

While use of e-mail messaging by school district employees requires some review and retention practices not found in the private sector, e-mail messaging can still function as a viable, efficient means to conduct school district business. These guidelines are not intended to discourage the use of e-mail messages to conduct business, but rather to establish a framework for their proper use as a communications tool.

II. Use of E-mail Messages

Applicable School Board Policy - School Board Policy 5306 - "School and District Technology Usage" defines acceptable school and district technology usage. Section 6 of the policy defines acceptable use of computer network and online telecommunications. Section 6a defines the rules and 6b defines the Code of Ethics for computer network and online telecommunications users. All use of e-mail by school district employees must be in compliance with School Board Policy 5306.

E-mail Management and Privacy

E-mail created by school district employees while working on official business is the property of The School Board of Broward County, Florida. Never consider electronic communications to be private. Treat electronic communications the same as written hard copy communications with regard to propriety and openness. The school district reserves the right to review all electronic correspondence that is used in its systems and facilities irrespective of the e-mail system used to create or receive e-mail.

Acceptable Use of E-Mail Privileges

Acceptable uses of e-mail are activities that support the user's job assignment within the guidelines and policies of The School Board of Broward County, Florida and the Florida Department of Education, and the

laws of the State of Florida. Users are encouraged to make full use of these electronic facilities in the pursuit of their jobs and assignments provided such use complies with School Board Policy 5306. Unacceptable Use of E-Mail Privileges

Unacceptable uses of e-mail would include:

1. Violating Section 1002.22 (3) (d), of the Florida Statutes which guarantees every student a right to privacy with respect to his or her educational records.
2. Using e-mail for illegal, inappropriate, obscene, or pornographic purposes as prohibited by School Board Policy 5306, Section 6, Acceptable Use of Computer Network and Online Telecommunications, (b) (1) (f).
3. Sending hate mail, harassment, discriminatory remarks, and other antisocial behavior as prohibited by School Board Policy 5306, Section 6, Acceptable Use of Computer Network and Online Telecommunications, (b) (1) (i).
4. Intending to spread computer viruses, damage or destroy data, infiltrate systems, damage hardware or software, or in any way degrade or disrupt the use of the network as prohibited by School Board Policy 5306, Section 6, Acceptable Use of Computer Network and Online Telecommunications, (b) (1) (j).
5. Copying commercial software or other copyright protected material in violation of copyright law as prohibited by School Board Policy 5306, Section 6, Acceptable Use of Computer Network and Online Telecommunications, (b) (1) (e).
6. Using these electronic services for financial gain or for any commercial or illegal activity as prohibited by School Board Policy 5306, Section 6, Acceptable Use of Computer Network and Online Telecommunications, (b) (1) (g).
7. Time wasting activities that do not adhere to the school district's mission, such as sending or forwarding chain letters, poems, and announcements.
8. Downloading files from unknown sources. E-mail Account Responsibilities, each person issued an e-mail user account is responsible at all times for proper usage. Users should never reveal their passwords to any other person.

Shared Accounts

There will be no shared accounts; all accounts will be logged-on by a single individual.

Accessing Another User's E-mail

When appropriate, primary users may delegate access to their incoming e-mail to other secondary/delegated e-mail users. This should only be done in situations where the same delegated users might also handle the primary user's paper mail.

EMERGENCIES

Injuries: When a student is injured on school property, the teacher or staff member in charge may render such aid as is advisable under the circumstances and within the limits of his/her knowledge for treatment of such injury. If possible, the principal or her designee and the parents shall be notified immediately. As soon as possible after the student has been treated or placed under competent care, a written accident report shall be made to the principal or designee and a copy of the report shall be promptly forwarded to the South Area Office.

Weather Emergency:

A weather emergency exists whenever there is a sighting or reported sighting of a tornado in the area of the school. This condition also exists whenever the local police department informs the administration that there is a strong possibility that a severe storm will occur or if severe storm warnings are posted. Tornado procedures will be issued on a separate handout. An announcement of a weather emergency will be made on the intercom.

DISTRICT STANDARD CODES

CODE RED: FULL LOCKDOWN

No movement in the building other than by police/fire officials and persons designated by them.

CODE YELLOW: LOCKDOWN

No movement in the building other than by CRT (Crisis Response Team) members and others specially authorized.

CODE ORANGE: EVACUATION

All persons leave the building according to established routes, or according specific instructions provided by Command Post Coordinators. In the case of CODE ORANGE evacuation, turn off all fans, lights, etc.

CODE BLACK: BOMB THREAT

Key issue: Electrical signals may trigger explosive devices

1. Turn off all walkie-talkies, cell phones, pagers and radios immediately
2. Leave all lights, fans, etc, as they are, on or off
3. Use of the P.A., bells and tones may be discontinued

Depending upon the situation, CODE BLACK: BOMB THREAT will be followed by one or more of the following:

1. Full lockdown
2. CRT activation
3. Evacuation

FLANAGAN SECURITY CODES:

CODE WHITE: Teacher needs assistance (non-emergency)

CODE GREY: Fight

CODE BLUE: Sick student

ESOL Requirements

See Link for details: <https://www.browardschools.com/Page/35690>

Click on ESOL Training Requirements

The following are guidelines for ESOL endorsement for teaching ELL students:

Primary English/Language Arts/Reading Teachers

Any teacher who teaches one or more ESOL students their "primary English/Language Arts or Reading" class is a CATEGORY I teacher. CATEGORY I requires the addition of either the ESOL Endorsement or the ESOL Subject Area Coverage to your valid certificate by one of the methods below:

State ESOL Endorsement - Requirements

- Certification in another subject appropriate to the teaching assignment
- 15 semester hours, 300 inservice points, or a combination of both in ESOL with a credit in:
 - Methods of teaching English to speakers of other languages
 - ESOL curriculum and materials development
 - Cross-cultural communication and understanding
 - Testing and evaluation of ESOL
 - Applied linguistics

TIMELINE FOR COMPLETING TRAINING REQUIREMENTS CATEGORY I TEACHERS

Begins the day and month you are assigned an ESOL student. Should your teaching assignment change, you must continue to complete requirements per the timeline below. Failure to do so will result in your non-renewal.

- First two school years > 3 semester hours or 60 inservice points
- Year 3 > 6 semester hours or 120 inservice points
- Year 4 > 9 semester hours or 180 inservice points
- Year 5 > 12 semester hours or 240 inservice points
- Year 6 > 15 semester hours or 300 inservice points

Deadline to have training completed for each school year is by the end of April

- If you are using college courses, you must submit an official transcript(s) to the Certification Office clearly marked "For ESOL Credit".

Math, Science, Social Sciences, Computer Teachers:

Required to have 3 semester hours or 60 inservice points in any of the approved ESOL endorsement courses.

Other Subjects/Services Provider:

Required to have 3 semester hours or 18 inservice points in any of the approved ESOL endorsement courses. A complete list of approved courses, as well as other information relating to ESOL endorsement, can be obtained from The School Board of Broward County.

Failure to comply with these requirements may result in suspension without pay until completion of training is documented.

Evacuation Drills

In keeping with the laws of Florida and for the sake of the safety of the students of our school, the school administration is required by law and board policy to conduct a series of building emergency evacuation drills each year. Follow these basic procedures:

1. When leaving the classroom (and while waiting for instructions to return to class, and upon returning to class) keep the entire class TOGETHER. Make sure to grab your class roster and your sign w/name.
2. Students should walk fast, but not run or talk during the entire drill.
3. Classes remain together on leaving the building and remain together while returning to the classroom.
4. Everyone remains outside until the inspection of the building is completed.
5. Make sure students do not stop and loiter prior to arrival at the designated location.
6. Remain with/near your class while at the designated area.
7. Return to classes when the all clear bell rings.

The teacher will bring up the rear of the line. Instruct your students to observe the drill procedures. Explain to your students what to do in case a drill occurs while some of them (the students) are out of the room. Each classroom will be supplied with individual instructions on their evacuation route. Be sure to familiarize yourself with these procedures and discuss them with each class. These instructions are to be posted conspicuously and must remain posted throughout the school year.

THE DEGREE OF SERIOUSNESS DISPLAYED BY THE INSTRUCTOR DURING EVACUATION DRILLS, WILL HAVE A DEFINITE INFLUENCE ON THE REACTION OF STUDENTS.

Evaluations

For most updated information see:

<http://www.broward.k12.fl.us/talentdevelopment/html/evaluation.html>

To access your iObservation account: <https://www.effectiveeducators.com/login/auth>

Excusing Students from Class

Once a student enters the classroom, he/she may leave only with the permission of the teacher. The time allotted between classes should be sufficient for a student to obtain a drink of water or to go to the restroom. Students are to remain in class except for emergencies. During the emergency, write a pass on the official school pass with the date, student's name, and your signature.

Teachers may not prevent any student attending their next class without prior approval of the teacher whose class the student will miss. Any student out of a classroom must have an official school pass written in ink and signed by the teacher, noting time of departure. The pass must be in-hand at all times and presented upon request. Teachers must collect the passes when students come to class.

DO NOT DENY A STUDENT ADMISSION TO CLASS BECAUSE HE/SHE IS LATE. REFRAIN FROM SENDING THE STUDENT TO STUDENT AFFAIRS TO RETRIEVE A PASS. RECORD THE STUDENT'S TARDINESS AN AS "UNEXCUSED TARDY".

Faculty Council Members

Donna Cardwell
 Natalie Carter
 Tracy Chandler
 Albina Dickenson
 Christiane Gunn
 Juliet Hue
 Anna Koltunova
 Andrew Witcher

Faculty Dress Code

Please make a sincere effort in using your discretion to be properly attired for the execution of your duties. Student dress code must be enforced by the entire faculty. Please do not allow students to violate the policy in your classroom. Teachers, remember that it is much easier to enforce the student dress code when you do not wear clothing deemed inappropriate for students.

Faculty Lunch

Faculty members are expected to eat lunch on campus. They may purchase lunch from the cafeteria or bring lunch from home. **Leaving campus for lunch is not permitted.**

Should an emergency arise and you must leave campus, please follow the procedure outlined below:

1. Notify an administrator that you will be leaving campus.
2. Sign-out in the main office.

Faculty Meetings

Regular faculty meetings for administrative needs, announcements and professional study will be held when necessary.

Teacher attendance at all faculty meetings is mandatory.

Department Chairpersons are to take attendance at each of these meetings and report it to the Principal's secretary.

In addition, departmental and committee meetings will be scheduled as deemed necessary.

Meetings of all professional associations which are held for the purpose of enacting professional business and which require members to leave their campus during school hours may not be held unless prior approval has been obtained from the Superintendent or his designated representative (Policy 4208).

Field Trip Eligibility

The Field Trip Handbook and forms are accessed on Flanagan's webpage under EMPLOYEE RESOURCES/District Forms. All field trip forms are also listed in a file titled "Field Trip Forms" under the public icon on your desktop. You are responsible for reading the Field Trip Handbook if you are interested in participating in any Field Trip Activity. The School Board believes that field trips, both in and out of the county, can be an integral part of the learning process in many areas of education. For purposes of this policy, a field trip shall be defined as a district-approved trip away from a school board site. Field trips shall not exceed five (5) consecutive school days. (Amended policy approved 3/21/95). Please note that all completed packets for Tri-County Field Trips are due to the assistant principal in charge 15 school days in advance. Completed packets for overnight and Out of Tri County field trips are due to the district office 30 school days in advance. As such, those packets are due to the assistant principal in charge 40 school days in advance. Failure to comply with the timeline will result in a denial at the school level. Refer to the email with the Field Trip paperwork and copy the folder to your desktop for convenient access.

For more information visit:

<http://www.broward.k12.fl.us/sbbcpolicies/docs/P6303.000.pdf>

Fire Emergency/Bomb Threat

A fire emergency exists whenever the school fire alarm is activated from the main panel or from a remote pull station.

A Bomb Threat is usually called into one of the school offices. These emergencies require the immediate evacuation of the building in accordance with the established evacuation procedures. The main office will announce the nature and location of the alarm.

Administrators will respond to the area. If a true emergency exists, the evacuation announcement will be made.

All staff members will make sure all students are clear of the building.
Administrators must assist wherever needed in order to protect the students.
Teachers are responsible for their students during an evacuation.

Food and Beverages

Teachers may not consume food or beverages in their classrooms.

Students may not consume food or beverages in classrooms.

Do not send students from class to the planning areas, cafeteria, vending machines, or off campus for food or beverages.

Fundraising Campaigns

Students and faculty members representing classes, clubs, or departments may not engage in money raising drives (solicitation or advertising, selling material things or service, vending machines, etc.) unless prior approval is given by the principal.

Approval will not be given if the proposed project is in conflict with sound educational philosophy, nor will approval be given if the proposed project is to be sponsored by a group of students who would be the direct beneficiaries thereof.

Sponsors of organizations conducting money raising drives are responsible for proper supervision of funds, sales, and accounting. A Money Raising Drive Financial Report will be filed immediately upon conclusion of the drive and a monthly report should be filed if it is of a continuing nature. Sponsors should check monthly with the bookkeeper to determine financial status of the club.

All sponsors and club treasurers must complete the training program provided by the bookkeeper. Failure to use the proper accounting practices and procedures will cause the organization to have their fund-raising activities suspended and/or the activity cancelled.

No one may "panhandle" on behalf of Flanagan High School or any of its constituent organizations at any time or place. This is a policy of the School Board of Broward County.

So, you want to have a FUNDRAISER? [July 24 Field Trip Policy 6303 - browardschools.com](http://www.browardschools.com)

1. Before any fundraising project may begin, a SAN form must be completed for the fund-raising activity, submitted at IOC meetings and then approved by the Principal. These forms are available online or accessed through the Public Folder.
2. Fundraising activities must be approved by the Principal. Booster clubs must comply with Board Policy.
3. After approval by the Principal, the Activities Director will enter the fundraising activity on the calendar.
4. There must be a faculty member present at all fundraising activities (including car washes) at all times.
5. After the fundraising activity is completed, a financial report must be submitted by the sponsor of the organization in a timely fashion to ensure approval of future fundraising activities.

PLEASE NOTE:

If a club or organization is interested in participating in a fund-raising activity that is new to the school or to that particular club, the sponsor must meet with the Activities Director to discuss details of the proposed arrangement.

Fiscal Instructions and Responsibilities for Dealing with Money and Purchases through Internal Accounts
Moneys Financial responsibility:

No money is to be left at any time in any classroom or office desk, whether locked or unlocked. Collected money is the responsibility of the sponsor in charge until it is deposited with the school bookkeeper. Money left in a desk, classroom, building, or car becomes the liability of the sponsor.

No monies are to be collected by any teacher unless the collection and disbursement of this money has been previously discussed, planned and approved by the principal.

Anytime money is handled or collected by a student or teacher/sponsor for an organization, those funds must be deposited into an internal account through the bookkeeper's office.

MONEY-RAISING ACTIVITIES

FROM TIME TO TIME, IT MAY BE NECESSARY AND DESIRABLE FOR STUDENTS TO ENGAGE IN SOME FUND-RAISING ACTIVITY IN CONNECTION WITH A SPECIAL PROJECT. MONEY-RAISING ACTIVITIES SHALL HAVE THE PRIOR APPROVAL OF THE PRINCIPAL AND CONFORM TO SUCH RULES AND REGULATIONS AS THE BOARD MAY ESTABLISH. ORGANIZED SCHOOL GROUPS SHALL NOT SPONSOR OR ENGAGE IN ANY FORM OF GAMES OF CHANCE. AUTHORITY: F.S. 230.22 (1) (2) POLICY ADOPTED: 2/12/70
POLICY AMENDED: 9/5/74 AMENDED POLICY APPROVED: 4/4/85

RULES

Student Solicitations and Fund-Raising

1. Door-to-Door

A. Elementary and Middle School

Door-to-door fund-raising by students shall be prohibited in activities sponsored by the school or by a school-related organization, in which students would be selling items or soliciting contributions, pledges or orders.

B. High School

The sale of commercial items on a door-to-door basis shall be limited to one (1) schoolwide project per year. Any deviation from this must have prior approval from the Superintendent or his/her designee.

2. Student Clubs and Organizations

Student groups desiring to engage in fund-raising activities, make solicitations for advertising, or engage in other projects must have prior approval from the principal.

3. Instructional Time

These activities shall not be conducted during the students' scheduled instructional time. Requests for deviations from this rule shall be submitted to the appropriate Area Superintendent for approval.

4. "Panhandling" Activities

Students who are representing the Broward County school system in any manner shall be prohibited from participating in "panhandling" activities.

General Internal Suspension Rules and Regulations

Students will be assigned to internal suspension (IS) ONLY by the principal and assistant principals. The length of suspension will be determined by the administrator according to the Broward County Public Schools Administrative Discipline Matrix.

A designated staff member will coordinate the IS program under the supervision of the principal's designee. The classroom teachers of suspended students may provide assignments to be completed under the supervision of the IS teacher. If work is not given to the student before the IS placement, then regular makeup procedures apply upon the student's return to class.

GRADES

Grades must be recorded in the Pinnacle Gradebook, the official gradebook of the School Board of Broward County. At least one grade should be recorded per week. Students should understand how grades are determined and should be kept aware of their progress. Grades and feedback should be provided to the student within one week of assignment completion. Misbehavior is to be addressed with student/parent in person, via phone, e-mail and/or conference and not to be reflected in the academic grade.

Grades should be recorded on a timely basis in Pinnacle Gradebook.

Course Grade Exam Exemption:

Students in grades 9-12 who earn a grade of "B" or better in a particular course may be exempt from the midterm and/or final exams. In order to exempt the exam students/teachers follow the criteria provided during the particular school year.

Guest Speakers

All requests for guest speakers must be submitted to the Assistant Principal for Student Activities two weeks prior to the date of the class visit. As approval is necessary for a guest speaker to enter our campus, there will be strict adherence to this timeline.

Hall Passes

Teachers are required to use official school passes when releasing students from their classes for use of the restroom, sending students to the clinic, media center, front office, Student Affairs and for all other possible reasons. Students should not be sent to vending machines with or without a pass to purchase snacks. It is imperative that the official goldenrod school pass is used whenever a student is released from class during the school day.

Teachers may not detain students from their next class without prior approval of the teacher whose class he/she will miss. Any student out of a classroom must receive an individual pass denoting time released, date, student name, location to and from, and signed by teacher. The pass must be in hand at all times and presented upon request. Teachers must collect the passes when students return to class.

Homework and Extension Activities

Homework and extension activities shall be encouraged and assigned to individual students when and where appropriate to enrich the learning situation and to provide for skill improvement. The type of homework and amount assigned should be consistent with the ability of the student, as well as his or her age and grade level. Homework is valuable when it meets the needs of the individual student and is usually an extension of his or her curriculum content and strategies. There are many opportunities for gathering information for enrichment, or group projects which will serve the best interest of the student if done with assistance and encouragement from the home. Parents can participate to make homework a meaningful experience. Extension activities can also serve to broaden experiences, stimulate new interests, and create a bond between home and school.

Students should be encouraged to do voluntary homework such as working on school projects, listening to worthwhile radio and television programs, reading good books, practicing music, assuming home responsibilities and participating in community activities. It is reasonable to expect the amount of homework to increase as the student progresses through the educational program.

Guidelines to Home Extension Activities

Home assignments should evolve from the needs and experiences of the student. These assignments should be carefully made and the teacher should follow-up the assignments by integrating the material into the daily classroom procedure and curriculum strategies. The teacher is responsible for checking or grading the homework and returning it to the student.

A clear and concise explanation as to the contents of the assignment should be made at the time of the assignment. Homework should NOT BE "busy work" or be used to replace or reduce supervised study. Conferences with parents regarding the purpose and extent of home assignments are advisable to encourage a better understanding as to the ways and means in which parents can offer help.

Note: The School Board of Broward County revised Policy 6306 as it pertains to homework. It would be prudent for you to access the School Board website and review the policy, <http://www.broward.k12.fl.us/sbbcpolicies/docs/P6306.000.pdf>

A summary of the policy includes that homework:

- reinforces principles, skills, concepts, and information taught in the classroom
- is meaningful and appropriate to the ability and instructional level of students
- support creative, logical, critical and analytical thinking
- fosters self-discipline, self-motivation and the wise and orderly use of time
- be adequately explained by teachers and clearly understood by parents
- **requiring going to the public library will include a weekend to accommodate working families**

A guideline is that a student should have minutes of homework approximate to their grade level times 10.

Identification Badges

Charles W. Flanagan High School currently maintains an identification badge policy for all students, faculty and staff. Teachers and administrators set a positive example for students by wearing your ID badge at all times while on campus.

All students are required to display their FHS Student Identification Badge on their person while on campus. In order to receive services from Guidance, Student Affairs, Media Center and other school departments, students must present their I.D. badge. If the I.D. badge is not presented, service will not be rendered.

Student refusal to present the identification badge upon request will result in escalating consequences under the existing Administrative Discipline Matrix.

Interim Reports

Teachers will complete an on-line provisional academic, conduct, and attendance profile of each student at the midpoint of each nine-week grading period. An Interim Report will be sent home with EACH STUDENT indicating positive as well as negative progress. Interim Reports will be issued in the student's last period class. The student will then take home the completed form at the end of the day.

Please note that the Broward Teacher's Union contract now stipulates that a minimum of three (3) grades must contribute to the overall interim grade – Article 6, section O.

If at any time after the Interim Reports have been issued, a student should fall into one of the categories below, another interim report should be sent home:

- Failing
- A drop of two or more grades
- Excessive absences

Leave of Absence See Office Manager

Leaving Classes Unattended

In view of the liability laws wherein schools and personnel may be held liable in cases of negligence, it is mandatory that classes not be left unattended. If an emergency arises which necessitates you leaving the classroom, arrange for a colleague to cover your class. The office should be notified as soon as possible of the emergency. If the emergency is such that the teacher must leave immediately and there is not time to find coverage, the office should be called by intercom, and an assistant principal will cover the class until other arrangements can be made.

Leaving School Grounds

Teachers CANNOT permit students to leave school grounds. This permission can only be granted by the administration, with parent approval.

Teachers are not permitted to leave school grounds unless granted permission by the appropriate administrator. Teachers must sign-out at the front office prior to departure from campus once approval has been granted by the administrator.

Lesson Plans

SUBSTITUTE LESSON PLANS

Research has proven that the best teaching is well planned in advance. In order that the curriculum program may not be interrupted by an unavoidable absence of the instructor, all instructors are asked to be uniform with their substitute lesson plans in the following way:

1. Cover: Teacher's name and teacher number and the school year.
2. Inside front cover: Letter to the substitute teacher listing standard class procedures and the name of students who can be relied on for help in each class, as well as other pertinent information. First page: Schedule of classes, including grade, course and number, and room numbers, with bell schedule and a list of texts and other pertinent material used in each class.
3. Do not leave "entertainment" DVD's, videos, or other media as a lesson plan. NOTE: Films or videotapes rated R, X, or NC-17 are prohibited.
4. Emergency lesson plans should be written for at least 3 days and given to the department head on or before the 2nd week of school.
5. Updated seating charts must be included in your emergency lesson plans portfolio.

6. Evacuation Procedures must also be included.

Each teacher is required to keep his or her lesson plans completed at least one week in advance. Department chairs will check lesson plans every nine (9) week period.

Format of the daily lesson plans must include the name of the text or materials, pages covered, and the order and method of presentation. Titles for motion pictures, videos, and computer software should be listed and the relationship to the lesson explained.

LESSON PLANS

Annual contract teachers may be required to submit their lesson plans to the principal on a regular basis as determined by the principal.

In recognition of the professionalism of Broward teachers, employees holding continuing contract or professional service contracts shall not be required to regularly submit lesson plans; however, any time the principal does request lesson plans, the teacher shall submit the plans.

The primary purpose of lesson plans is to guide instruction. The format for daily lesson plans should provide for ease of use by the teacher or substitute and should not be unreasonably complex. Documentation of the incorporation of Florida State Standard and teaching strategies required by law, board policy or regulation is part of daily lesson plans.

Daily lesson plans will not require the verbatim duplication of information clearly available by reference elsewhere.

Liability

The primary test for determining liability of a teacher for injury to a pupil is FORESEEABILITY. If a reasonably prudent person could have foreseen the harmful consequences of his/her act, a teacher, in disregarding the foreseeable consequences, is liable for negligent conduct. When a person is doing anything in which a person of ordinary prudence can foresee danger or harm to another, the law imposes upon him/her a duty to exercise reasonable care. Because of the teacher-pupil relationship, the test of foreseeability for a teacher should be based on what a reasonably prudent person could have foreseen under the circumstances.

If a teacher is negligent in the performance of his/her duties, there is no legal power which can protect him/her from the consequences of his/her negligence. However, if a teacher exercises due care to foresee harmful consequences and to provide reasonable safety measures; the burden of proof of negligence is placed on the accuser. The courts have upheld teachers who exercised reasonable care in handling students under their supervision. There are no statutes in Florida which grant immunity to teachers from suits for injuries sustained by pupils. However, the courts have interpreted the law to mean that a teacher is not liable for injuries to a pupil unless the teacher is negligent in his/her duty. The best course of action for any teacher to take is to follow known safety rules to instruct his/her students as to the best way of carrying out a specific assignment, and to exercise reasonable caution in the performance of regular school duties whether they be in the classroom, on the playground, or on a fieldtrip. In other words, teachers should use sound judgment and exercise initiative.

Media Center

Class Visits: The Media may be reserved for classes. Teachers must reserve space in the center for class use in advance to allow collaboration between the information specialist and the teacher. Teachers MUST remain with their classes while in the Information/ Media Center. Students are expected to work quietly while in the center. Excessive noise and talking that disturbs other students will not be permitted. Students may not be sent to the Media Center as a reward or for discipline reasons. Students may not be left in the Media Center when a class goes on a field trip. Individual students will be admitted to the Media Center at any time upon presentation of a pass, filled out in ink, bearing the teacher's signature in full. Please keep the limit to three students per class. Any of these students who create a disturbance in the Media Center will be sent back to class. All students must report back to their classrooms by the end of the period.

Computers

The Media Center has computers available for students. There is no time or number limit placed on the personal use of books by teachers; however, there is a time and number limit placed on technological equipment. Please

refer to the school's Information/Media Services Handbook for specific information on this topic. As a part of Flanagan High School's local area network, all of the Media Center resources exist on each classroom computer. Training will be offered on a regular basis for assistance in use of Flanagan's local area network. The Broward County Public School's Acceptable Use Policy governs the use of computers belonging to Flanagan High School.

LAPTOP CARTS:

Laptop Carts are available for teachers to use in classrooms with students. Laptop Carts are limited and must be checked out through department head and/or media as available. All technology policies apply and teachers are also required to keep a log of student assignments to each lap top and pre/post inspections of lap tops are needed to determine any damage that must be reported to the media immediately.

This policy applies to students and Broward County School Employees. The school districts Technology Usage Policy 5306 is:

Policy 5306

SCHOOL AND DISTRICT TECHNOLOGY USAGE

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ADHERES TO THE BELIEF THAT TECHNOLOGY SHOULD PLAY A VITAL ROLE IN MEETING THE NEEDS OF THE BROAD RANGE OF ABILITIES, DISABILITIES, CULTURAL BACKGROUNDS AND ETHNIC POPULATIONS REPRESENTED IN DISTRICT SCHOOLS. TO ASSURE THAT TECHNOLOGY SHALL PLAY A PREDOMINANT ROLE, THIS POLICY PROVIDES GUIDANCE FOR APPROPRIATE TECHNOLOGY UTILIZATION AND INTEGRATION INTO THE CURRICULUM, AS WELL AS INFUSION INTO SCHOOL/DISTRICT ADMINISTRATION AND MANAGEMENT.

1. Definition

For the purpose of this policy, technology is defined as, but not limited to the following:

- a. Instructional and staff workstations (both desktop and portable), printers, scanners and other peripherals;
- b. Administrative staff workstations (both desktop and portable), printers, scanners and other peripherals;
- c. Campus and departmental local area networks (both wired and wireless), including wiring, hubs, routers, transmitters/receivers and other devices;
- d. Servers; including instructional lab servers, CD-ROM servers, video servers, file and print servers, database servers, internet proxy caching servers;
- e. A Wide Area Network linking all SBBC sites into one countywide Intranet;
- f. Telephone systems; including primary systems, integrated voice response/management systems, automatic dialing systems;
- g. Learning resource management systems, including library automation systems; h. Distance learning systems;
- i. Video capturing, broadcast, receiving, and distribution systems;
- j. Teleconferencing systems;
- k. Application software packages which result in the creation and maintenance of an operational database;
- l. Energy management and security monitoring systems;
- m. Radio systems;
- n. Office copier, imaging, and document management systems;
- o. Paging systems;
- p. Intercom; and
- q. Facsimile systems.

2. Purpose

- a. To foster and support innovation and experimentation in the transformation from a traditional approach to teaching, learning, and education management to a technology-based model meeting the needs of the broad range of abilities, disabilities, cultural backgrounds, and ethnic populations represented in Broward County Public Schools.
- b. To establish and maintain guidelines and procedures for appropriate technology utilization and infusion in the classroom, in the schools, in school and district administration and management, and in planning and evaluation to more effectively prepare students for the transition from school to work for success in the workplace, and to improve the operations of the school system.

3. Technology Guidelines

- a. The primary priority of the technology system is to improve student learning.
- b. There will be a single technology system encompassing teaching, learning, and management.
- c. Designs will be based on vendor-independent open system standards.
- d. The network will integrate voice, data, and video communications systems.
- e. The data architecture will be based on an enterprise-wide network using client-server technology.
- f. Database management software will be relational and able to run on a variety of operating systems and hardware platforms.
- g. A common data dictionary will be established that defines data elements at all levels from the classroom to the federal government.
- h. Information management will be bi-directional, allowing data query, reporting and analysis as well as entry by authorized users.
- i. Information will be recorded once and validated at the source.
- j. Multi-platforms will be supported where possible.
- k. All mainframe, personal and mini-computers and peripherals will be interconnected through network hardware and software.
- l. Uniform technology support services will be made available at all locations.
- m. All technology resources and staff will be coordinated and integrated with appropriate curriculum initiatives and staff.
- n. The system will be accessible to staff, students, parents, and the community and protected with security measures which prevent and detect/monitor unauthorized and inappropriate use.
- o. Provisions must be made for keeping the technology current, within available resource, including policies on replacement or upgrade based on a life-cycle process.
- p. Appropriate training and professional development must be provided to teachers, staff, and administrators to ensure timely implementation and effective use.
- q. The technology must improve decision making and staff productivity.
- r. A process will be established to monitor the effectiveness of technology project implementations.
- s. Student safety, security, and compliance with laws governing records (Florida Statute Section 228.093 (3) (d) are of primary concern and must be considered in the implementation of all technologies.

4. Desired Outcomes

- a. Technology will be appropriately and equitably integrated into instruction and management and used by all students and staff as an integral component of school improvement and student success. Improving student performance and achievement, increasing staff productivity, and ensuring efficiency of the day-to-day operations of the school system are the essential reasons for the use of technology in Broward County Public School System.
- b. All school classrooms, including portables, media centers, and offices and all district departments and offices will be electronically networked and equipped, providing all staff, students, and administration equitable and easy access to information technologies for teaching, learning, management, and day-to-day operations.
- c. All high school graduates will be prepared to use multiple technologies upon entrance into the work force and/or higher education.
- d. New and emerging technologies will be incorporated into school curriculum and will be integral elements of school improvement and accountability.
- e. Organizational productivity and efficiency will increase as technology is infused into the workplace.
- f. Student, teacher, staff, and administrative effectiveness will improve concurrently with the infusion of technology into their respective workplaces.
- g. The Broward County community will recognize district schools and departments as resources; and the number and quality of partnerships and cooperative endeavors will increase.
- h. The decision-making process will be improved as technology facilitates the flow of information and the communication process, within the district, the state, and the world.
- i. Improved communication between schools and institutions of higher education will increase the sharing of best practices as well as enhance pre-service and inservice training and emphasize technology integration into the curriculum.

- j. Inter- and intra-departmental collaboration, from planning through evaluation, will be the hallmark of the units within the Division of Policy Planning, Accountability, and Technology.
- k. All units responsible for technology planning will work collaboratively with county, state, and government groups to investigate current, advanced, and emerging commercial technologies and to identify or develop, if necessary, efficient and cost-effective applications.
- l. The broadest possible access to the School Board of Broward County's wide area network system will be promoted, while providing safeguards to ensure that security is maintained.

5. Implementation

A comprehensive and continuous short- and long-range board technology implementation process will direct, review, and evaluate the effective utilization of all aspects of technology.

a. The Superintendent will direct staff to:

1. Consult and collaborate on a continuing basis with education, business, community, and government groups locally, regionally, and nationally.
2. Identify student competencies in using technologies to access, analyze, apply, and communicate information and incorporate them into the Standards of Service.
3. Identify staff competencies in integrating and applying information technologies in instruction and management and incorporate these competencies as part of the evaluation process.
4. Identify educational management tools to be acquired and implemented.
5. Establish and continually update an ongoing staff development program to support technology usage and integration.
6. Establish baseline standards to ensure that all schools and offices have adequate, appropriate and up to date hardware, software, and communications capabilities as rapidly as resources permit.
7. Review and/or establish documents as needed on copyright, acceptable use, and other ethical use policies.
8. Identify, document, and evaluate core processes that need improvement or re-engineering to maximize the productivity and educational benefits from technology investments.
 9. Prepare a viable timeline for task implementation and completion, taking into account human and material resources, which will assist in evaluating the progress and effectiveness of the district's technology plan.

b. The Superintendent will establish a Technology Advisory Committee which will be governed by the Technology Advisory Committee Bylaws.

1. Committee charge:

- a. The committee will provide input, advice, and assistance in the implementation of the School and District Technology Usage Policy.
- b. The committee is advisory to the Superintendent in all areas involving technology.
- c. The objectives, duties and actions of the Technology Advisory Committee may not conflict with any of the powers and duties reserved by law to the School Board or to the Superintendent of Schools.

2. Meetings:

- a. The committee will meet at least quarterly but as often as necessary to carry out committee responsibilities. Special meetings may be called, as required, by the Chairperson or by the Function Committee Chairs or by a majority vote of the membership of the Technology Advisory Committee.
- b. All general, steering, and function committee meetings must be scheduled and officially advertised in advance. Committee members must be advised of any change in the established date, time or location.
- c. All general, steering and special meetings of the Technology Advisory Committee shall be conducted in accordance with Robert's Rules of Order, newly revised, or in accordance with an appropriate adaptation and operate pursuant to the Florida Sunshine Laws.

- d. The Chairperson of the Technology Advisory Committee, or his/her designee, will make at least quarterly reports to the Superintendent of Schools. The Chairperson, or his/her designee, will also make regular reports to the School Board subsequent to each quarterly meeting. Minutes will be posted to the TAC web site

within two weeks of each quarterly meeting, after any special meetings and after each function committee meeting.

3. Membership:

- a. The Technology Advisory Committee will elect a Chairperson who is a non-School Board employee from the full TAC membership to a term of one year.
- b. All members of TAC shall be officially approved by the Broward County School Board.
- c. The committee will be composed of members representing the following categories:
 1. 19 Teachers: three (3) teachers from each Area, one each from the high, middle and elementary school; three (3) Media Specialists one each from high, middle and elementary school; three (3) technology specialists-one each from high, middle and elementary school; and one (1) vocational instructional person. Each Area Office will be responsible for electing/appointing the teachers for this representation.
 2. 12 Parents: three (3) each from the four current parent organizations- DAC, PTA, ESE, and ESOL. Each organization will have the responsibility of electing/appointing their three (3) representatives.
 3. 3 Students: two (2) high school students elected/appointed by the Broward County Association of Student Councils and one (1) adult vocational student elected/appointed by the Technical Centers.
 4. 4 Area Instructional Technology Specialists: Each Area Technology Specialist will serve as a member of the TAC.
 5. 2 TLCs: Two (2) TLC's will be elected/appointed by the TLC representatives.
 6. 9 School Board Appointees: Each School Board Member will appoint one (1) representative to TAC, residing in said Board Member's district.
 7. 5 Curriculum Specialists: The five (5) areas of curriculum –reading, language arts, mathematics, social studies and science will elect/appoint a representative to TAC.
 8. 4 School-Based Administrators: Each area will select a school based administrator to serve on TAC.
 9. 5 Post-Secondary Education: The Broward County Consortium will select five (5) members representing the post secondary educational schools in Broward County.
 10. 3 Community Business Reps: The Broward County Alliance will elect/appoint three (3) members to TAC.
 11. 2 Broward County Government: Broward County will select one (1) member from the County technology area and one (1) member from the Public Library System.
 12. 5 Five members from the various areas of ETS will be selected to serve as members of TAC.
 13. Four (4) Union Representatives, 1 from each of the following bargaining units: Broward Teachers Union, Broward County School Administrators Association, Broward County Paraprofessionals Association, and Federation of Public Employees.
 14. 8 District Office Departments: One (1) member from each of the following departments will be selected to serve as a member of TAC: Budget, BECON, Facilities, HRD, Strategic Planning, Research and Evaluation, Maintenance and Purchasing.

Superintendent Designee Appointment

- a. No member can be a vendor or be a party personally affiliated with someone doing business with the Broward County School Board.
- b. Technology Advisory Committee members shall be elected and/or appointed for one (1) year and may be elected and/or appointed for additional terms. Members nominated by the various selection/source groups should have a moderate to high familiarity with technology and it's uses and issues. The membership shall serve staggered terms with only half the membership in any given year eligible for re-appointment/re-election or termination. The first year will result in the need to have half the membership serve for one-year terms while the other half serve two-year terms. A term shall begin July 1 and end on June 30 of the following year.
- c. Any member may resign by filing a written resignation addressed to the Chairperson of the Technology Advisory Committee. g. Any vacancy of the Technology Advisory Committee shall be filled for the remainder of the unexpired term through appointment/election/selection, by the appointing/electing/selecting body or agency.

4. Attendance:

Any voting member during the period of appointment who has two (2) unexcused absences as determined by the TAC Steering Committee is no longer considered a member in good standing and shall be removed from the committee.

5. Voting Rights:

Each position shall be entitled to one voice and one vote on each matter submitted to a vote of the Technology Advisory Committee. An individual holding more than one position on the TAC, either elected or appointed, shall cast only one vote on each matter submitted. A member must be a member of Good Standing and the member must be present to vote. When necessary, the Recording Secretary shall tally the votes according to the roll call of members present.

6. Acceptable use of Computer Network and Online Telecommunications a. Rules

1. All use of telecommunication services and networks shall be consistent with the mission, goals, policies, and priorities of the school district.
2. Successful participation in a network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, safe, ethical, and legal manner while using the network.
3. Staff and students who are exchanging communication with others outside the school are representing The School Board of Broward County, Florida, and should conduct themselves appropriately.
4. Use of these services shall be properly monitored and, to the extent reasonably possible, users of school sponsored telecommunication services and networks shall be protected from harassment or unsafe, unwanted, or unsolicited contact.
5. Upon receipt of written parental/guardian permission, students will be eligible to receive authorization to use computer network and online telecommunications from the appropriate supervisory unit (district office or school-based).
6. Technology owned or leased by the School Board shall not be used for advertising or otherwise promoting the interests of any commercial, religious, political or other non-district agency or organization except as permitted through board approved agreements, school board policies or state statutes with notification to the Associate Superintendent of Superintendent Support Division.
7. To implement the Acceptable Use provision of this policy, it is necessary that all users read and document in writing their understanding and willingness to comply with the "Code of Ethics for Computer Network and Online Telecommunications Users." (see below)

b. Code of Ethics for Computer Network and Online Telecommunications Users

1. All users are expected to read and understand the following privileges, rights, and responsibilities when using property or facilities (WAN, LAN, networks, Internet, Intranet, etc.) of Broward County Public Schools.
 - a. Use of computer network and online telecommunications is a privilege and must support teaching, learning, and research.
 - b. Students, parents, faculty, and staff in Broward County Public Schools will have access to network resources. Class assignments will have priority over other uses. Unlimited and open-ended use of telecommunications services or networks in terms of access time will be determined by each individual school principal, department administrator, or designee.
 - c. Authorized users shall be ultimately responsible for all activity under their account and password. Accounts shall be used only by the authorized user for the purposes specified.
 - d. Use of an identity or password other than the user's own is prohibited.
 - e. All network users shall adhere to the rules of copyright regarding software, information, and the attribution of authorship. Reposting communications of a personal nature without the author's permission or bulletin board messages without proper attribution is prohibited.
 - f. Any use of telecommunication services or networks for illegal, inappropriate, obscene, or pornographic purposes shall be prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the district's mission, goals, policies, or procedures. Obscenity and/or pornography shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle, and as defined by School Board policy.
 - g. All use of telecommunication services or networks for the promotion of an individual's personal or political agenda or commercial initiatives shall be prohibited.
 - h. Use of or engaging in offensive or inflammatory speech, profanity, or obscene language is not permitted at any time.

- i. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are not permitted.
- j. Users shall not intentionally spread computer viruses, vandalize the data, infiltrate systems, damage hardware or software, or in any way degrade or disrupt the use of the network.
- k. Any attempts to degrade or disrupt system performance may be viewed as criminal activity in accordance with applicable state and federal law.
- l. Files generated by district employees using School Board of Broward County property or facilities are the property of the School Board of Broward County and may be accessed by appropriate authorized system personnel.
 - a. Students and/or employees using School Board equipment or property, on-site or off-site, must conform to the requirements of this policy.
 - b. Users who knowingly violate any of the Acceptable Use Provisions or Code of Ethics for Computer

Network and Online

Telecommunications Users will receive disciplinary action and/or may even be denied future access.

7. Web Pages - School and District

a. The school and district web sites will provide information, accessible world -wide, about curriculum, instruction, school-authorized activities, and/or other items related to the district's educational mission and achievements. This policy is meant to include both intranet and internet activities.

1. Purpose:

- a. To provide information about the district or school to a worldwide audience.
- b. To provide opportunities for students and educators to participate in the exchange of information and ideas.

2. Subject Matter:

- a. All subject matter must be related to curriculum, instruction, school-authorized activities, or it should relate to the school district or schools within the district.
- b. Neither students nor staff may publish personal web pages as a part of the external district web sites, nor pages from other individuals or organizations not directly affiliated with the district.
- c. Student or staff work may be published only as it relates to a class project which has been approved by the appropriate administrator.

3. Content Quality/Standards/Approval:

- a. All web pages must be approved by the appropriate administrator prior to being electronically published to the web site.
- b. All web content must be reviewed for quality, propriety, and appearance by the authorized administrator.
- c. Procedures must be established by the appropriate administrator for periodic review, update, and deletion of material.
- d. Web page naming and identification practices must be consistent with current district guidelines.
- e. Decisions regarding access to web pages for editing content or organization will rest with the appropriate administrator.
- f. No unlawful use of copyrighted materials may be knowingly used, produced, or transmitted via school and/or district equipment.
- g. Web pages published by schools and district departments must adhere to the content provisions described in sections 6.a and 6.b of this policy.

Authority: F.S. 230.22 (1)

(2) Rules Adopted:

8/6/96

Rules Amended: 2/17/98; 12/15/98, 5/1/01, 3/4/03, 4/29/03

Attachment

Web Page Procedural Guidelines

General Guidelines:

- All persons developing or maintaining web documents are responsible for complying with district Web Page and Acceptable Use Policies. (See Section 5 of Policy #5306)
- Written parental permission is required when an individual student is identified by name in a picture included on a web page.
- Web page documents may not include a student's phone number, address, or complete names of any family members and/or friends.
- Web page documents may not include any information which indicates the physical location of a student at a given time, other than attendance at a particular school or participation in activities.

- Only computers assigned as the building or district web server shall be configured as web/FTP servers.
- Web publishing of e-mail addresses is restricted to staff members or to a general, group e-mail address. • Web pages must not contain any student email links. Equipment and Materials

A variety of technological equipment circulates on a daily basis from the Information/Media Center. Teachers are encouraged to

sign-up in advance to reserve equipment. Students will be allowed to check out equipment for school related projects only after they have obtained:

1. A liability form signed by their parents and
2. The approval of the supervising teacher and the Administration.

Equipment Use

All staff members are required to use the equipment properly. The information specialist will be available by appointment to instruct faculty members on the proper use of equipment.

Equipment Repair

The Information/Media Center will oversee technological equipment repairs. Please report any problem with the equipment to the Information/Media Center immediately. Repair request forms are available on the local area network and in the back of the Information/Media Center. Any accidental damage or theft must be reported in writing to the Information Center. This is required for the warranty or insurance to be valid.

Faculty Circulation Procedures

Requests for equipment to be used off campus must be approved by the Administration. In addition, a Broward County School Board Property Pass must be completed. Audio Visual equipment and software are to be placed in a locked area when not under direct teacher supervision. Items on loan from the Information/Media Center must be returned at the end of the school day. Printed materials are checked out for an indefinite period but should be returned at the earliest date to be made available to students and teachers. Reminders will be sent periodically. All other material is subject to time limitations. Check with the Information Specialist as to specific time limitations on various materials.

A full and detailed description of all services and operating procedures is detailed in the Information/Media Service Handbook available in the Information/Media Center.

Student Circulation Procedures

Books circulate to students for two weeks and may be renewed. Students may also borrow other materials and equipment as needed. A picture ID is required to check out all materials. Reference books and magazines are permitted to circulate but only on an overnight basis.

Overdue lists will be maintained in the Media Center. If students have overdue materials, they will not be allowed to check out additional materials until obligations are cleared. This will restrict their ability to participate in school activities.

New Materials

You are encouraged to make requests for new materials. Please submit requests to the Information Specialist at any time throughout the school year. Request forms are available in the Information/Media Center.

Passes to Media Center

Teachers may send up to three students from a class to the Information/Media Center at one time, each with his/her own individual official school pass. It is the responsibility of the student to leave his/her pass at the desk upon entering the center. A pass with more than one student's name on it will not be accepted.

Reserve Materials Use

It is the teacher's responsibility to see that materials are available for class units. The information specialist will assist in placing books on reserve for classes. Please notify the Information Specialist at least one week in advance if books and/or other materials are to be placed on reserve.

Supplies for Instructional Purposes

The Information Center carries a number of supplies for instructional purposes. Please check with the Information Specialist with availability of materials.

Video, Laser Disk, and Software Library

A variety of audio-visual titles (videocassettes, laser disks, CD audio recordings, and software applications) are available for checkout from the Information/Media Center. The circulation policy varies and are explained in the Information/Media Center Handbook.

Medical Emergency

A Medical Emergency is any condition which could result in a life-threatening injury; an injury which left untreated, will result in serious loss of blood or the patient going into shock. Medical emergencies can be the result of an injury or can be caused by an existing medical condition (i.e. seizures, heart problems, diabetes.) Whenever a MEDICAL EMERGENCY occurs, the following procedures should be followed:

1. Contact the front office by classroom telephone (or public address system) to report the location and nature of an emergency.
2. All communications over the administrative radios will stop with the exception of the communications needed for the emergency.
3. The office will monitor all communications and be prepared to contact MEDICAL RESCUE if needed. The emergency will end when the administrator handling the emergency announces the "all clear" over the radio. The "all clear" should be repeated by the office.
4. Complete an Accident Report form and submit it to Student Affairs within 24 hours.

Money Collection

Financial Responsibility: No money is to be left at any time in any classroom or office desk, whether locked or unlocked. Collected money is the responsibility of the teacher in charge until it is deposited with the school bookkeeper. A receipt will be given when this money is deposited.

No monies are to be collected by any teacher unless the collection and disbursement of this money has been previously discussed, planned, and approved by the assistant principal in charge of activities. All monies collected MUST BE DOCUMENTED BY AN OFFICIAL RECEIPT.

All funds collected for any reason must be receipted on a specific form. Before any money is collected you must get the proper form from the bookkeeper. She will explain the form to you. Example: All collected funds for fund raisers will be done on a money collection envelope unless it exceeds \$15.00. These envelopes are available in the bookkeeper's office. If individual receipts exceed \$15.00, you will be issued a BPC-40 receipt book.

Collection of Monies

Collections should be deposited with the bookkeeper's office currently. "Currently" means receipted funds must be turned into the bookkeeper within two (2) days no matter what the amount. (There can be no exceptions to this rule.) All funds collected must be deposited. These funds cannot be used for additional purchases. They must be deposited with the bookkeeper first. Some activities require the sale of admittance tickets. If this is the case, you must see the bookkeeper for tickets. (DO NOT PURCHASE YOUR OWN TICKETS.) Upon completion of a fundraiser, the sponsor in charge must complete a Financial Report. The bookkeeper has these reports online. The report must be completed within one week of the conclusion of the fund raiser. A sales tax use and worksheet must also be completed and turned in. No sales tax will be paid to vendors when fund raiser items are purchased. If you have any problem understanding the paper work, the bookkeeper is there to help you. All forms are available online or accessed through the Public Folder. For fundraising, internal accounts, and booster club Standard Practice Bulletin items please visit the public icon under "Field Trip & Fundraiser Forms".

Newsletter

Ongoing requests will be made for each teacher, club/class sponsor, coach, etc. to provide items of interest and noteworthy news for placement in the school newsletter. Submit these items to the administrator supervising publication of the newsletter in a timely manner.

Overtime

Employees are only authorized to work according to their contracted salary schedule and calendar. Employees entitled to compensation via overtime for hours worked beyond their contracted schedule, must have overtime hours approved in advance. Only pre-approved overtime is permitted.

Parent Contact

A parent, counselor, student, or teacher may initiate a conference. The Guidance Department may offer assistance in arranging the day, time (generally during a planning period or before/after school) and location of the conference. This information is then communicated to both parent and teacher. When parent makes

contact with teacher either via e-mail or phone it is imperative that the teacher respond or make contact within 24 hours at least.

Parent Conferences

Teachers are required to attend parent conferences. Teachers are expected to arrive for all conferences on time. When a teacher believes that there may be a conflict with a parent, the teacher should inform the appropriate assistant principal so that an amicable solution for the problem is generated. Also, do not allow the parent to be the first person to inform the assistant principal about an incident which occurred under your supervision.

Parking Lot

The county office shall not be responsible for fire, theft, or damage to automobiles or other vehicles while parked or operated on school property. Problems in the faculty parking areas should be reported to the administration and SRO.

Parties in the Classroom

Parties will not be held in the classroom.

Planning Period

All instructional personnel are assigned a period of time for instructional planning. The time should be used to promote teacher efficacy and maximizing student achievement in the classroom. The following are recommended uses for the planning time:

- Preparing instructional materials
- Keeping the plan book current a minimum of one week in advance
- Grading papers
- Timely input of grades in Pinnacle
- Individually and collaboratively reviewing student data to identify trends
- Preparing student data reports
- Keeping attendance records current in Pinnacle
- Consulting with principal, assistant principal, counselors, department heads, and county supervisors, as well as studying cumulative records for additional information regarding your students
- Collegial conversations with peer having the same planning period
- Visiting other classes
- Conferring with parents
- Studying and scrutinizing new concepts and technology hardware for integration in the curriculum
- Reading professional materials relevant to your educational area of expertise

PRINCIPLES OF PROFESSIONAL CONDUCT

FOR THE EDUCATION PROFESSION IN FLORIDA (SBR-6B-1.006) The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida and shall apply to any individual holding a valid Florida teacher's certificate.

Violation of any of these principles shall subject the individual to revocation or suspension of the individual teacher's certificate, or the other penalties as provided by law.

Obligation to the student requires that the individual:

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.

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

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 exclude a student from participation in a program; deny a student benefits; or grant a student advantages.

Shall not exploit a professional relationship with a student for personal gain or advantage.

Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.

Obligation to the public requires that the individual:

Shall 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 accept no gratuity, gift, or favor that might influence professional judgment. Shall offer no gratuity, gift, or favor to obtain special advantages.

Obligation to the profession of education requires that the individual:

Shall maintain honesty in all professional dealings.

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.

Shall not interfere with a colleague's exercise of political or civil rights and responsibilities. Shall not intentionally make false or malicious statements about a colleague.

Shall not use coercive means or promise special treatment to influence professional judgments 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 my 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.

Shall self-report within 12 hours to appropriate authorities (as determined by the 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, and investigatory. In addition, shall self-report 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 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), Florida Statutes.

Shall seek no reprisal against my individual who has reported a violation of Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.

Shall comply with the conditions of an order of the Educational 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.

THE STANDARDS OF COMPETENT PROFESSIONAL PERFORMANCE

The State of Florida, through State Board of Education Administrative Rules has established and identified the minimum standards of competent professional performance for the education profession in Florida. These standards are the basis for the state peer review system. The standards apply to those who teach and those who supervise and provide administrative services to those who teach. These rules are set forth at section 6B-5.001--6B-5.011 (FAC), State Board of Education Administrative Rules as follows: 6B-5.001

General

The standards listed in this chapter are the minimal standards of the education profession in Florida and are the basis for reviewing the performance of professional educators. The standards shall apply to those who teach and those who supervise and provide administrative services to those who teach.

Specific Authority 229.053 (1), 231.546(2)(a)(b) FS.

Law Implemented 231.546(2) FS.

History - New 10-7-69, Repromulgated 12-5-74, Amended 8-12-81, 4-5-83, Formerly 68-5.01.

6B-5.002 Definitions As used in Chapter 68-5, FAC, the following words and terms have the following meaning:

1. Administrative - Pertaining to the execution, application, or management of persons or things.
2. Available - Usable or obtainable.
3. Communication skills - The capacity, ability, or art of giving, or giving and receiving, through any of the senses, information, ideas, and attitudes.
4. Competent - Able or fit to discharge the required duties as set forth in this chapter.
5. Designated task - The duty or assignment for which an educator is responsible.
6. Diagnosis - Identification of needs, strengths, and weaknesses through examination, observation, and analysis.
7. Educator - Any certified person in the educational program including but not limited to those engaged in teaching, administering, and supervising.
8. Effective - Producing a definite or desired result.
9. Management - The effective control or supervision of people, time, space, and material resources.
10. Policy- Authorized expressions of public intent reflective general principals guiding the efforts of a school system or school toward approved goals.
11. Personnel review, assistance - An observation of an educator's performance which reports observed strength, deficiencies, and recommendations for strategies designed to produce improvement.
12. Personnel review, competence - A three day observation of an educator's performance which reports facts observed and conclusions regarding the educator's competence.
13. Teacher - One who teaches or instructs.

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History - New 10-7-69, Promulgated 12-5-74, Amended 8-12-81, 4-5-83, Formerly 6B-5.02.

6B-5.003 Administration and Supervision Requirements

Competent educators must possess the abilities and skills necessary to perform the designated task. The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following administrative and supervisory requirements:

1. Keep records in accordance with responsibilities designated by law and with accepted practices of the school district.
2. Supervise and evaluate others in accordance with law and accepted practices of the school district.
3. Recognize the role and function of community agencies and groups as they relate to the school.

4. Utilize available instructional materials and equipment necessary to accomplish the designated task.
5. Adhere to and enforce administrative policies of the school, district rules and State Board rules, in accordance with Florida Statutes.
6. Adopt or develop a system for keeping records of student progress.
7. Counsel with students both individually and collectively concerning their educational needs.

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History- New 10-7-69, Promulgated 12-5-74, Amended 8-12-81, 4-5-83, Formerly 6B-5.03.

6B-5.004 Analysis of Individual Needs and Individual Potential

The competent educator shall use or ensure the use of acceptable techniques to analyze the needs and potential of individuals. The educator, commensurate with job requirement and delegated authority, shall demonstrate competence in the following techniques to analyze the needs and potential of individuals:

1. Diagnose the entry level and skill of students. Using diagnostic test, observations, and student records.
2. Select, adapt or develop, and sequence instructional materials and activities for the designated set of instructional objectives and student needs.
3. Create interest through the use of materials and techniques appropriate to the varying abilities and backgrounds of students.
4. Use individual student interests and abilities when planning and implementing instruction.
5. Make assignment of tasks and duties consistent with individual abilities and specialties.
6. Recognize the instructional needs of exceptional students.
7. Recognize patterns of physical and social development in students.

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History - New 10-7-69, Promulgated 12-5-74, Amended 8-12-81, 4-5-83, Formerly 6B-5.04.

1. Formulating appropriate standards for student behavior.
2. Identifying inappropriate behavior and employing appropriate techniques for correction.
3. Maintain standards of conduct required in Rule 6B-5.007 (2), FAC.
4. Use management techniques appropriate to the particular setting.

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History-New 10-7-69, Promulgated 12-5-74, Amended 8-12-81, 4-5-83, Formerly 6B-5.07.

6B-5.008 Competencies in Specialization

Each competent educator shall possess knowledge within the area of specialization to a degree consistent with the educator's professional preparation. The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in specialization by:

- (1) Demonstrating an awareness of current developments in the field of specialization.
- (2) Demonstrating an ability to read, comprehend, interpret, and use professional material.

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History-New 10-7-69, Promulgated 12-5-74, Amended 8-12-81, 4-5-83, Formerly 6B-5.07.6B-5.009

Evaluation of Learning and Goal Achievement

Each competent educator accepts responsibility commensurate with delegated authority to evaluate learning and goal achievement. The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following techniques used to evaluate learning goal achievements:

- (1) Use several types of evaluative techniques, including but not limited to classroom tests constructed by the educator to measure student performance according to criteria based upon objectives.
- (2) Provide frequent and timely responses concerning the work attempted and tasks assigned.
- (3) Analyze and interpret effectively the results of evaluation for judging instruction, the achievement of stated goals or the need for further diagnosis,
- (4) Utilize the results of evaluation for planning, counseling, and program modification.
- (5) Explain methods and procedures of evaluation to those concerned.
- (6) Possess the ability to comprehend and work with fundamental mathematical concepts.

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History-New 10-7-69, Promulgated 12-5-74, Amended 8-12-81, 4-5-83, Formerly 6B-5.09.

6B-5.010 Human and Interpersonal Relationship

The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following human and interpersonal relations skills:

1. Assist students in developing their values, attitudes, and beliefs.
2. Encourage and support behavior which reflects a feeling for the dignity and worth of other people.
3. Demonstrate instructional and social skills which assist others to interact constructively.
4. Provide leadership and direction for others by appropriate example.
5. Offer constructive criticism when necessary.
6. Comply with reasonable requests and orders given by and with proper authority.
7. Assign reasonable tasks commensurate with objectives and designated responsibility.
8. Demonstrate self-confidence and self-sufficiency in exercising authority.
9. Apply instructional and social skills in developing positive self-concepts.

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History- New 10-7-69, Promulgated 12-5-74, Amended 8-12-81, 4-5-83, Formerly 68-5.10
6B-5.011 Personal Requirements

In assisting the mental or physical health of educators, no decision adverse to the educator shall be made except on the advice or testimony of persons competent to make such judgment by reason of training, licensure and experience. Each educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following personal requirements:

1. Engage in physical activity appropriate to the designated task except for temporary disability.
2. Communicate effectively to accomplish the designated task.
3. Exhibit appropriate control of emotions.
4. Perform designated tasks with sufficient intellectual ability.

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History -New 10-7-69, Promulgated 12-5-74, Amended 8-12-81, 4-5-83, formerly 68-5.11.

Purchases

Procedures:

1. ALWAYS get Principal's approval and a purchase order number before placing any orders.
2. ALWAYS use BID vendors unless items ordered are not available through them.
3. Submit separate forms for supplies, furniture, equipment, warehouse, standard and ZZZZ items (i.e. Glue sticks, glue, folders, construction paper, colored pencils, etc.)
4. Process P.O. forms completely. (Extensions, discounts, shipping charges, totals, etc.)
5. Submit forms well in advance (3 to 4 weeks) before items are needed.

When you purchase with Internal Funds (bookkeeper) you must first fill out an internal School Activity Purchase Order. This form must be signed by the Principal prior to the purchase. Any items purchased without prior approval will not be reimbursed.

ALL PURCHASES MUST BE PRE-APPROVED!

School Board of Broward County has very strict purchasing rules. These rules will be followed at all times. You must always ask before purchasing anything.

Purchasing Materials

Department chairpersons are responsible for completing and submitting a list/requisitions form to the budgetkeeper. This completed form must be used for each order for materials and supplies. Teachers will work with their department chairperson to complete and submit the order form. All information to complete the order is necessary: vendor, address, unit cost, and total cost. All warehouse requisitions can be submitted on the same list/ requisitions form. Be sure to use current catalogs to ensure correct prices. Be sure your order is from a bid vendor. If you are not sure, please check with the budgetkeeper before you start your paperwork. The budgetkeeper will present the requisition form to the principal for approval. This procedure is set up for two reasons:

1. To prevent deficits. Deficit spending will not be permitted.
2. Receiving Procedures

All purchases must be checked, and a signed packing slip returned to the budgetkeeper/bookkeeper for payment. If a purchase is made with a School Board of Broward County Purchase Order, a copy of the purchase

order will be given to the receiver for signature, and then must be returned to the budgetkeeper. County policy requires payment to the vendor within five days of the receipt. It is important that this paperwork be completed as soon as possible.

School Wide Literacy Plan

Teachers are required to follow and implement the Flanagan High School's "School Wide Literacy Plan": Flanagan Reads (FRW). Teachers must follow the published schedule of literacy activities, as well as, the recording of these activities in the Pinnacle Gradebook.

School Advisory Council (SAC)

All updated information on the SAC members, committee, minutes, etc., can be found on the webpage: <https://www.browardschools.com/domain/11858>

Safety

Emergency procedures are in the Information and Resource Guide located in the Administration Office. All staff members must be familiar with these procedures.

Safe Schools Program:

Any facility that is open to the public and has a responsibility for the safety of people should have a plan of operation to deal with emergency situations. These emergency situations are classified as follows:

- Medical
- Behavioral (two or more persons in defiance of school rules and personnel)
- Fire/Bomb Threat
- Weather (including emergency dismissal of school)

This Information and Resource Guide is intended to be part of the administrative training package for Charles W. Flanagan High School's preschool session. The intent is to ensure that all teachers have a complete understanding of the procedures to be used in the event an emergency occurs.

Scholarships

Visit the Florida Bright Futures Website: <http://www.floridastudentfinancialaid.org/ssfad/bf/>

The Current School Improvement Plan

Strategic Plan site: <https://www.browardschools.com/domain/9662>

School Security

Charles W. Flanagan High School is protected by an electronic alarm system that is activated from the time the custodial staff leaves in the evening until the building is officially opened the following day. The system is in effect twenty-four (24) hours including weekends and holidays.

Any teacher wishing to enter the building on school business during weekends, holidays, etc. must make special arrangements with the administrator in charge of school facilities. Code number for security SHALL NOT be given out other than through the administrator in charge.

Visitors, parents, vendors, etc., are permitted on campus at a single point of entry. They are required to report to the front office and submit their driver's license to school personnel for swiping through the "STAR" tracking machine to identify felons, predators, etc.

Keys will be issued through the administrator responsible for the security of the building. THESE KEYS MUST NEVER BE DUPLICATED OR GIVEN TO ANY OTHER PERSON INCLUDING STUDENTS. If keys are lost or stolen, you must file a security report with the security office.

Teachers are asked to notify the office in case of emergencies (i.e. trespassers, disruptive students, etc.) Teachers must not under any circumstance put a student out of class or seat a student outside of the classroom without proper supervision.

Teachers may not leave students unattended in their classroom, after school activity, or on the playing field.

Smoking

Charles W. Flanagan High School is a smoke-free environment. Refer to school Board Policy 1120:
<http://www.broward.k12.fl.us/sbbcpolicies/docs/P1120.000.pdf>

Student Activities:

Role of a Sponsor:

1. The role of the club sponsor is a challenging one. The sponsor is the direct link with the administration for all action of the club or organization as well as a role model for the student members. The following list of duties may provide a better understanding of the sponsor's role.
2. Determine, according to the club's constitution, that each member is in good standing--that he or she meets the scholastic and attendance requirements of the club. Students who do not maintain membership eligibility must be notified and proper action taken. Please keep an updated membership roster at all times.
3. Determine that all members meet the academic guidelines for participation:
 - A. Members must receive a passing grade in a minimum of two (2) courses the previous nine-week marking period.
 - B. Members must maintain a minimum grade point average of 2.0 from the previous semester.
 - C. Members must have passed a minimum of six (6) credits during the previous school year.
4. Determine that an agenda has been prepared prior to each club meeting.
5. Determine that copies of the minutes of each club meeting are kept in a folder and submitted to the Activities Director along with treasurer's report, summary of activities for the year and an updated role at the end of the school year.
6. Determine that the club maintains the records required by the school. The sponsor is directly responsible for seeing that accurate financial records are kept.
7. Offer advice and suggestions to the members, especially to the officers.
8. Serve as an advisor in planning the club program of activities and the club budget.
9. Encourage initiative on the part of the members in performing the functions of the club.
10. Examine club activities in view of school policies.
11. See that the meetings begin and end on time, and that they are conducted in a business-like manner.
12. Be aware of all club activities.
13. Attend all meetings and activities of the club, either scheduled or called.
14. Select a member to represent the club at SGA meetings and at monthly Inter Organizational Council (IOC) meetings.

Student Progression Plan

Access the following link to view the policy:

<http://www.broward.k12.fl.us/sbbcpolicies/docs/P6000.1A..pdf>

Substitute Information

The telephone number for Sub Search is 754-212-8164. Prior to school starting every teacher needs to make sure their information in Sub Central is correct.

You may visit SubCentral at: <https://broward.eschoolsolutions.com/logOnInitAction.do>

If you are returning to Charles W. Flanagan High School, please check your message and make sure you have the correct time which is 7:15am to 2:45pm and the correct subject you are teaching in the system. Some of the teachers are listed as different subjects than what they teach.

A new teacher out of Broward school system needs to register with Sub Central and receive a pin number so you can use the system when you are absent. Check your Sub Search Employee Quick Reference for additional information.

If you are absent for an appointment or a TDA, call in for a substitute teacher as soon as possible – especially if Friday is the day of your planned absence. It is easier to cancel a job than call in one late. Please contact the sub coordinator if you need any help with the system.

A quick reference guide to using Sub Search is available for your convenience. Please review the procedures and make sure you have your PIN number. It is *your* responsibility to call Sub Search to report your absences.

The FHS sub priority list is also available for your reference with the substitute coordinator. You may choose your own substitute or let the system do it for you. If you are requesting a particular sub, you must place your request 5 days prior to the start date of the job.

The Sub Search system will give you a job number. This must also be included on your TDA. (Please write it on the top right corner of the form.)

A TDA is necessary for a scheduled absence. The TDA forms are available from Mrs. Cindy Bryan. TDA's must be submitted to the principal and on file at least 5 days prior to your date of absence.

If your absence is canceled, please call the system to cancel the sub. The system will then give you the substitute's phone number and you will be responsible for contacting the substitute and canceling the assignment. The system will not cancel the sub for you. (Also remember to cancel your TDA!)

Lesson plans are critical to having a successful day as a substitute! If your absence is planned, leave the lesson plans for your sub with your department head or in your classroom. The subs are instructed to check your mailbox before going to class and you can leave additional instructions for them there also. Take time to put together a folder of alternative activities in case you are out in an emergency. A seating chart is also very helpful.

Summary and Additional Procedures

1. Prepare a generic letter for the substitute teacher specifying class procedures.
2. Leave an updated seating chart for each class.
3. Leave a class roster for each class.
4. Prepare lessons directly related to the course description.
5. Each teacher prepares a minimum of 3 engaging EMERGENCY Lesson Plans for each course taught. These should be given to the department head on or before the first week of school. Do not leave "entertainment" DVD's, videos, or other media as a lesson plan unless it directly relates to the lesson.

TEACHERS-You may not enter a 1 period absence, must be a 1/2 or whole day. 7:15 AM to 11:00 AM or 11:00 AM to 2:45 PM. The space between the number & AM/PM MUST be there for it to work. Double check your absence date last. Please verify that you have a job number and include it on your TDA.

Telephones

Teachers are asked to use the telephones in the planning areas and the respective classroom for your convenience and refrain from using guidance and front office telephones. Students are not to be given permission to use the telephones in the planning areas.

No staff member is permitted to make long distance calls without the approval of the principal or the principal's designee. Under no circumstances can personal long-distance calls be charged to the School Board. When a school related long-distance call is made, it must be logged on the 3035B form.

Temporary Duty Assignments (TDA's)

Temporary duty is when an employee performs duties at a different location than the employee's regular assignment. This shall include school business travel, travel related to county sponsored seminars, etc. Prior to any temporary duty assignment, each employee must complete a TDA-1 form. You may obtain the document from the front office. TDA's should be presented for approval at least three days prior to the date of departure. All TDA's must be approved by the principal. TDA's requiring travel outside of the county or country must additionally be approved by the area superintendent.

Please Note: If the teacher has secured a substitute, the teacher MUST report to school before going to the training to verify that the substitute HAS arrived. If the sub is there, the teacher may then leave for the training. If there is NO SUB, the teacher MAY NOT attend the scheduled training.

Textbook Accounting

Distribution and collection of textbooks is the responsibility of Media Center personnel and the administrator supervising this area. They will supply teachers with Textbook Protocol at the outset of the school year and thereafter.

It is important to follow this procedure carefully in order to provide accountability by the end of the school year. Failure to follow these procedures will cause undue hardship and loss of textbook funds. It is imperative that the student's name, teacher's name, and the school year be listed in ink on the inside front cover of each book.

United States Mail

First Class Letters are mailed in a school board return address envelope and involve official school business only. It can be stamped with postage in the front office. See office staff for additional instructions.

Virtual Counselor

Teachers are responsible for frequently reviewing the data in Virtual Counselor regarding their students. Keep track of student scores and differentiate instruction for students depending on their strengths and weaknesses to achieve optimum student achievement.

Visitors on Campus

Any individual or group desiring to tour Charles W. Flanagan High School needs permission from the Principal's office. Members of the general public, including parents, wishing to contact teachers or pupils during the school day must receive permission from the Principal's office. That person must then sign in and obtain clearance through the Broward School's STAR security system and receive a visitor ID Badge. Loitering by individuals not associated with the school will not be tolerated. VIOLATORS WILL BE ARRESTED.

TRESPASSING

All teachers are asked to notify the office or security immediately when they see a person on the school grounds who has not received permission from the office. Approved visitors on campus will have a visitor's identification badge issued from the Front office.

Voicemail

It is the teacher's responsibility to maintain an updated Voicemail on his/her extension. If you have any questions setting up and/or checking your voicemail, please see the tech specialist in the Media Center. Teachers must check their Voicemail on a daily basis and return phone calls within 24 hours.

Volunteers

Adult volunteers are an important part of the total school program. Volunteers may be of assistance in the following ways:

Tutoring, Skills remediation, Guest speaker, World Language interpreters, Judges for contests, Chaperones, General class room assistance, Clerical assistance, Preparing materials, Special projects, Activities

Note: Appropriate forms must be completed and submitted on-line at the Broward County Public Schools Website before any volunteer service can be performed. All volunteers must register at www.getinvolvedineducation.com. All new and returning volunteers must complete the application and approval process each school year. Volunteers must also be screened through the school's STAR system at the school site.

WEB SITE

The Charles W. Flanagan High School website is: <https://www.browardschools1.com/flanagan>

Teachers and Club sponsors are encouraged to use this resource as a method of delivering current information to students, parents and the community at large. Anyone wishing to post on the web please see your administrator for guidance and approval.

Work Hours

Teachers are required to work 196 days, 180 of which must be devoted to full-time instruction. A teacher must be on duty a minimum of 7.5 hours each day (7:15 am– 2:45 pm). Those teachers who teach an extra period shall have work days of eight and one-half (8 1/2) hours.

All members of the faculty are responsible for supervision of students during school hours, regardless of specific schedule assignments. Teachers desiring to leave campus during their work day shall obtain permission from

an administrator in advance. Once permission is obtained, sign-out sheets are available in the office manager's office for this purpose. If your assigned administrator is not available, please notify another administrator.