



Fort Lauderdale High School Faculty Handbook

Ms. Priscilla B. Ribeiro, Ed.S. - Principal
2015-2016

Home of the *Flying Ls!*
1600 N.E. 4th Avenue
Fort Lauderdale, FL 33305
745-322-1100

Strong & True. White & Blue.

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Fort Lauderdale High School Mission Statement

Within a safe, creative, and nurturing environment, we provide students with a personalized educational experience, fully enabling them to become productive members of tomorrow's global economy.

2015-16 Bell Schedule

Teachers' hours for regular, early release, and PSD days: 7:20 a.m. – 2:50 p.m.

Daily Bell Schedule:

- Period 1:** 7:40 a.m. – 8:30 a.m.
- Period 2:** 8:36 a.m. – 9:26 a.m.
- Period 3:** 9:32 a.m. – 10:22 a.m.
- Period 4:** 10:28 a.m. – 11:18 a.m.
- Period 5:** 11:24 a.m. – 12:14 p.m. or 11:59 a.m. – 12:49 p.m.

A Lunch: 11:24 a.m. – 11:54 a.m. – Building 8, 9, & 21

B Lunch: 12:19 p.m. – 12:49 p.m. – Building 5, 17, & 20

Period 6: 12:55 p.m. – 1:45 p.m.

Period 7: 1:51 p.m. – 2:41 p.m.

Early Release Bell Schedule:

- Period 1:** 7:40 a.m. – 8:14 a.m.
- Period 2:** 8:21 a.m. – 8:55 a.m.
- Period 3:** 9:02 a.m. – 9:36 a.m.
- Period 4:** 9:43 a.m. – 10:17 a.m.
- Period 5:** 10:24 a.m. – 10:58 a.m.
- Period 6:** 11:05 a.m. – 11:39 a.m.
- Period 7:** 11:46 a.m. – 12:20 p.m.
- (Grab & Go Lunch:** 12:20 p.m. – 12:35 p.m.)

Professional Study Day (PSD) Bell Schedule:

- Period 1:** 7:40 a.m. – 8:05 a.m.
- Period 2:** 8:11 a.m. – 8:36 a.m.
- Period 3:** 8:42 a.m. – 9:07 a.m.
- Period 4:** 9:13 a.m. – 9:38 a.m.
- Period 5:** 9:44 a.m. – 10:09 a.m.
- Period 6:** 10:15 a.m. – 10:40 a.m.
- Period 7:** 10:46 a.m. – 11:11 a.m.
- (Grab & Go Lunch:** 11:15 a.m. – 11:35 a.m.)

Broward Schools Calendar

2015/16 SCHOOL CALENDAR-BROWARD COUNTY PUBLIC SCHOOLS*

AUGUST				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

MARCH				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JUNE				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- Employee Planning (no school for students)
- Schools & Administrative Offices Closed
- Schools Closed
- Report Cards Issued
- Interim Reports Issued
- Early Release Day
- First & Last Day of School

Hurricane make-up days in order of preference: 10/22/15, 1/07/16, 2/25/16, 3/17/2016, 6/09/16

*Year-Round Schools Follow Different Calendars

NOTE: If you are looking for your child's school phone number, please contact Main Switchboard at 754-321-0000 or visit browardschools.com



Fort Lauderdale High School

2015-2016



Professional Study Days (Release Time 11: 35 AM)

- Thursday, September 3, 2015
- Thursday, October 1, 2015
- Thursday, December 3, 2015
- Thursday, January 14, 2016
- Thursday, February 4, 2016
- Thursday, April 7, 2016

Double Down Day (Release Time 2:41 pm)

- | | |
|---|--|
| <ul style="list-style-type: none"> • Monday, September 21, 2015 • Tuesday, September 22, 2015 • Tuesday, November 17, 2015 • Wednesday, November 18, 2015 • Tuesday, January 26, 2016 • Wednesday, January 27, 2016 • Tuesday, March 8, 2016 • Wednesday, March 9, 2016 • Tuesday, March 29, 2016 • Wednesday, March 30, 2016 | <ul style="list-style-type: none"> Double Down 100 minute classes: 1,3,5,7 Double Down 100-minute classes: 2,4,5,6 Double Down 100 minute classes: 1,3,5,7 Double Down 100-minute classes: 2,4,5,6 Double Down 100 minute classes: 1,3,5,7 Double Down 100-minute classes: 2,4,5,6 Double Down 100 minute classes: 1,3,5,7 Double Down 100-minute classes: 2,4,5,6 Double Down 100 minute classes: 1,3,5,7 Double Down 100-minute classes: 2,4,5,6 |
|---|--|

Midterm Exams Dates(Release Time 11:35 AM)

- Tuesday, December 15, 2015
- Wednesday, December 16, 2015
- Thursday, December 17, 2015
- Friday, December 18, 2015

Final Exam Exams Dates Release Time 11:35 AM, Except Thursday Release Time 12:35pm)

- Monday, June 6, 2016
- Tuesday, June 7, 2016
- Wednesday, June 8, 2016
- Thursday, June 9, 2016

SAC (Student Advisory Council) Dates & Times

- | | |
|--|--|
| <ul style="list-style-type: none"> • Tuesday August 25, 2015 5:30 pm • Tuesday September 15, 2015 5:30 pm • Tuesday October 27, 2015 5:30 pm • Tuesday November 17, 2015 3:30 pm • Tuesday December 1, 2015 5:30 pm • Tuesday January 12, 2016 5:30 pm | <ul style="list-style-type: none"> • Tuesday January 19, 2016 5:30 pm • Tuesday February 16, 2016 5:30 pm • Tuesday March 8, 2016 3:30 pm • Tuesday April 19, 2016 5:30 pm • Tuesday May 10, 2016 3:30 pm |
|--|--|

Department Chairs by Subject Area

APPS- Mrs. Callie Melton

Exceptional Student Education (ESE)- Mrs. Valerie Ruwe

Language Arts- Dr. Christopher Beaulieu

Mathematics- Ms. Tina Lovett

Science- Mrs. Casey Portnoy

Social Studies- Mr. Daniel Katz

Guidance Director- Mr. Dwight Francis

Reading Coach- Ms. Ann W. Cook

Magnet Coordinators-Ms. Jill Malman-Cambridge; Mr. Frank DeRusso/Mr. Daniel Katz-Law

TEACHER RESPONSIBILITIES

Absence Reporting

As soon as you know you are going to be absent, contact Sub Central at 754-321-0050, or access SmartFind *Express* (Broward Schools web-site for substitutes). Sign in at <https://sems.browardschools.com>, enter your Access ID and PIN and secure a substitute. Upon completion, you will receive a job number. Print this page or make a note of it for your records. For additional assistance, see Ms. Leverett.

CAB from Home

Log into your CAB account from home via the following:

<http://webcab.browardschools.com>

Class Coverage

Occasionally, it is necessary for teachers to cover classes because of illnesses, field trips, sporting events, or other emergencies. All arrangements for class coverage must be cleared with the department chairperson and approved by the principal or designee. Teachers with administrative approval will be compensated for covering classes according to the **Collective Bargaining Agreement between the School Board of Broward County and the Broward Teachers Union**.

Discipline

Discipline Procedures

Every teacher is responsible for the students assigned to him/her during a given class period. Each teacher is expected to use the Positive Behavior Plan and progressive discipline practices to resolve discipline issues in the classroom. Teachers should be proactive in addressing minor discipline issues. Utilize all available resources before referring students to his/her administrator: 9th Grade - Dr. Frank Gaines, 322-1124; 10th Grade - TBA, 322-1121; 11th Grade – Mr. Sean Curran, 322-1130; 12th Grade - Mrs. Marie Hautigan, 322-1147. Recommendations to resolve discipline issues are as follows:

1. Consult the cumulative record for all available information.
2. Arrange to have a conference with the student outside of class before or after school, or during your planning period if possible.

3. Consult with guidance for assistance in finding the cause and suggestions for improvement.
4. Contact the parent by phone to discuss the problem and maintain a parent call log. A sample log is available on the “Little Red School House” in the “Staff Forms” tab.
5. Confer with the department chair and/or other teachers who teach the student.
6. Implement progressive discipline (i.e. time out, detention, seat change). It is strongly advised that all parent-teacher conferences include a guidance counselor or administrator.
7. Students should NOT be removed from class unless it is an issue of life or safety. **Only the principal/assistant principal(s) have the authority to temporarily remove or exclude a student from class, assign a student to Internal Suspension, or externally suspend a student from school.**

Detention

Detentions may be assigned for minor violations of school rules as set forth in school and district policy. Please allow students a week to serve detentions. This will allow students time to inform their parents and make arrangements for transportation. Detentions will be monitored by an administrative designee.

Referrals

When initiating a referral, be specific about the behavior(s) or situation that prompted the referral. Document exactly what the student said or did (include profanity if applicable). Information should be written verbatim and objectively; **include facts not feelings**. Next, make parent contact and explain the situation to the parent or guardian. Once you have spoken to the parent/guardian, you must complete each section of the referral and document in the Discipline Management System (DMS) in Virtual Counselor. Referrals submitted without documentation of parent contact will be returned to the initiator. Once contact has been made, the referral can be resubmitted for administrative action.

If a referral requires immediate action (issues of life and/or safety), please make immediate personal contact with the appropriate administrator or security specialist.

Evaluations

Administration recognizes the ultimate goal of evaluation is to improve the quality of instruction. The agreement between the Broward Teachers’ Union and the School Board of Broward County Florida outlines procedures for evaluations. Broward County Schools will use the *í*-observation system for the evaluation of teachers. Every teacher will develop a Professional Growth Plan to improve student achievement. Administrators will work closely with staff throughout the school year to optimize the value of this evaluation tool.

The evaluation process at Fort Lauderdale High School will include the following items:

1. Ability to maintain appropriate discipline
2. Knowledge of subject matter
3. Efficiency
4. Student progress toward instructional goals based on student ability
5. Ability to carry out school philosophy and administrative procedures
6. Observance of work hours (tardiness and excessive absences)

7. Any and all areas outlined in the Principles of Professional Conduct of the Education Profession in Florida.

In accordance with contractual requirements, the evaluation instrument can be obtained at: www.effectiveeducators.com.

Grade Changes

Grade change forms are available from the registrar, Ms. Norah Rimondi, and should be submitted back to her. *Please do not send any grade changes with students. This is a confidential document not to be shared with others, even if it belongs to the student.* Be sure to give a copy to the student to assure them of the change.

Maintenance Procedures

All maintenance concerns should be submitted to Mr. Tarver and cc'ed to Dr. Gaines using Facility Request Forms posted in CAB

Parent Conferences

Parent conferences will be assigned in the morning or during a teacher's planning period. If parents request a phone conference, it is expected the teacher will contact the parent within two school days of the request. Teachers should arrive in Guidance by 7:20 for a conference and should not wait to be called on the intercom system. Please be prepared to share Pinnacle grades, attendance, and behavior documentation with parents.

Tips for a Positive Parent Conference:

- *Begin the conference by saying something positive about the student.*
- *Be empathetic and remember this is someone's child.*
- *Come prepared to discuss solutions as well as issues.*
- *Less is more...always make sure the information provided is relevant and beneficial.*
- *When a conference moves in a negative direction, do not engage an angry parent. End the conference and ask for assistance from guidance or administration.*

PINNACLE Gradebook

Student Attendance

Class attendance is to be taken at the beginning of every class period by each teacher. Absences and tardies should be properly recorded in Pinnacle. It is imperative the dates of absences and tardies be accurately reported. The following attendance codes are utilized in Pinnacle: P- Present, AU- Absent Unexcused, TU- Tardy Unexcused.

During the 2015-16 academic year, we will use the Pinnacle *web* platform exclusively. This function will allow teachers to access grades from both school and home. Students should have a **minimum of 3 grades by Interim reports, and 9 by the end of the quarter.** Students and their parents can access all grades through

<http://gb.browardschools.com/pinnacle/gradebook>

If at any time after interim reports have been issued a student should fall into one of the categories below, another grade sheet should be sent home.

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

Procedures When Off Campus For School Related Business – TDA

- When teachers or any staff members are out for any amount of time for a school-related event, a TDA form **MUST** be completed and signed by the employee, the head of the department, and the assistant principal. *This is for the employee's protection. **The completed TDA provides written documentation that a staff member has obtained the required authorization to perform duties outside of the regular school assignment.***
 - Approval is **ALWAYS** necessary **BEFORE** giving the TDA form to Ms. Leverett. The TDA should be given to Ms. Leverett as early as possible. ***Please Note: If expenses are incurred as a result of the TDA, they MUST be pre-approved by the Principal or designee.***
 - Important Note: When a sub is required, teachers should always notify Sub-Central well in advance.
 - **Travel Vouchers:**
 - Before committing to an event or workshop that requires the reimbursement of funds, the following steps **MUST** be followed:
 - Once you have determined that you are planning to attend a workshop, you must submit all information thirty (30) working days prior to the workshop start date.
 - Complete a TDA showing estimation of expenses.
 - You must have approval signatures from the department chair and the assistant principal in charge of that department.
 - Information must be given to Mrs. Denise Nonamaker- Bookkeeper
Reimbursement will be determined based on:
 - Availability of Funds
 - Approval of Principal
- (During periods of a budget freeze, you must have prior approval from the area office via your administrator.)
- The TDA will be returned as either approved or denied based on the principal's final decision.
 - Teachers are required to arrange for a substitute. Before doing so, the Substitute Coordinator, Ms. Leverett, must have the pink copy of the TDA.

The white, pink, and goldenrod copies of the TDA **MUST** be submitted to Ms. Leverett along with the Travel Voucher upon returning from the trip.

Sign Out Procedure

If it is necessary for you to leave school grounds prior to teacher dismissal time, you must receive permission from your supervising administrator. **WHEN PERMISSION IS GRANTED, YOU ARE TO SIGN OUT USING THE SIGN OUT SHEET LOCATED IN THE MAIN OFFICE** located on the second floor of building 20-Office of Student Affairs. For liability and safety reasons, the school must know where you are and how to contact you.

Substitute Plans-Emergency

Each teacher should submit a minimum of FIVE (5) days of emergency substitute plans to their department head by **Friday, August 28, 2015**.

Substitute Plans-Non Emergency

Maintaining a consistent learning environment is one of the many keys to student success. In order to maintain consistency, each teacher is required to leave detailed lesson plans to be followed in their absence. These plans should include assignments **related to the curriculum of the class** as well as the following items:

1. Department Head name and room number
2. Class rosters
3. Attendance procedures
4. Seating chart
5. Class rules
6. List of reliable student(s) per class
7. Bell schedule
8. Security and evacuation procedures (Attached to this document)

Supervision of Students

It is the responsibility of all teachers to provide supervision of students during the 7 1/2 hour school day. You are required to provide supervision during all instructional periods (class time, assemblies, pep rallies, testing, etc.) Additionally, during class changes please ensure if you leave your classroom your door is locked.

a. Leaving Class Unattended

In light of liability laws wherein the school and its personnel may be held liable in case of negligence, it is mandatory that **teachers supervise their assigned students at all times. Students MAY NOT be left unattended.** If an emergency arises which necessitates your leaving the classroom, another teacher or administrator is to be secured to cover your class. If a situation arises, press the intercom or contact the Main Office at 322-1100. If necessary, make contact with administrative staff through one of the following contact numbers: 322-1138, 322-1147, 322-1104, 322-1124 or 322-1121 to obtain class coverage.

b. Students Leaving Class

In accordance with The Principles of Professional Conduct of The Education Profession in Florida, State Board of Education Rule 6B-1.006 (3)(a): The teacher 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 and is responsible and liable for the safety and supervision of all assigned students. If a teacher sends a student out of class, that student **must** have a hall pass. If a teacher sends a student out of class for any reason without a hall pass, and that student is hurt or is involved in any disruption or altercation, the teacher will be held accountable.

c. Hall Passes

Students are not allowed to leave class without a pass. No passes are to be issued during the **first and last ten minutes** of each class period, or during lunch unless it is an emergency. After the teacher gives the student permission to leave the classroom:

- a) The student using a one-way pass will **sign a log** located in the classroom, take the pass, and then leave for the purpose intended:
- b) Students using a return pass should have documentation indicating the date and time.
When the student returns to the classroom he/she will return the pass to the designated location and sign back in with the time he/she reentered the classroom.

Textbooks

Students may pick-up their textbooks from the textbook room during normally scheduled hours. Extended hours are available during the first two and last two weeks of school. Students are responsible for textbooks signed out to them. An obligation will be issued to the student when a book is lost. Students must be cleared of obligations before participating in field trips and graduation.

PROFESSIONAL EXPECTATIONS

1. To be courteous in contacts with students, co-workers, parents, or other members of the community.
2. To show an interest and understanding of students and student welfare.
3. To exemplify proper self-control in the presence of students.
4. To use good judgment in handling student problems.
5. To be of good physical and mental health.
6. To confer with parents, co-workers, guidance, and administration on matters regarding student academic and emotional welfare.
7. To return parent phone calls within ONE school day.
8. Ensure “bell to bell” instruction.
9. Dress in a professional manner that reflects a positive image of you and FLHS.
10. To set a good example for students by being on time to class.
11. To use sick/personal leave only when absolutely necessary.
12. Faculty and staff are expected to remain on campus during planning and lunch periods. If you leave campus, you must have administrative permission.
13. Use social media prudently
14. To comply with the local, state, and federal policies listed below:

a. Child Abuse and Neglect Policy

To comply with Florida Statute 415.504 which makes **mandatory** the reporting of child abuse and/or child neglect, any teacher or other school employee who knows or has reasonable cause to suspect that a child has been subject to abuse/neglect shall immediately report such knowledge or suspicion to the Department of Health and Rehabilitative Services at the statewide toll-free hotline: **1-800-96-ABUSE** and immediately notify the principal or his/her designee that a report has been made. If there is some question of reasonable cause, the school employee shall consult with the school-based child abuse designee (**Mrs. Nicole Ramos**) and/or principal, or his/her designee prior to making the report. Florida Statute 415.504 provides for anonymity of the person making the report. Florida Statute 415.504 provides penalties: "Any person who willfully or knowingly makes public or discloses any information contained in the child-abuse registry or the records of any child-abuse case may be held personally liable. Any person injured or aggrieved by such disclosure shall be entitled to damages."

b. Reporting Suicidal Student(s)

Be aware of the signs and danger signals of students who may be contemplating suicide. If one of your students exhibits these behaviors, notify **Mr. Dwight Francis, the Suicide Prevention Designee immediately**. If you are not able to locate the counselor, contact administration.

In the event of a **suicide attempt**, **NEVER** leave the student alone. Notify a staff member as outlined above by messenger. As always, be discreet in these sensitive matter's-Do not label a student suicidal or depressed; simply document behaviors. **EVEN IF A POTENTIALLY SUICIDAL STUDENT ASKS YOU TO KEEP THEIR INFORMATION CONFIDENTIAL, BOTH LEGALLY AND ETHICALLY, YOU ARE REQUIRED TO LET THE SUICIDE PREVENTION DESIGNEE KNOW.**

c. Anti-Bullying Policy

The School Board of Broward County has approved the first school district Anti-Bullying Policy in Florida. The policy, which was adopted on July 22, 2008, was designed by the District's Office of Prevention Programs and Student Support Services, under the Safe Schools Healthy Students Grant initiative. The Florida Department of Education will utilize the new policy as a model for the state's other 66 school districts. The policy was developed prior to the passage of House Bill 669, which mandates that all districts in the state adopt Anti-Bullying policies by December 1, 2008.

The District's Anti-Bullying Policy specifically prohibits bullying of or by any District student or employee, with consequences for those acts that meet the definition of bullying as defined in the policy:

“Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees.

The policy sets forth guidelines for the identification and reporting of bullying – as the overall goal of the initiative is the protection of students and their increased feelings of safety and belonging. The policy requires teachers and staff to utilize a variety of prevention and intervention activities and includes tools and resources that create environments of safety and respect and expectations of appropriate behavior. The Anti-Bullying Policy was developed by a District task force, which included community and parental involvement.

For more information on the District's Anti-Bullying Policy, go to (www.broward.k12.fl.us/sbbcpolicies) and reference Policy 5.9.

d. Drug-Free Workplace

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), please take note that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including alcohol, is prohibited at all School Board work sites and school activities. A list of controlled substances as defined by the federal government and the School Board is available from your principal and will be posted on a common access bulletin board.

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

You are also required to notify your supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

The School Board offers drug counseling through the Employee Assistance Program. Any employee needing such assistance should feel free to contact the Director of the Employee Assistance Program, at (754) 322-9900.

FINANCIAL INFORMATION

Anticipate your needs! Clubs, classes, sports, and organizations **MUST** operate on a purchase order system. No purchases will be honored without a previously approved purchase order as required by school board Standard Practice Bulletin I-314. A School Activity Purchase Order is the instrument that may be used to obtain permission to purchase materials, supplies, etc. and commit the school to pay for the expense. In addition, it is the instrument that may be used to receive the approval of the Principal to make the purchase or expense commitment. If purchases are made without prior approval, it will be the obligation of the purchaser to be responsible for payment. **DO NOT** expect to bring in invoices for reimbursement. No charges of any kind to vendors will be honored.

When monies are turned into the bookkeeper to be receipted, the teacher, sponsor, or student **MUST** allow himself or herself enough time to wait for the monies to be counted and receipted. No monies are to be left and counted at a later time. Additionally, State Board Regulations require "A financial report be filed with the Bookkeeper, Mrs. Denise Nonamaker, at the close of each fundraising activity." (Financial Accounting for State and Local School Systems, Chapter 7, Section 3 2.3(e).)

As per School Board Policy 6208, money-raising drives requested by OUTSIDE AGENCIES, such as March of Dimes, Red Cross, or United Way shall not be conducted by students.

Special Note to Coaches: School Board Policy 3320 "Requisitions and Purchasing Procedures" Rule 19 mandates that "Interscholastic equipment and supplies will be purchased through the Purchasing Department on requisitions."

Money collected from a single event (car washes or bake sales) must be turned into the bookkeeper the following school day.

Financial Regulations

Board regulations require that each student, club or class activity have a Board employee sponsor who will be responsible for training and supervising the students in the conduct of their activity. This assignment will include the responsibility for making certain that all monies related to the

activity are properly controlled and deposited in the internal funds, and that all required records and reports are prepared.

1. Cash Collections- Standard Practice Bulletin I-303

All collections must be deposited daily if over \$200, within two (2) working days after receipt, by the last working day of the week, the last working day of the month, AND before all holidays.

- a. Deposits MUST be made INTACT (exactly as received). Personal checks (this includes reimbursement checks issued to employees by the school, including advances) MAY NOT be cashed from the deposit monies.
- b. Failure to comply will result in disciplinary action against the teacher and/or the club sponsor. Additionally, your class or club will forfeit their privilege to have fund-raisers or collect money for any reason.

2. Monies Collection Envelopes- Standard Practice Bulletin I-302

- a. Pre-numbered collection envelope used when multiple collections will be made with an individual collection amount of less than \$15.00 per person or collection is package pictures, bookstore/book fair sales or fundraising. Use one envelope for each type of fund collected (i.e. fund-raiser, dues, etc.). NO MONIES CAN BE COLLECTED UNTIL A MONEY COLLECTIONS ENVELOPE IS SIGNED OUT.
- b. Monies Collection Envelopes are to be obtained from the school Bookkeeper/Budget Support Specialist and MUST be signed out on the Monies Collection Envelope Log. Students cannot sign for the teacher.
- c. Monies Collection Envelopes are to be completed in ink. Blank envelopes with just a total will not be accepted. The following information is to be completed.
 - Purpose/Activity of the collection
 - Teacher/Sponsor's Name
 - Dollar amount of collection
 - Fund Account Number
 - Date(s) of collection
 - Full Name of Payee
 - Teacher/Sponsor Signature
- d. Envelopes are not to be completed in advance of the collection. NO PRIOR writing of date, payee name, amount, etc.
- e. ERRORS made on the collection envelope MUST BE legible. If an error is made, a single line should be made through the entry and the correct entry written on the next line. THE AUDITOR MUST BE ABLE TO OBSERVE THE ERROR. (NO "white out" or heavy strike lining is to be done.)
- f. Monies Collection Envelope MUST always accompany the deposits when turned to the Bookkeeper/Budget Support Specialist.
- g. Collections MUST be remitted INTACT (exactly as received), counted and reconciled (balanced) with the monies collection envelope total. You MUST NOT:
 - 1) Make purchases from collections
 - 2) Substitute personal checks for collections
 - 3) Hold money for change purposes
- h. The Bookkeeper/Budget Support Specialist will count the monies in the presence of the collector; issue an official receipt from the computer and complete Bookkeeper/Budget Support Specialist area of Monies Collection Envelope.
- i. The Bookkeeper/Budget Support Specialist will return Monies Collection Envelope and

official receipt to collector if additional collections are to be made. When collections are finished, collector will initial the Monies Collection log showing the return of the envelope to the Bookkeeper/Budget Support Specialist possession for audit purposes.

- j. **All monies collected envelopes must be turned in every Friday morning, even if you haven't collected any money.**

3. BC40-P Receipt Books

- a. Receipt Books will be signed out and teacher/sponsor will be held accountable.
- b. The log requires the collector to sign out the book. (It is important the collector verify the log reflects the return of the book to the Bookkeeper/Budget Support Specialist at the conclusion of the collections.)
- c. Receipts are in triplicate and use carbon paper.
- d. Writing must be legible on the yellow copy, press hard! Auditors must be able to clearly read the yellow copy.
- e. Do not write on the front of the book.
- f. Receipt books and money must be turned in everyday.
- g. Receipt books and money must be turned in every Friday, regardless of amount.
- h. All Receipt Books must be turned in every Friday, even if you haven't collected any money.

The Bookkeeper/Budget Support Specialist will count the monies in the presence of the collector and issue an official receipt from the computer.

4. Sales Tax- Standard Practice Bulletin I-313

ALL purchases made by a school, which are deemed to be for educational purposes, are tax exempt EXCEPT Faculty-Sunshine Accounts and fundraiser purchases. Outside support organizations (such as Booster Clubs, PTA's, PTO's, etc.) ARE PROHIBITED from using the District's tax exemption number/certificate.

EXEMPT ACTIVITIES AND ITEMS

A. STUDENT PUBLICATIONS

Publications such as Yearbooks and Memory Books, literary magazines, newspapers, senior wills, etc. and all items purchased (film, paper, printing) directly related to the production of the publication are exempt. VIDEO YEARBOOKS produced solely by students are also exempt.

B. STUDENTS AND/OR FACULTY TALENT/ATHLETIC EVENTS

Admissions to events such as athletic events, plays, band concerts or activities where student and/or faculty talent is used are exempt. In addition, purchases incurred such as costume rentals, set materials, etc. are exempt. Proms/Homecoming preparations (hotel charges, flowers, decorations, etc.) are exempt.

C. TEXTBOOKS/WORKBOOKS

Sales of textbooks/workbooks containing instructional materials are exempt, including sales of GED books/tests, ABE books and ESOL items.

D. SCHOOL LUNCHESES

The sale of food and beverages when served as part of a school lunch to students, teachers, school employees or guests.

E. VENDING MACHINES

The sale of goods and beverages from vending machines located in the school cafeteria ONLY.

F. PROMOTION/PUBLIC RELATIONS; HOSPITALITY; SACS EXPENDITURES

Purchases for activities related to visiting committees; orientation/work conferences; employee recruitment; official meetings/receptions; awards or other types of recognition for meritorious performance.

G. CAPS AND GOWNS

Purchase or rental for faculty, staff, guests and students.

H. FLOWERS/MEMORIALS FOR STUDENT/STAFF

Purchase of flowers/memorials made on behalf of the student body.

I. INSTRUCTIONAL MATERIALS

Classroom supplies, including sewing kits, craft kits and VTAE supplies.

J. LANDSCAPING/SCHOOL IMPROVEMENT

Purchases made for the improvement or replacement of school property, including locks for student lockers.

K. GRAD NIGHT

Admissions to Disney World or other similar amusement park for Grad Night, as well as purchases of sandwiches, drinks, videos, etc. purchased for the trip are exempt.

L. UNIFORMS

Uniforms which are required by the School to be worn by participants in competition or for field trip identification purposes are exempt unless sold at a profit. Some examples are:

1. Athletic Uniforms
2. Band/Orchestra/Chorus Uniforms
3. Cheerleading Uniforms (shoes, socks, etc.)
4. Swimsuits
5. Shorts, shirts, caps for team/club members
6. Shoes (when all members are required to wear the same style/model)

M. PRIZES, AWARDS, GIFTS

Prizes and awards (includes meals and refreshments) given to students; gifts to teachers and students in recognition of excellence in competitions, academics, or incentives.

N. HORTICULTURE

Initial purchase of plants or seeds by school from wholesaler.

O. CARNIVALS/CIRCUSES

The admission charge to traveling shows, exhibitions, circuses, carnivals, rodeos, etc. when such performances are sponsored by nonprofit organizations.

P. BANQUETS

All banquets EXCEPT Faculty/ Sunshine.

Q. FIELD TRIPS

All admission to and charges for trips deemed to be part of the school's curriculum (including meals which are purchased using monies raised through student collections).

R. OTHER

1. Bake Sales
2. Cookie Dough Sales
3. Cake Sales
4. Car Washes
5. Coupon Books
6. School Discount Cards

TAXABLE ACTIVITIES AND ITEMS

A. FACULTY/SUNSHINE ACCOUNTS

EVERY purchase made by the school's Faculty/Sunshine Account is taxable and may be reimbursed. This includes vending machines and water coolers. The ONLY purchases made by Faculty/Sunshine which are exempt are purchases of equipment (refrigerator, T.V.'s, etc.) which become part of the school's inventory.

B. DANCE TICKETS AT HOTELS

Tickets sold for a dance (Prom, Homecoming) held at a hotel are taxable.

C. PARKING DECAL SALES

The FEE charged students or staff for the lease or rental of parking or storage space is taxable. The purchase of the decal is exempt.

D. HORTICULTURE SALES

The sale of ornamental nursery stock is taxable. This includes ALL plants grown at the school.

E. FACILITY RENTAL

The leasing of School Board facilities is taxable unless the lessee is tax exempt. Tax is paid on all monies received for rental including utilities, salaries, etc.

F. INSTRUMENT RENTAL

Collections from the rental or sale of instruments are taxable.

G. FUNDRAISERS

All items purchased for resale are taxable whether making a profit or not. Whenever possible, sales tax is to be paid to the vendor when the items are purchased. If the sales tax is not paid to the vendor at the time of purchase, the sales tax will be calculated on Gross Sales of fundraising activities after the sale.

EXCEPTIONS:

Pepsi/Coke purchases - pay vendor based on purchase price. Pictures and Book Fairs - pay vendor based on gross sales.

H. CLUB CLOTHING

Classes, clubs and departments who CHOOSE to order shirts, jackets, caps or other similar items must pay sales taxes if the items are NOT REQUIRED.

I. ADVERTISEMENTS

Placards, billboards or signs which are:

- a. Constructed by the school for a customer (i.e., PTA) are taxable on the full amount collected.
- b. Provided to the school BY the customer (i.e., PTA) are EXEMPT.

J. PRODUCTION SHOPS

There are certain areas in high schools, community schools and vocational centers where, as an educational tool, services are performed and/or items are repaired.

1. IF the school DOES NOT purchase or furnish from stock any of the items needed for the repair or service, the charges made by the school for the repair or service are NOT taxable.
2. IF the school PURCHASES OR FURNISHES the items for the repair or service, then ALL of the charges made by the school ARE Taxable.
3. There are certain Production Shops which do not require the collection of sales tax. These are:
 - a. Cosmetology
Barber and beauty shops are not required to collect tax on receipts for their services.
 - b. Medical Arts

Eyeglasses and the incidental items (neck chains, carrying cases, etc.) sold WITH A PRESCRIPTION are NOT taxable. Items (as mentioned above) sold WITHOUT A PRESCRIPTION ARE taxable.

c. Commercial Food Programs

Food or beverages are subject to tax when served, prepared or sold, EXCEPT:

- (i) programs which bake items to be consumed OFF the premises.
- (ii) programs that cater functions for individuals or organizations who qualify as tax exempt (such as another school).

4. Transportation

- a. Buses used are to be selected from the approved School Board of Broward County transportation list.
- b. A School Bus Verification Form must be completed each time a bus is used.
- c. Use a purchase order along with a Quote Form when ordering buses.
- d. NO ADVANCED PAYMENTS WILL BE MADE.
- e. Companies on bid will accept a purchase order and will bill the school after the fact.
- f. Bus cancellations are to be in writing to the bus company in advance.
- g. Driver's room, tip, and tolls are included in the rate. (except for yellow buses)

5. Purchase orders and checks- Standard Practice Bulletin I-314

SCHOOL ACTIVITY PURCHASE ORDERS

School Activity Purchase Order is the instrument that may be used to obtain permission to purchase materials, supplies, etc. and commit the school to pay for the expense. In addition, it is the instrument that may be used to receive approval of the Principal to make the purchase or expense commitment. Complete the purchase order, and then submit to the bookkeeper, the bookkeeper will assign a PO #. It is your responsibility to mail the purchase order to make purchase arrangements with the vendor. When the bill comes in, complete an Expense/Payment Request Form, sign, and attach the invoice for payment. Payment cannot be made from a statement. Only an invoice. Checks will not be written without the proper backup documentation. There will be no exceptions! You need to have an invoice up front or you will have to pay and then be reimbursed after you provide an itemized receipt. Classes and clubs must have an Organizational Minutes Form attached to the Expense/Payment Request Form along with the invoice or receipt before a check can be written.

The School Activity Purchase Order is a quadruplicate form that is to be NUMBERED and issued in consecutive order. The form is to be completed by the teacher or activity sponsor and MUST include the approval of the Principal/designee.

The four parts of the School Activity Purchase Order should be distributed as follows:

- 1. VENDOR COPY should be delivered to the supplier/vendor. The purchase order is the supplier/vendor's authority to deliver the items appearing on the purchase order. In addition, it assures the supplier/vendor that the school will issue payment upon fulfillment of the request.
- 2. BOOKKEEPER COPY furnishes the bookkeeper with information relative to the purchase obligation, namely, the Principal's/designee's authorization, and the internal fund account responsible for the payment of the invoice.
- 3. REQUESTER'S COPY is for the benefit of the teacher/sponsor. It is their notification that the requested service or purchase has been approved.
- 4. NUMERICAL FILE COPY should be retained in a numerical sequence and retained for audit.

FUNDRAISING

4. Fundraisers- Standard Practice Bulletin I-402

School Board Policy 6206 Money Raising Activities states "From time to time, it may be necessary and desirable for students to engage in fundraising activities in connection with a special project. Money raising activities SHALL have the prior approval of the Principal or designee and conform to such rules and regulations as the Board may establish." All sales of merchandise are to be approved using the SAN-Project Approval Form. SAN-Project Approval Forms are available on the "Little Red School House" on the "Staff Forms" tab. Additionally; ALL merchandise sales (except continuous operations such as school stores) require the completion of a Financial Report, Student Activity Operating Report. Organized school groups SHALL NOT sponsor or engage in any form of games of chance (i.e. raffles, lotteries, etc.). Students representing the Broward County school system in any manner SHALL be prohibited from participating in "panhandling" activities.

FUNDRAISING ACTIVITY PROCEDURES

All sales of merchandise should be approved only on the condition that an accurate and complete accounting be made for all units purchased. In order to assure an accurate and complete accounting of items purchased for resale, a sale deadline date must be assigned. A copy of the approved SAN-Project Approval Form should be furnished to the school bookkeeper to enable follow up on collections and reporting.

SPONSOR INFORMATION

1. All fundraising activities must be requested and approved on a SAN- Project Approval Form. The form must be logged out using a Project Approval Log.
2. NO merchandise for resale should be obtained (purchased, arrangements made for purchase) until the SAN- Project Approval Form has been approved.
3. All items purchased for resale should be ordered on a School Activity Purchase Order, which may be obtained from the school bookkeeper.
4. Upon receiving the units or items to be sold, the sponsor MUST perform a physical count of items to be sold and verify the number ordered and received.
5. Because ALL units or items purchased for resale must be accounted for in some manner, a Merchandise Distribution Sheet MUST be maintained by the sponsor when merchandise is to be sold by a number of student salespeople.
6. The Sponsor should request a Monies Collection Envelope from the School Bookkeeper to consolidate the fundraising monies collection for depositing to the bookkeeper.
7. Monies are to be turned in daily if over \$200, and at least within three working days.
8. The School Bookkeeper will issue an official receipt each time fundraising monies are turned in with the Monies Collection Envelope.
9. Sponsors MUST retain the receipts issued by the School Bookkeeper. The receipts can be used in completing the Financial Report, Student Activity Operating Report or Statement of Revenue and Expenditures.
10. Ten days after the conclusion of the sale, the Financial Report, Student Activity Operating Report, will be submitted to the Assistant Principal for his/her initials in determining whether the report has been submitted in a timely manner, as established on the Project Approval Form. The

sponsor will then submit the signed Financial Report to the bookkeeper who will enter the date that the report was received and have the sponsor initial the Project Log. The Financial Report, Student Activity Operating Report, and Project Log will be retained for audit.

11. ALL merchandise sold by a school or school organization is TAXABLE unless specifically exempt. Some exempt items are:

- a. Yearbooks/Memory books
- b. Textbooks/Workbooks
- c. Newspapers
- d. School or student publications (i.e. Literary magazines)
- e. School lunches
- f. Nursery stock (Products raised by a school nursery 90 days or longer)

FINANCIAL REPORT, STUDENT ACTIVITY OPERATING REPORT

The Financial Report, Student Activity Operating Report, is required to be completed by the sponsor at the end of a sale where units or items are sold as a one-time sale. Using the receipts issued by the School Bookkeeper for monies deposited and identified as fundraising monies is very useful in completing the report.

COMPLETING THE FINANCIAL REPORT

1. Complete the top portion of the Financial Report.
2. The second portion of the form **MUST** be completed in its entirety. This section of the report is based on **TOTAL NUMBER OF UNITS (ITEMS) AVAILABLE FOR SALE** information taken from Vendor's Invoice.
3. It is **VERY IMPORTANT** all units (items) must be accounted for either as sales, returns, damaged, remaining in inventory, etc.
4. The Financial Report is to be signed by the Sponsor and submitted to the Assistant Principal who will determine if the report has been submitted in a timely manner, initial the report and return it to the sponsor. The sponsor will then submit the signed Financial Report to the bookkeeper who will enter the date the report was received and have the sponsor sign the Project Log.
5. The Principal is required to sign the Financial Report.
6. School Bookkeeper will retain the Financial Report for audit along with any applicable information.
7. Any items not returned by a student salesperson **MUST** be documented with a student obligation.
8. Any items given away must be documented with a signed sheet indicating description of item, printed name of receiver and signature of receiver.

STATEMENT OF REVENUE AND EXPENDITURES

The Statement of Revenue and Expenditures is required to be completed at year-end for all continuous merchandising activities. A continuous merchandising activity is an activity that is conducted throughout the school year (i.e. concession or school store). In addition, this form can be used to summarize activities when it is not possible to obtain an exact accounting of the number of items available for sale (i.e. popcorn sales when the popcorn product is purchased and then bagged in smaller portions). This form is a profit and loss statement for the activity. Any adjustments to inventory purchases; sales (sold product for less or gave product away); purchase adjustments (bought product at a cheaper price) **MUST** be reflected on the Statement of Revenue and Expenditures.

COMPLETING THE STATEMENT OF REVENUE AND EXPENDITURES

1. Enter sales information for the year.
2. Enter beginning inventory (this was last year's ending inventory).
3. Enter any adjustments (i.e. obsolete so given away or destroyed). All adjustments must be clearly documented as to quantity disposed of, description of item as shown on inventory, date and reason for disposal and two signatures (person destroying and one witness) or if given away printed name and signature of recipient.
4. Enter ending inventory.
5. Enter purchases.

STATEMENT OF REVENUE AND EXPENDITURES-SUPPORTING DOCUMENTATION

1. Sales will be supported by Monies Collection Envelopes and/or BC-40P receipt books.
2. Inventory adjustments will be supported by the method shown in IV. A. 3. above.
3. Purchases and returns by vendor invoice(s) or credit memo(s). All invoices or receipts must include the quantity. If the quantity is not specific (i.e. box), the sponsor must write in the quantity contained in a box. Also, the sponsor should be sure the invoice item description is easily associated with the sponsor's inventory price list. If necessary write the item name on the invoice as it appears in inventory.
4. Ending inventory will be supported by the inventory form (Exhibit 7).
5. An inventory price list for each school year must be maintained and available for audit. The price list must show each item sold and the price at which it was sold. Any deviation from this price list must be documented (specific item discounted, discounted price and quantity discounted). The item description used on the year-end inventory must match the item description on the inventory price list.

STUDENT ACTIVITIES/ORGANIZATIONS

A student activity program is an essential part of the school program. The organization of clubs is to be encouraged. All such clubs and groups, including those sponsored by outside clubs or activities, shall be subject to the following provisions:

1. Organizations shall be effected only upon approval of the Assistant Principal for Student Activities (Mr. Sean Curran).
2. The Assistant Principal over Student Activities shall supervise and have final authority for all activities of such organizations.
3. All activities/ events require PRIOR approval from the Assistant Principal for Student Activities using TWO forms: An **Activity Approval Form (Hard copy)** and a **SAN-Project Approval Form (Electronic PDF version ONLY- If fundraising is involved)**. Once approved, all activities/ events will be put on the activities calendar with approved dates. The two required forms can be found on "Little Red School House" on the "Staff Forms" tab.
4. All funds relating to such organizations shall be deposited in the internal account of the school, to be disbursed only upon prior approval of the Principal. This is described specifically as, "**all monies collected and disbursed by school personnel within a school or in connection with any school program, for the benefit of a school or a school sponsored activity**".

5. It is the responsibility of the **sponsor** to contact the Assistant Principal for Security and Facilities (Dr. Frank Gaines) for security support and facilities clearance. ALL activities that occur after school hours require pre-arranged Security support. Additionally, facilities clearance is required with appropriate calendar clearance, for fundraisers as well as banquets on or off campus. All contracts are to be signed by the Principal and must be turned in to the Assistant Principal for Student Activities for prior clearance.
6. All club activities are to end and all financial matters cleared with the bookkeeper no later than **May 27, 2016**.
7. Sponsors planning an event that involves the band, cheerleaders, or other special groups, please notify the appropriate advisor at least two to three weeks in advance so that they can plan and coordinate their groups.

Concession Stands

All Booster Organizations that run a concession stand during their event must have a written agreement with the principal as to how the school and/or your organization will benefit from the sales of the concession stand. A Revenue & Expenditure Form must be completed and readily available for auditing purposes. All records/books must be available for our annual audit. Concession stands must be run by your parents, NOT students or employees of the school.

Field Trip Procedures

See Ms. White in the Office of Student Affairs- Building 20, Second Floor for all necessary forms and procedures. It is the responsibility of the sponsor to adhere to the guidelines set in SB Policy 6303.

Field Trips are appropriate when conducted for the following reasons:

1. It is a component of classroom work directly related to the curriculum.
2. It provides educational and athletic enhancement through SBBC recognized competitions.
3. It has a substantial relation to the purpose and activities of a school club or organization.
4. It has an educational objective and is a reward for desired behavior or accomplishment.

Within the Tri-County Area Field Trips (15 Days prior to trip)

- Schedule each trip with the principal's designee, specifying the destination, the method of transportation, and the period of absence from school.
- Complete all necessary arrangements with the organization, firm, and/or owner of the property to be visited.
- Obtain from parents of all students who are to participate in a field trip, **WRITTEN PERMISSION**, on county approved forms, for their child to be away from school during the time required for the trip.
- Make provisions for proper supervision according to School Board Policy.

Out of County/Overnight/Water-Related Field Trips (45 Days prior to trip):

- Follow the same rules as for local one-day field trips except documentation must be submitted
- The Principal shall send the Area Superintendent notification and information about all such out of county field trips prior to the event.

- For out-of-county, one-day field trips to such distant places such as Disney World and Everglades National Park, the required number of chaperones shall be the same as those for overnight out-of-county.

Overnight Field Trips

- The Principal or her/his designee shall be contacted before the teacher or sponsor begins to discuss any overnight student field trip.
- Once the trip has all the necessary approvals, the teacher or sponsor shall proceed with the necessary arrangements as outlined for local trips. Further details regarding chaperones and insurance coverage may be found in Board Policy 6303.
- Students who wish to participate in field trips must secure the permission of their classroom teachers on the school approved application for field trip form.
- It is the responsibility of the teacher planning the trip to secure these forms from Ms. White and ensure that the students complete these forms **before** the applications are submitted to classroom teachers for signatures.
- A complete alphabetized list of students who will make the trip must be compiled and turned in to Student Services and posted on the CAB Conference before departure

International Field Trips (45 Days prior to trip):

Any field trip or portion thereof that involves travel beyond the borders of the mainland or continental United States of America is considered an International Field Trip. International Field Trip requests shall be submitted to the appropriate Superintendent's designee no later than six (6) months prior to the date of departure. A complete calendar year is strongly recommended for planning and preparations, and to allow school and families adequate time for fund-raising opportunities and travel reservations to defray the cost of such trips. In accordance with School Board Policy 6303 International Field Trips shall be approved by the Superintendent of Schools. The Principal shall provide a letter of justification for all International Trips. A key objective of an International Trip is to provide students the opportunity to engage in an once-in-a-lifetime learning experience that is unavailable here in the United States of America. Therefore, a principal's justification for approving the proposed international trip must consider this objective. The Justification letter will be submitted to the Chief Service Quality Officer. The Risk Management Department and the School Board's General Counsel's Office will then review the proposed field trip. The Superintendent will make the final decision after considering staff's recommendations and the principal's justification letter.

The teacher/sponsor of any proposed International Field Trip shall be prohibited from confirming the proposed trip with students, parents and community or collecting funds for such trip, prior to receiving an initial compliance approval from the Superintendent of Schools or Designee.

If the trip is approved, it will become the responsibility of the school principal to review with school staff and students the varied implications of an International Trip. Serious consideration should include but not be limited to student health insurance (which may not be recognized by the host country), electronic communications (which may not work internationally or may work at a much greater expense), disciplinary issues and the applicability of the host country's laws (in cases where the student commit crimes and/or the cost or means to return a disruptive student to the USA).

The State of Florida only allows schools to rent, lease or otherwise purchase specific “vans” to transport students on any school sponsored trip. Students can drive their own automobiles **ONLY** on rare occasions with the specific approval of the **ADMINISTRATION per SCHOOL BOARD POLICY**.

Emergency Procedures and Codes

- Post emergency procedures and evacuation routes in your classroom.
- Review evacuation procedures with all classes at the beginning of each semester.
- Include current class rosters in your classroom binder in the event of an emergency.
- Stress the importance of meeting in the designated evacuation area.
- In the event of an emergency, students will proceed to the evacuation exit and assemble at the designated area.
- **Make sure you can account for all students.** Bring red and green cards to signal this.

CODE RED- Threat/ Incident to the facility, LOCKDOWN

CODE YELLOW- Threat/ Activate SAFE team, LOCKDOWN

CODE BLUE- Medical Emergency/ Activate SAFE team

CODE BLACK- Bomb Threat

CODE ORANGE- Evacuate

CODE GREEN- All clear

CODE BROWN- Threat/ Incident within the facility- Shelter in Place

Appendix

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

<http://www.fl DOE.org/teaching/professional-practices/code-of-ethics-principles-of-professio.shtml>

Teacher’s Contract

http://www.broward.k12.fl.us/employeerelations/BTU_PDFs_for_Website/TeachersContract_1314.pdf

**Fort Lauderdale High School
Faculty Handbook
Acknowledgment Form**

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1. Please complete this form.
 2. Print the completed page.
 3. Sign and return to Mrs. Joyce White, Secretary- Office of Student Affairs, **on or before September 4, 2015.**
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**Signing below indicates that you acknowledge having received, read and understood the
2015-16 Fort Lauderdale High School Faculty Handbook**

Name (Please Print): _____

Department (Please Print): _____

Signature: _____ Date: _____