

Apollo Middle School

Faculty Handbook
2015-2016

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**EACH STAFF MEMBER IS RESPONSIBLE FOR THE CONTENTS OF THIS
HANDBOOK.**

**2015-2016 Faculty Handbook
Acknowledgement Form**

I acknowledge that I have been advised that the Faculty Handbook is located on the Apollo Middle School Server and directions for accessing the document are located in the Apollo Middle School CAB Conference. I will review and familiarize myself with all contents of the Faculty Handbook and will adhere to said policies and procedures.

I have also received the *Code of Ethics, the Principles of Professional Conduct and the Standards of Competent Professional Performance*. Likewise, I will review and familiarize myself with all contents of this document and will adhere to said policies and procedures.

I understand that:

- This Faculty Handbook represents a summary of Apollo Middle School's personnel guidelines.
- *The Code of Ethics, the Principles of Professional Conduct and the Standards of Competent Professional Performance* represent a summary of state guidelines for the professional conduct of educators.
- The Florida Department of Education, The School Board of Broward County, Florida or the Administration at Apollo Middle School may modify or rescind any policies, benefits or practices at any time.

Print Full Name

Signature

Date

Please return this form to your Grade Level Administrator by Friday, August 21, 2015.

Apollo Middle School SCHOOL MISSION STATEMENT

The mission of Apollo Middle School is to ensure an optimum teaching and learning environment that sets high expectations and enables all students to reach their maximum potential. Through a joint community-wide commitment Apollo Middle School will meet the diverse needs of our students and the challenges of a changing society.

School Board of Broward County MISSION STATEMENT

We, the School Board of Broward County, Florida, are committed to ensure that all students receive a quality education, within a safe and secure learning environment.

A community-wide task force established by the Superintendent identified the following eight traits as being conducive to fostering character development in students.

<i>Responsibility</i>	<i>Kindness</i>
<i>Honesty</i>	<i>Tolerance</i>
<i>Citizenship</i>	<i>Respect</i>
<i>Self-Control</i>	<i>Cooperation</i>

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ABSENCES

A total of ten sick leave days per year are allocated to each employee. Sick leave days may be used for the following.

- Personal illness
- Illness of a family member
- Death of family member (or other close relative) which requires employee's absence on a workday.

Six days absence for personal reasons may be granted each year (four for Paraprofessionals). These days cannot be taken on the day before or after a holiday, or the first or last week of the school year without written permission from the Principal.

Teachers and permanent teacher aides are required to report all absences, even if a substitute is not required. This includes Temporary Duty Assignments (TDA) and planning days. All absences must be recorded through Sub Central.

IT IS MANDATORY THAT YOU CALL IN YOUR ABSENCE BEFORE 6:00 A.M. If you must report your absence after 6:00 a.m., you will also need to report your absence to the Sub Coordinator (754 323-2919), and deliver the following information:

- Name:
- Date of absence:
- Full day/half day (am/pm)
- Substitute Information and Job number or “No substitute required”.

To reach Sub Search, please use the following numbers:

- Sub Search 754-321-0050
- Sub Central Help Desk 754-321-2340

REPORTING AN ABSENCE - Sub Search is an automated voice response system that allows teachers to report, review, or cancel an absence, using a touch-tone telephone. The system calls substitutes from priority lists to fill absences.

You can also report an absence through Web-Center which can be accessed through the internet from anywhere including your home connections and, of course, work locations. To logon to Web Center use <https://sems.browardschools.com>. Your **Access ID** is your personnel number and your PIN will be provided by Sub Search. (All employees must register over the phone to obtain a PIN, if you do not already have one.) Once you log on, the program is easy to use. You can get a Quick Reference Card for further instructions for both methods of reporting an absence from the substitute coordinator.

After you have reported your absence, either over the phone or the computer, you should also let the substitute coordinator know so she can make a note of it. Sometimes absences have been reported incorrectly (incorrect date or time, etc.) resulting in a substitute not showing up at the proper time.

JOB NUMBERS - When a teacher calls to report an absence, Sub Search/Web-Center assigns that absence a job number. The teacher is given a job number each time he/she reports an absence. An absence has successfully been reported when a job number has been issued to the teacher. **WRITE DOWN THIS NUMBER!**

BENEFITS TO TEACHERS -

- You can report an absence 24 hours a day.
- You can leave specific instructions for substitutes.
- You can report an absence any time into the future up to one year in advance.

PRIORITY LIST - This list of substitutes will be called first before going to the general pool of substitutes. If you want a particular sub to come back the next day, you need to call the school by 1:00 p.m. to pre-arrange with that sub.

IF YOU HAVE ANY QUESTIONS, PLEASE SEE SUBSTITUTE COORDINATOR

See the sub search quick reference for instructions to:

- Register on sub search.
- Report an absence.
- Request a substitute.
- Cancel an absence.
- Review an absence.

ACCIDENTS

If a student is injured, you are to report this to the main/front office immediately and complete an accident form.

Every injury, however slight, is to be reported to the office as a protection to you and the school.

If an employee is injured, you are to report this to the office manager immediately and fill out a Notice of Injury form.

If any injury to an employee is not reported within 24 hours, he/she may not be covered under Workers' Compensation.

ACCREDITATION

The schools of Broward County are accredited by the Florida State Department of Education and the Southern Association of Colleges and Schools (SACS). Overall school improvement is the underlying reason for school evaluation and self-study projects. Every year, the school will develop goals that relate to the SACS self-study and school improvements.

ACTIVITIES

•Requests for all activities should be made **at least two weeks in advance**. You request an activity by filling out a School Activity Notification (SAN) form. You should check the master calendar first to make sure there are no other activities planned. The request form, which is on the Apollo Conference CAB in the Bookkeeping Forms folder, goes to the School Activity Coordinator, who will then turn it in to the principal for final approval. After the request has been approved, the activity will be entered on the master calendar and an approved copy of the SAN form will be returned to you.

- All requests for activities will be handled on a first come--first served basis.
- All activities must appear in the weekly and daily bulletin at least one week in advance of the scheduled activity.
- Students will not be allowed to leave class for any activity without prior teacher approval.
- Teachers must accompany and sit with their classes at activities during the school day.
- Requests for any facility usage must be made at least two weeks in advance to the School Activity Coordinator. These needs must be noted on the School Activity Notification form.

RESPONSIBILITY OF SPONSOR:

- Secure and return all equipment needed for the activity.
- Release of all information and announcements regarding the activity.
- Set up and return all chairs and/or furniture needed for the activity.
- Securing chaperones when needed.
- Securing transportation and Authorization for Trip forms when needed.
- Submitting the names of all chaperones to the School Activity Coordinator along with the School Activity Notification Form.
- Under no circumstances is an employee to make arrangements for a police officer to work security for a school related activity without the principal's approval. The request for security is to be presented to the principal two weeks prior to the date the detail officer is needed. There are no exceptions. You will be held financially responsible if the above stated procedures are not followed.

AFTER SCHOOL ACTIVITIES/DETENTIONS

- No students are to be kept after school for any reason unless prior written approval is given by their parents. This is for all activities and detentions. Students who are assigned detentions **MUST** have a copy of the detention to be admitted to enter the building.
- If you keep students for after school activities, the office must be informed of this in writing so that we are aware of what is going on each day. This may be sent to the reception desk and will be kept by the intercom station.
- **No teacher/sponsor is to leave until all students under his/her supervision have left the school grounds. Students**

are not to be sent to the front desk to call home except in cases of extreme emergencies. These students are the responsibility of the person in charge.

- There are to be **no** after school activities on Fridays or early release days unless prior approval has been given by the principal or designee.

ANNOUNCEMENTS

- Morning announcements will be conducted daily by the students over our in school TV broadcasting system.
- The morning announcements will take approximately ten minutes.
- All students should be in their rooms and seated for morning announcements.
- Each teacher is to set a good example by listening attentively and watching all announcements.
- All requests for announcements must be submitted on an Announcement Request form, signed by the teacher or sponsor, approved by an administrator and submitted to the Broadcast/Communications teacher 48 hours prior to the announcement being made.

ASSEMBLIES

Assemblies are to be considered as a classroom situation and are to be supervised accordingly. Teachers are to talk with students prior to the assembly about assembly decorum:

- sitting properly
- listening
- not talking
- respecting others as they speak

Teachers are to escort classes to the assembly area. Classes are to sit together, whenever possible. Teachers are to sit with and supervise their students during the assembly. Any student who becomes disruptive will be removed from the assembly.

ATHLETICS AND INTRAMURALS

All students who wish to participate in athletics **must have returned to the school a notarized Parent Permission Insurance Information form before being allowed to practice.** Coaches are responsible for the distribution and collection of the forms.

Students who are identified as having academic and/or behavior problems are to be brought to the attention of the Grade Level Administrator. The Grade Level Administrator makes the final determination of eligibility of ALL students.

ATTENDANCE

ATTENDANCE PROCEDURES

Teachers are responsible for ACCURATELY recording and reporting student absences. The following procedure will be used:

- Attendance is to be taken at the beginning of each period, every day using Pinnacle.
- Each teacher will be held responsible for taking attendance at the beginning of each period in Pinnacle. Note: for double dose classes attendance must be taken for each period.
- Teachers may not hold or ask students to stay in their class when it is not the students assigned period.

It is important that student's attendance record be accurate.

- Review the student field trip lists prior to completing your attendance each day.
- Parents are called and contacted daily based on the attendance you report in Pinnacle.
- Teachers often take their classes to another location for one hour or for the whole day (i.e.: media center, another classroom for team teaching, etc.). **The front office must be notified with your location at all times in case of an emergency and student dismissal/location.** Please call the front desk anytime you are not in your assigned

classroom during your instructional time.

- Be sure that the two procedures listed above are noted in your substitute plans.

Refer to the section on Attendance in the Secondary Code of Student Conduct. Schools must:

- Notify the parent--after each unexcused absence from any class, specifying the date of the absence and the rules, which apply.
- After four (4) unexcused absences from class(es) in a forty-five day marking period, refer the case to the visiting teacher for appropriate action, which may include referral of either the student or parent(s) to court.

★★IMPORTANT: Teachers are required by Florida State Law and School Board Policy to keep accurate attendance records. Accuracy is not only essential but is mandatory. Calls are made to parents of absentees; attendance records are used in court cases; and attendance records are vital in keeping accurate grades.

A student who is absent for any reason i.e.: "excused", "unexcused", "suspended" will receive two (2) days of make-up time for the work he/she missed for each day of absence.

Example: Absent one (1) day.....Make-up time = Two (2) days
Absent three (3) days.....Make-up time = Six (6) days

A student may have an unexcused absence changed if a parent calls the school on the day of return or sends a written note within two (2) school days of the student's return. This information will be noted in Pinnacle by the grade level secretary.

ATTENDANCE PLAN

PROCESS FOR SCHOOL ATTENDANCE:

Teachers take attendance every hour at the start of class and enter the information into Pinnacle. Any student that comes in after the late bell reports to the attendance clerk in the front lobby. The student is logged into the system and given a pass to the corresponding class.

The job of the grade level secretary is to keep an accurate count of daily attendance on Pinnacle. This includes entering excused attendance calls. The attendance clerk is responsible for recording early sign-outs. The grade level secretary will enter information when there is a substitute. Students who are skipping class are also monitored on a daily basis.

APOLLO MIDDLE SCHOOL ATTENDANCE PLAN PROCEDURES:

- Pinnacle will call the parents every time a student misses a class during any period during the school day.
- After the student is absent two times, the teacher will make verbal contact with the parent/guardian via the phone.
- Grade level secretaries will record all calls on the Attendance database. A student parent contact directory for all students at Apollo will be available on CAB for additional numbers. This report can be found in data warehouse Report-Demographics-SCHS001.
- If the student's telephone number is not correct the teacher will email the grade level secretary via email within 24 hours. Secretaries will obtain a working number from the emergency card.
- When the student reaches 5 absences and has received at least two calls from a teacher, a five-day letter will be mailed home by the grade level secretary asking the parents to contact the corresponding Assistant Principal.
- Spanish speaking parents will receive letters written in their native language.
- Grade Level Administrators will determine if the student has a pattern of non-attendance by checking the ***Pattern of Non-Attendance*** list. A pattern of non-attendance is when a student has 5 unexcused absent within a calendar month or 10 unexcused within a 90-day period. Once the pattern has been determined, this will be logged in the Attendance Tracker database system by grade level secretary.
- When the student reaches 10 absences in a 90-day period, another letter will be mailed home by the grade level secretary and the RtI Team will be required to meet with the parent, assistant principal, school social worker and appropriate teachers. The social worker referral will be filled out and sent to our area social worker.
- Habitual Truancy is defined as when a student has reached 15 unexcused absences within a 90-day period. RtI Team will continue to monitor and follow-up with appropriate resources and interventions. Assistant Principals

at each grade level will continue to monitor the progress of the student on a weekly basis.

INCENTIVE PLAN:

- Every two weeks, the grade level secretary will identify and pull all students that have perfect attendance in every grade level.
- Student names will be entered into a raffle, and the winner will receive a gift card to a designated store. The names of four students from each grade level will be announced during lunches.
- Any student that the Assistant Principals are tracking with at least 10 absences, who shows significant improvement during the following marking period will be invited to have lunch with the principal or designee.
- Once each quarter, students that have perfect attendance for all periods and no tardies will be awarded a Perfect Attendance Certificate.
- Twice a year a pizza party will be provided to students who have perfect attendance and no tardies.
- Students that have perfect attendance will have their names posted in the perfect attendance banner located in the cafeteria.

INDIVIDUAL STUDENTS OUT OF CLASS

If there is a need to keep a student out of class, it is the responsibility of that staff member to request approval from their grade level administrator. Under NO circumstances is a teacher to keep a student from another teacher's class without the prior approval of the scheduled teacher.

- Students are not permitted to ask for permission to assist another teacher. Using students to communicate this kind of information causes problems.
- All requests will be written with the reason stated and approved by an administrator 24 hours in advance.

MANDATORY PASSES!! FOR STUDENTS LEAVING THE CLASSROOM:

- **Teachers MUST have students record their name prior to leaving and entering their classes.**
- **Every student must have a pass each time they leave a classroom.**
- **Students who will be late to the next class due to them not being dismissed on time must have a pass.**

BECOM TELEVISION (ITV)

- Many educational programs are aired by the Broward County Instructional Television Department. A Scope and Sequence of the scheduled programs is provided to each faculty member. A monthly ITV schedule is distributed which contains an overview of programs.
- Instructional television programs are to be viewed for educational purposes, not for entertainment. TEACHERS MUST DOCUMENT EACH TV PROGRAM VIEWED IN PLANBOOKS.
- Teacher In-service Programs are also provided via ITV. Information concerning these offerings can be obtained from the In-service Facilitator

BELLS

The official bell schedule should be posted in all classrooms and locations. Bells, buzzers, or horns sounded at any other time during the day signal the necessity to evacuate buildings and report to designated locations.

BULLETIN BOARDS

Teachers and students should plan interesting displays on their bulletin boards. These displays should reflect the activities that are being implemented in the classroom. Displays should be changed as frequently as possible. Club sponsors and coaches are responsible for maintaining bulletin boards with relevant notices.

CERTIFICATES/TEACHING

- It is imperative that each teacher have an updated copy of his/her teaching certificate on file in the school.
- Teachers new to the school must bring in a copy of their certificate.
- Any time a teacher receives a new updated certificate, please bring it to the office manager for copying. By State of Florida Statute, it is the responsibility of each teacher to keep his/her certificate current. Failure to do so will result in non-renewal of your contract.

CHANGE OF ADDRESS

Please secure a Personnel Data Form from the office to change your address or telephone number **and make appropriate changes in your ESS record**. This is necessary in order to process any official documents at the county office.

CHILD ABUSE

In order to comply with School Board Policy 5.3 and Florida State Statute 8227.07, any adult who notices or is told about an abuse incident **must** make a report. They must also notify the principal and call 1-800-962-2873 (1-800-96ABUSE).

CLASSROOM DISMISSAL

- Teachers are not permitted to keep students in the room after the final bell has rung thereby causing them to be late for their next class or miss their bus.
- No teacher has the authority to give a class or group permission to go to the bus loading area until the bell ending the day has rung.

CLASSROOM CARE

It is the responsibility of instructional personnel to establish a neat, attractive environment for learning. This will encourage student respect and order. See your administrator for any custodial requests or comments.

- Use of nails, screws, glue, and/or staples for attaching items to walls or woodwork is prohibited. Ask for help from our custodial staff in this area. Please do not use masking tape on the carpet, nor scotch tape on the chalkboard, windows or doors. In general, use bulletin walls for displays.
- Display areas and bulletin boards should be planned on a rotation basis.
- Please be sure when changing bulletin boards that staples are not left on the floor. If glue is used in the classroom and accidentally spills on the floor please notify the custodial staff right away so that it may be removed before it dries.
- Students should not put their feet on the walls. Students should not mark on/in their desks, books, or any school property.
- At the close of each period the teacher should supervise the picking up of all paper from the floor and desks.
- Desks and chairs should be left in an orderly manner.
- In case of breakage, it is the responsibility of the teacher in charge to report the matter immediately to an administrator.
- Teacher/student desks & chalkboards should be cleared for the use of other classes.
- Students are not to be asked to empty garbage cans because of the danger to them by using the garbage dumpster.
- Requests for additional service and removal of broken furniture must be given in writing to the head custodian. The Custodial Request Form is available on Apollo's conference CAB. Teachers are not to make verbal requests directly to the head custodian.
- Our custodial staff is charged with the responsibility of maintaining our building in a clean and attractive manner. Each classroom will be checked each day by the facilities supervisor. If repairs or additional cleaning is necessary, the supervisor will conference with the assigned custodian.

CLASSROOM MANAGEMENT

- **Students are never to be left unsupervised!** In an emergency contact the office.
- **Classroom doors should be locked at all times.**
- **Students are not to answer the intercom or telephone for the teacher.**
- The teacher is responsible for the conduct of his/her class. Let the students know from the first day who is in charge of the classroom. This need not and should not be accomplished harshly. The self-confidence, attitude, and demeanor that the teacher displays will be the determining factors that control the student. Review school and classroom rules daily if necessary. Post these rules and refer to them as necessary. A disorderly classroom invites disorderly behavior.
- A prerequisite of learning is getting the student's attention and interest.
- **Attitude is everything!** Don't talk DOWN to the student. Be friendly, and interested in your students but maintain a reserve and respect for them. FIRMNESS WITH FAIRNESS, humor without sarcasm, sincerity with tact, consistency in dealing with students' problems - all these are part of a teacher's job. The teacher must maintain poise and calmness. Loss of temper, panic, and obvious anger lead to loss of respect and control.

- **No student may ever be sent into the hall for disciplinary reasons.**
- When sending a student to time out, make prior arrangements with another teacher. Never send a student to a time out area without consent of the receiving teacher.
 - **If a student must be removed from a class due to inappropriate behavior, he/she must be escorted by a member of the Security Team.** Teachers should notify the front office so they may request this assistance.

LEAVING CLASSES UNATTENDED

Schools and personnel may be held liable in case of negligence. It is mandatory that classes not be left unattended. If an emergency arises which necessitates you leaving the classroom, secure coverage by another teacher, then contact the grade level administrator immediately.

CLUBS AND ACTIVITIES

Clubs and activities within the school are encouraged. All clubs and activities, including those sponsored by outside agencies, are subject to the following:

- Organization of a club requires the prior approval of the Principal.
- A definite purpose is to be established through the adoption of a constitution and by-laws which conform to the policies and philosophy of the school, and which are to be an integral part of the total instructional program.
- The Administration is to supervise and have final authority over all activities of such organizations.
- All funds relating to such clubs/organizations are to be deposited in the internal account of the school, to be disbursed only upon approval of the Principal.

CODE OF ETHICS

School personnel are directed to comply with the code of ethics as stated in Chapter 6B-1 Florida State Board of Education Administrative Rules as stated below.

6B - 1.01 Code of Ethics of the Education Profession of Florida

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

6B - 1.06 Principles of Professional Conduct for the Education Profession in Florida

1. **The following disciplinary rules 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.
2. **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.
3. **Obligation to the student requires that the individual:**
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning or to health or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not 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.
- h. Shall not exploit a professional relationship with a student for personal gain or advantage.
- 4. Obligation to the public requires that the individual:**
- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - b. Shall not intentionally distort or misrepresent facts concerning an educational matter direct or indirect public expression.
 - c. Shall not use institutional privileges for personal gain or advantage.
 - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
- 5. Obligation to the profession of education requires that the individual:**
- a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not intentionally make false or malicious statements about a colleague.
 - e. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
 - f. Shall not misrepresent one's own professional qualifications.
 - g. Shall not submit fraudulent information on any document in connection with professional activities.
 - h. 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.
 - i. Shall not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
 - j. Shall provide upon request of the certified individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
 - k. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida School Code or State Board of Education Rules.
 - l. Shall report to appropriate authorities any know violation of Florida School Code or State Board of Education Rules as defined in Section 231.28 (1), Florida Statutes.
 - m. Shall seek no reprisal against any 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.
 - n. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

COMPUTER USE / INTERNET

School Board Policy #5306 defines the appropriate use of technology.

Major Policy Provisions:

- Use of computers, networks, and online telecommunications systems must be related to students' educational activities. **Do NOT bring your personal laptop to school, as it may cause a virus to our system. Only school board issued laptops should be used at school.**
- Students must recognize that computers, networks, and equipment used to support online telecommunication systems are shared devices and agree to use them in ways which will maintain their continued operability for all users.
- No illegal activity may be conducted using the district's computers, networks, or online telecommunications systems.
- Students must not access or distribute offensive, obscene, inflammatory, or pornographic material.
- Students shall not intentionally spread computer viruses, vandalize data, infiltrate systems, or degrade/disrupt computer and/or network performance.
- All users of computers, networks, and online telecommunications systems shall adhere to laws regarding copyright.

Illegally using school district technology and/or software to alter information is a felony.

Misusing school district technology and/or software to transmit insulting, profane, racially or sexually offensive written language or to make obscene remarks or gestures is unacceptable behavior that will lead to disciplinary action.

CONFERENCES

- Parent conferences will be scheduled through the Grade Level Secretary. Notices of these scheduled conferences will be placed on CAB.
- If you are not available for the scheduled conference or will be absent, please notify the Grade Level Secretary as soon as possible and give your student attendance, academic progress and behavior report to a member of your team. **TEACHERS MUST BE ON TIME AND PREPARED FOR ALL PARENT/STUDENT CONFERENCES.**
- Teachers should **never** meet alone with a parent. Another teacher, guidance counselor, or administrator should always accompany the teacher.
- Parent conferences are sometimes tense, most parents have anxiety and they are uncomfortable. It is our responsibility to make it as comfortable and as positive an experience as possible.

COPYING MATERIALS

It is the philosophy of Apollo Middle School to limit the use of photocopied materials. We believe "hands on" activities, as well as active, passionate teaching, to be more effective.

- Items of questionable value, or which are educationally unsound, will not be duplicated.
- Examine material to be duplicated. If it can be put on the chalkboard, displayed via a document camera or if a permanent transparency can be made, do this instead of duplicating.
- Use both sides to save paper.
- Use class sets and have students use their own paper for work to be completed.
- Teachers must complete a Request to Copy form, submit the Request to Copy form attached to the materials to be copied to your Department Head for approval. Once approved, the Department Head will submit the materials to be copied to the Grade Level Secretary. A turn around time of 72 hours is to be expected.

BROWARD COUNTY PUBLIC SCHOOLS

GUIDELINES FOR REVIEWING AND APPROVING AUDIOVISUAL MATERIALS FOR CLASSROOM USE

Any audiovisual materials, including films and videotapes, **purchased or borrowed from sources outside the Broward County School System for use in Board-approved courses of study** must be approved by the administrator in charge of the school setting. To provide guidance both for the evaluation and for the approval of such media, the guidelines and procedures listed below shall be followed:

1. Each department within the school should establish a committee to evaluate, review and recommend the films, videotapes or other audiovisual materials to be used in classes within the department. During the review process, the committee should use the evaluative criteria specified in **School Board Policy 6100 Rules Amended: 4/29/03**:

RULES:

1. Requirements
All instructional resources, including audiovisual materials must:
 - a. be consistent with School Board of Broward County policies, educational goals, and the objectives of specific courses and/or activities;
 - b. be consistent with Florida Statutes 1006.34(2)(b), and relevant to the Sunshine State Standards;
 - c. adhere to federal and state copyright laws, including but not limited to Public Law 94-533, The Copyright Act and School Board of Broward County Policy #6318; and
 - d. reflect the best teaching practices based on age appropriateness and instructional relevance.
2. Selection of Audiovisual Materials
 - a. Audiovisual materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal. When available, the MPAA (Motion Picture Association of America) ratings should be used to guide decisions about audience appropriateness.
 - b. Audiovisual materials in the school collection and those selected for use from outside the school collection must be selected based on personal preview, reviews or recommendations from professional

- literature, or have been recommended for use by the District.
3. Procedures and Best Practices for Use of Audiovisual Materials
The usage of audiovisual materials from inside or outside the school collection must:
 - a. meet principal or designee approval prior to use with students;
 - b. exhibit a clear educational purpose;
 - c. be previewed in their entirety prior to being shown to students by the teacher using the resource, with special attention paid to assuring that language, theme, violence, and content are consistent with the maturity level of the students who will be viewing the material;
 - d. be a legally acquired copy; and
 - e. sustain review by the school audiovisual review committee, if concern arises.

A list of full-length feature films to be shown must be maintained in the school's office and made available for parent review. Each school must notify parents of the process and procedures for review of the list and commentary.

4. Responsibility
 - a. The principal is responsible for the use of all instructional materials within the school. The teacher is responsible for use within the specific classroom.

The departmental review committees (or the department chairpersons) should submit to the principal the films; videotapes/dvds or other audiovisual material recommended for approval.

The principal (or the principal's designee) shall review the recommendations from the departmental review committees and deny or grant approval.

Films or videotapes rated R, X, NC-17 or PG-13 are prohibited in Broward County Public Schools.

REVIEW OF NEWSPAPERS AS SUPPLEMENTAL MATERIALS

Teachers are responsible for reviewing all supplemental materials before using with students. This review is especially critical when using daily newspapers. **Teachers should not assume that the district's endorsement of Newspaper in Education Programs absolves them of the responsibility of removing inappropriate material before classroom use.**

CUSTODIAL SERVICES

- Teachers must help in monitoring the daily classroom cleanliness of their students. Large articles are to be picked up off the floor by students before dismissal. Particular care should be taken when using supplies such as water, paints, glue, and other substances that may stain walls, floors, and furnishings. Floor coverings are available upon request of the custodian. Do not use scotch tape on walls, windows, floors, or furniture. Teachers are to contact the Head Custodian through the use of the "Custodial Request Form" if the classroom is not being cleaned properly (Custodial Request Forms are available on Apollo's Conference CAB). Encourage students to pick up trash in and outside of building.
- Any request for repairs should be turned in to the Head Custodian.

DAILY ROUTINE

All teachers should be in their designated first period area **no later than 9:25 a.m.**

All teachers **must** stand in the doorways of their rooms between class periods.

DISCIPLINE

Teachers are responsible for maintaining discipline that is conducive to learning. The school's discipline is the responsibility of each faculty member. Recent studies show that if a teacher clearly specifies class rules, explains them, and provides positive reinforcement for compliance, then disruptive behavior will decrease and positive achievement will increase.

- **Under no circumstances shall a teacher use corporal punishment or any type of correction that damages the dignity of the student.** After referring to the Student Conduct and Discipline Code/School-wide Discipline Plan it is found that all other corrective measures have been exhausted, a student may be referred to the Grade Level Administrator for discipline. Referrals must be submitted electronically via the Discipline Matrix System.
- **READ THE SECONDARY CODE OF STUDENT CONDUCT BOOK!**
- **Know the relation between the infraction and possible consequences.**
- Every student must read the Student Conduct and Discipline Code Book. These are available online at

<http://www.browardschools.com/index.asp>. Each student is required to sign and submit the Media Release Form, FERPA Opt Out Notification Form, Family Life/Human Sexuality Exception and the Acknowledgment Form in this book. After the start of school, new students will receive this information through the registration process.

- The most effective elements of successful discipline are positive reinforcement of appropriate behaviors, and communication with parents. The telephone is your strongest ally...not during instructional time, of course.

DISMISSAL ROUTINES

- Students are not to be dismissed early or released to the custody of anyone without clearance from or knowledge of the principal's office (front desk). Adults coming to remove students from school are cleared through the STAR system and asked to sign a checkout sheet in the office. **Under no circumstances may a teacher release a student to anyone without following these procedures.**
- A list of persons to whom a student may be released is found on each student's registration form. Special note should be taken where family situations warrant the elimination of a parent and/or adult from the approved list.

DRESS AND GROOMING

Teachers and staff members assume many roles in the eyes of our students. We should always be aware that we are influencing students' minds and may become models to emulate. The Broward County School System has not established a dress code for faculty and staff members but we should be aware of the impression we portray by our dress. **At Apollo, we must set a good example by dressing as professionals.** Routinely check your appearance prior to leaving for school to see that your dress for the day is appropriate.

EARLY RELEASE DAYS

The county has designated early release days throughout the school year for teacher in-service. Workshops are held at the school site. It is mandatory that all staff members attend these workshops.

Staff members not attending designated workshops (without prior approval of the principal) will have their salary adjusted accordingly.

EARLY SIGN OUT PROCEDURE

All personnel must get permission from the Grade Level Administrator before leaving campus for any reason. This includes school related in-service, county meetings, school visits, etc. To leave campus for any personal reason, permission must be obtained from the **Grade Level Administrator** in advance. Please do not request to leave campus in the middle of the day without using sick or personal leave. In the event you return to school the same day, you must sign in upon arrival and designate your return time.

An emergency sign in/out sheet will be available at the Office Manager's desk.

If you are leaving during the day for personal reasons/doctor appointment, it is your responsibility to obtain coverage for your classes from among your team of teachers. You **must** fill out the Sign Out/Coverage form and have the teacher(s) covering for you sign the form, and then have the principal sign. The time you take off will be deducted from your accumulated personal sick or personal leave time.

EMAIL

The purpose of email (CAB) is to correspond about School Board of Broward County business only. Please do not send chain letters, hoaxes, urban legends, prayer requests and other personal messages using the SBBC email system. Keep your email account clean by deleting out of date messages.

You should check your email (CAB) at least twice daily.

EMERGENCY PROCEDURES

EVACUATION AND FIRE DRILLS: Florida Law, (Section 231.09) states: *"To give instruction in and hold, under the direction of the principal, such fire and emergency drills as may be provided by law, by regulations of the State Board and of the County Board, and as otherwise may be deemed necessary."*

In keeping with the laws of Florida, and policies of the School Board of Broward County, and for the sake of the safety

of the pupils of our school, we are obligated to conduct a series of fire drills each year. The following will apply to fire drills and any emergency evacuation:

- Explain specific policies and procedures to each and every student. Appoint a fire drill leader and assistant leader in each class. This information should be noted in official roll and plan books.
- A teacher is to be the last out of the area and must carry the official record book containing student information with him/her. The teacher is responsible for each student. Silence while passing is mandatory in order to hear directions.
- Students should walk fast but not run or talk during the entire drill. Instructions should be given at the beginning of the school year. A brief discussion of the drill is in order immediately after the class returns from the drill. Stress to students that QUIET is the rule of order.
- Groups are to remain together on leaving the building and are to remain **together while returning to class. Everyone is to remain outside until** the inspection of the building is completed and will enter the building when the outside bell rings three times signifying “All Clear”.
- Each teacher will receive a copy of the procedure for leaving the building. A copy will be posted in each area. This should include a map showing the exit routes to be followed by each individual class. This map should be posted in a prominent place in the classroom.
- Each teacher will check attendance outside the building and upon returning to the class area. Any discrepancies should be reported to an administrator.

BOMB SCARES: The students will evacuate the building following the emergency evacuation procedure. A Bomb Search Team will search the building and report to the administrative office when completed.

POWER FAILURES:

If a power failure occurs, please adhere to the following guidelines:

- Teachers are to maintain proper classroom order. Under no circumstances are teachers to permit students to leave the classroom; wait for instructions from the administrative staff. Do not take your classes outside the building unless instructed to do so by an administrator.
- Teachers on planning periods are asked to report immediately to the lobby for instructions. Teacher Aides and staff personnel should report to the office for instructions.
- The administrative and office staff will notify the utility companies, police department, and county office. Instructions will be disseminated over the intercom or by a portable microphone.

EQUIPMENT CHECK-OUT

- **Any and all equipment** that leaves the school must be checked out and in through the office.
- **A property pass form must be completed and then signed/approved by the principal prior to school property leaving the campus.**
- School Board insurance will not pay for items lost, damaged, or stolen while signed out to you. Be sure that your Homeowners policy will cover such loss or be prepared to pay for the damage yourself.

EVACUATION MAPS

Each classroom shall have an evacuation map located near the door. The map shall indicate (IN RED & BLUE) at least two routes by which to leave the classroom and the specific location to which students and teachers are to report.

District and state guidelines require a total of ten (10) evacuation drills during the school year.

EVALUATIONS/OBSERVATIONS

The goals of employee evaluations “are to improve the quality of instruction and employee performance.” Thus, personnel shall be evaluated as set forth in the various contracts or as needed.

The administrators will be utilizing the Marzano Observation and Evaluation Model. During the first month of employment, the administration will hold conferences with teachers to discuss evaluation criteria.

FACULTY MEETINGS

Faculty meetings will be held as needed. When a meeting is scheduled all staff are required to attend unless the principal has approved prior arrangements.

FAX MACHINE

The FAX machine should be used only for official school business. No personal materials may be faxed.

Confidential materials, such as psychological reports, IEP's and school records, may only be faxed with the principal/assistant principal's permission and an identified person at the receiving end.

FINANCIAL PROCEDURES

Please follow the procedures below when handling any type of financial transaction for Apollo Middle School. Each faculty and staff member must confer with the bookkeeper before planning a fundraiser or anything that requires the expenditure of school funds so that proper financial procedures may be followed.

No employee or student shall commit the school to a purchase obligation (all purchases or expenditures) without prior written approval of the school principal. If prior written approval is not obtained, that obligation shall be the responsibility of the person making the commitment.

All invoices and packing slips must be signed and dated and returned to the bookkeeper ASAP. Do not hold the packing slips.

Ten (10) days after the conclusion of a sale, the fundraising financial report must be completed by the sponsor and verified by the bookkeeper. **It is not the responsibility of the bookkeeper to complete this report.** The bookkeeper is only to verify and retain for auditing purposes. Reimbursements will be made after all financial reports and paperwork are verified by the bookkeeper.

- For ordering supplies, a purchase order must be initiated through Department Chairpersons who in turn are to give these to the Bookkeeper. **Teachers and staff members are not to call vendors to place or change orders. There are specified procedures to follow for ordering supplies.** Please work closely with the bookkeeper to secure the proper procedures for placing orders.
- An Expense Reimbursement Form will be used to initiate every payment from internal funds. **NO** checks will be written unless the original invoice or paid receipt is available. A four-day notice is required for all checks to be written.
- Receipts must be issued for all monies collected. When money is collected, it is to be turned in to the bookkeeper the same day it is collected. Before collecting money for anything, please see the bookkeeper for proper procedures to follow. All monies must be turned in by 2:00 PM daily and 12:00 noon on Thursdays. **No money will be collected on Fridays.**
- We are required to follow all procedures as stated in the STANDARD PRACTICE BULLETIN and have all documents and background information available for audit trail.

FIELD TRIPS

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. A field trip shall be defined as a district-approved trip away from a school site.

- Start at least six weeks in advance.
- All requests for transportation must be on the principal's desk fifteen (15) working days prior to date requested to avoid possible cancellation of trip.
- Field trips must first be approved by the School Activities Coordinator via a "Request for Field Trip" form. The form is in the Field Trip packet, which you can obtain from the School Activities Coordinator.
- Field trips should occur only as an outgrowth of, or supplement to, some aspect of the curriculum.
- Teacher judgment should be employed in deciding whether or not an excursion is desirable in terms of distance, expense and ease of supervision. No trip should be taken without proper teaching and planning in terms of purpose, procedure and follow-up. Parent permission forms with phone number where the parents can be reached are needed for that day. The written parent permission forms must go with the teacher on the scheduled trip.
- Request for school buses must be made several weeks in advance (a charge will be levied for mileage and driver times for Broward County buses.) Remember, educational excursions are important but when we take students away from the school we assume extra responsibility for their safety. Always be sure that the desirability of the trip outweighs the extra responsibility. Funds collected by teachers from students must be collected according to county auditing procedures and all monies must be turned into the bookkeeper prior to the day of the trip. (All monies collected must be accompanied by a Field Trip Envelope, listing student's first and last name and amount collected.) Use the envelope provided specifically for this purpose.
- Prior to planning a field trip, be sure to read and be in compliance with School Board Policy #6303, in the field trip packet.
- All field trip arrangements must be completed two weeks prior to the field trip.

FIELD TRIP PROCEDURES

Field trip packets are available from the School Activities Coordinator. You will be required to sign out the packet and sign again when you return the packet after the field trip is completed. All pertinent information must be in the packet. You must follow the checklist/instructions provided with the packet.

To have a field trip approved – at least six weeks in advance –

- 1) check the master calendar to make sure there are no other field trips planned for the same date and that the dates are clear of the district's black out dates
- 2) get verbal approval for the field trip from your grade level administrator
- 3) request the field trip packet from the Bookkeeper
- 4) complete the Field Trip Authorization form in its entirety; get TDAs filled out for each chaperone (include job # if a substitute is required); fill out Student Permission form; fill out Transportation form, if needed
- 5) turn all of the above in to the School Activities Coordinator to get approval. If the trip is approved, the trip will then be placed on the master calendar
- 6) after the principal has approved, the packet will be returned to you
- 7) following the field trip checklist/instructions, proceed with plans for the trip
- 8) after the trip has been completed, turn the field trip packet back in to the School Activities Coordinator with all the proper paperwork inside.

In order for students to participate in a field trip, they must meet the required criteria. In addition to the criteria stated on the District Field Trip Authorization Form, students must maintain a status of being "Promotion Ready". Participating students must have all previous core course credits, including remediation credits through recovery efforts and maintain a passing status for the current school year.

FILM AND VIDEO APPROVALS

A written film approval must be submitted to the media specialist for any films or videos shown. These will then be approved by the Grade Level Administrator. These forms are available in the media center. They must be submitted at least **five** days prior to the showing date. Any audiovisual materials, including films and videotapes, purchased or borrowed from sources outside the Broward County School System for use in Board-approved courses of study must be reviewed by the department review committees.

FRONT OFFICE

The front office should not be used as a gathering place for staff members during the day, including before and after school. The front office staff is dealing with phone calls, parents and the general public coming into the building, etc.

GRADE BOOKS

- Records of grades are to be maintained by all teachers for the purpose of recording daily and test grades. Grades should be recorded clearly and an indication of the specific assignment made.
- Teachers are to submit Records of grades and/or lesson plans to the administration upon request and/or the completion of the school year. Records of grades are legal documents and should be maintained neatly and accurately.
- All Records of grades and lesson plans are to be done in accordance to district guidelines.

GRADE CHANGES

If an error is made in recording a grade on a student's report card, or if an incomplete grade has been given, the subject teacher is responsible for completing a grade change request form. The teacher must submit this to the grade level administrator for approval and then to the Information Management Technician (IMT).

GRADING

On or before the first day students report to school, each teacher is to:

1. Discuss grading procedures with the Department Chairperson.
2. Submit to designated Assistant Principal for approval a letter to parents that informs them of the specific grading policies.
3. Upon approval, the letters are to then be sent home with students during the first week of school. The grading system used in the middle schools and the interpretation of the letter grades, which represent the equivalent numerical grades, are as follows:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 59 & Below

** Any and all students who are in danger of receiving a failing quarterly grade MUST be referred for RtI review. Additionally, student(s) must have documented interventions that the teacher has initiated and implemented. Interventions, dates and outcomes must be recorded in BASIS.

4. Homework is not to be “busy work” or to be used to replace or reduce supervised study.
5. A copy of all class and homework assignments is to be posted in a conspicuous place, accessible to the students. Students who have been absent are to be encouraged to check the posted assignments in order to do make-up work.
6. It is requested that each child receives a minimum of one grade per week. Each child should have a minimum of three grades by Interim Report.
7. Best Practices state that a turn around time for feedback on an assignment is within 48 hours.

GUEST SPEAKERS

If you plan to have a guest speaker in your classroom this year, please obtain approval from your grade level administrator as soon as possible, or at least two weeks before your speaker arrives. (Also remember that all guest speakers are to be District approved, and are to check in the main office before they report to your classroom.)

GUIDANCE DEPARTMENT

In the middle school, the guidance counselor is an integral member of the teaching team functioning in all areas of the school. Our philosophy is pupil oriented and our relationship is a helping one to students, teachers, administrators and parents. We believe in personalizing and humanizing learning to meet the individual needs of the child. It is our goal, as counselors, to help our students feel worthwhile so they can function successfully in society. Some of the Guidance Services include:

- Coordinate and facilitate the RtI meetings.
- Meeting with teachers to help plan a program that fits the individual needs of the students and to work on solving any problems that teachers may have.
- Helping to coordinate support personnel within the school system to solve the pupil's problems. (Diagnostic Center, psychologists, visiting teachers, specialists, and county supervisors).
- Personal (vocational and educational) counseling on request of the child, teacher or parent.
- Group counseling on request of the teachers or groups of students having a common problem.
- Testing (administration, interpretation, coordination).
- Orientation and articulation.
- Registration and withdrawal.
- Record keeping of cumulative folders and test score information.
- Parental conferences.
- In-service with parents and teachers.

ILL STUDENTS

- Students utilizing the clinic must have a completed Clinic Pass.
- Students who need emergency release (i.e. violently ill or bleeding) should be sent with an escort. **Please notify the clinic in these situations.**
- Minor health problems (Band-Aids) will be handled in the classroom.

INJURED STUDENT

- If a student is injured, DO NOT attempt to move him/her. Call or send a runner to the health clinic and arrangements will be made to treat this student. **A student accident report must be completed and the parents notified no matter**

how insignificant the injury. The adult who witnesses the incident is to fill out the accident report and return it to the front office personnel, where the information will be entered into the computer system.

LATEX GLOVES

• When treating minor injuries where a cut or blood is involved, or when cleaning up any type of biological waste, **YOU ARE REQUIRED TO WEAR LATEX GLOVES FOR YOUR SAFETY.** All teachers and staff members will be issued these gloves that are available in the clinic.

MEDICATION POLICY

• **STUDENTS ARE NOT TO HAVE MEDICATION IN THEIR POSSESSION.** If a student is required to take medication, this must be authorized on the official verification form and signed by the parent and attending physician. These forms are available in the school office. Once completed, the form will be kept in the school and the medication will be administered by a school official, in the clinic, and information will be logged in.

STUDENT ACCIDENT INSURANCE

• Parents are encouraged to take advantage of the School Accident Insurance as this is their only recourse should a student be injured at school. Encourage all students to purchase this.

NEEDLES & SYRINGES

• If a needle or syringe is found, please do not touch this. Contact an administrator and this will be handled by the School Nurse. Needles and syringes are to be disposed of properly. At times, these items are not disposed of properly and are found in drainage ditches, empty lots, parks, playgrounds, beaches, etc. Please discuss and stress to students that they are not to touch or handle these and should notify an adult immediately as to their whereabouts.

ACCIDENTS

• When a student is injured on school property, the teacher or person 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 and parents shall be notified immediately. As soon as possible, after the student has been treated or placed under competent care, a written report shall be made to the principal. A copy of such report shall be forwarded to the Risk Management Department and Safety Department.

HEALTH RECORDS

As part of the health care delivery system in a school setting, the students' health records are vital. These records are part of the cumulative folder. In order to improve this delivery system the health records should be placed in the health center.

EMPLOYEE INJURIES

• If any employee of the School Board is injured in school, please report this accident immediately to the office manager so proper **Workers Compensation** may be completed and proper medical authorization forms may be issued. This applies to all accidents, no matter how insignificant. **FINES AND PENALTIES WILL BE ASSESSED AGAINST THE SCHOOL RESPONSIBLE FOR LATE REPORTING.**

COMMUNICABLE/INFECTIOUS DISEASES

- School Board Policy #5012 requires exclusion from school or work any students or employees having or suspected of having a communicable disease or infection. Please contact an administrator or the school nurse if you are aware of anyone having the communicable diseases on the list that follows.
- Refer the student to the school health services for isolation and arrangements for exclusion and parent notification. Issue a pass to send the student to the clinic. Indicate symptom the student is exhibiting.
- The administrator will report the case, or suspected case, to Health Education Services within twenty-four hours.
- Students or employees will be not be permitted to return to school unless accompanied by a written documentation from a physician, hospital or Broward County Public Health Unit stating that the individual is no longer infectious.
- School Board Policy #4019 states: The School Board recognizes that certain health information obtained in its operations or sponsorship of various health and welfare programs is confidential and must be protected in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

REPORTABLE COMMUNICABLE DISEASES FOR THE SCHOOL DISTRICT

Amebiasis
Animal bites
Anthrax
Botulism
Brucellosis
Campylobacteriosis
Dengue fever

Pertusi
Pesticide Poisoning
Plague
Poliomyelitis
Psittacosis
Rabies
Relapsing Fever
Rocky Mountain Spotted Fever

Diphtheria
Encephalitis
Giardiasis
Hansen's Disease (Leprosy)
Homorrhagic Fever
Hepatitis
Histoplasmosis
Legionellosis
Leptospirosis
Malaria
M e a s l e s
Meningitis-
Meningococcal Disease
Mumps
Paralytic Shellfish Poisoning

Rubella
Salmonellosis
Schistosomiasis
Shigellosis
Tetanus
Toxoplasmosis
Trichinosis
Tuberculosis
Tularemia
Typhoid Fever
Typhus
Vibrio Cholera
Vibrio Infections
Yellow Fever

NOTE: Schools are not required to report chickenpox or infestations unless there are many students with this condition, i.e. twenty cases of chickenpox or twenty cases of head lice. Schools are not required to report sexually transmitted diseases.

HOMEWORK

Teams will meet to decide homework procedures. The following guidelines will assure that homework activities will result in a satisfying session for both parent and student:

- Each team will have a written homework policy that will be shared in writing with parents.
- Assignments should be on the student's independent level.
- Assignments should be no longer than 30 minutes.
- Directions should be clear and precise.
- Copies should be clear and readable.
- Homework emphasis should be on strengthening basic skills taught in the classroom.
- Homework should be checked and recorded by the teacher.

INCIDENTS

- Accidents and critical incidents must be reported immediately to Administration.
- **All communication with the media must be approved by the principal.**

INSERVICE/WORKSHOPS

Opportunities for professional growth are provided through various programs offered by the Broward County In-service Department. In-service programs are outlined in the monthly Focus. Individual in-service workshops are posted on the bulletin board in the faculty planning area. YOU are responsible for registration for all workshops. This can be done by assessing the ESS website, web.broward.k12.fl.us/hrms/ess.htm. When applying to attend a workshop, please fill out a TDA, attach the workshop flyer/information to the TDA, and submit this information for the principal's approval. Please see TDA section of this handbook (page 30) for instructions on completing a TDA Form.

INSURANCE

Parents are given the opportunity to enroll students each fall in school insurance plans. There are two types available this school year - an accident insurance and a hospitalization plan. Forms are to be sent by U.S. Mail directly to the company.

INTERCOM/TELEPHONES

- An intercom call (or phone call) is to be answered by the teacher **only**.
 - Teach students to get quiet immediately when you are called by the office.
- Students are not to answer for the teacher.**
- As visitors come to the room, teachers should have an established procedure for students to follow when the teacher is

interrupted. **The reputation of teachers becomes tarnished (in the community) by comments made by the teacher about student behavior, even when the comment is taken out of context.**

INTERIM REPORTS

School Board policy 5104 requires that progress reports be sent to those students who are having difficulty. Those students who are experiencing any of the following must receive interim progress report:

- failing
- a drop of two or more grades
- unacceptable behavior
- excessive absences

If a student is to receive a failing grade or a drop in a grade, he/she must have received a deficient interim report.

In the event that a student's work or behavior becomes deficient between the time interim reports are sent home and report cards are issued, the student's parent shall be notified of such. This can be done with an interim report or through a documented conference. The student may not receive a failing mark or a drop in grade unless notification and documentation of notification are available. A situation of this type should be discussed with an administrator to keep him/her informed and to enable him/her to prevent, understand and/or solve problems that may result.

Interim reports are to be distributed on the dates established on the official School Calendar.

INTERNAL SUSPENSION PROCEDURES

1. Teacher writes referral
2. Administrator services the referral resulting in the student receiving a consequence of internal suspension.
3. Student is placed in internal suspension 24 hours later (Ex. If the student's referral is served on a Monday and the student receives internal suspension, the internal suspension will begin on Wednesday).
4. Administrators' grade level secretaries emails the teachers of the student regarding placement. Teachers have twenty-four hours to give all assignments to the appropriate grade level secretary for any student placed into internal suspension.
5. Students will not be required to complete, or to be penalized for, class work given while in internal suspension if the teacher does not provide the grade level secretary with the assignment.
6. The Internal Suspension teacher will log student attendance and email it to the grade level secretaries at the end of each day.

INTERNAL ACCOUNTS

Internal accounts and finances will be handled by the bookkeeper. County policies require that, without exception receipts must be issued for all collections. Proper receipt books or forms will be issued by the bookkeeper. The receipt books or forms will be issued only to the teachers who are delegated with the responsibility of making such collections such as field trips, library book fines, fundraisers, etc.

When depositing with the bookkeeper, the teacher shall submit the departmental receipt book/monies envelope along with the funds that are being deposited. The bookkeeper will count the money, and give the teacher an official receipt acknowledging the deposit. Deposits must be made in person with the bookkeeper, and this responsibility should never be delegated to a student or another staff member. Money must not be left **at anytime in a classroom desk or office locked or unlocked.**

All staff members sponsoring activities with funds being receipted and dispersed from the school's internal accounts are required to follow the School Board Standard Practice and Procedures. These activities include but are not limited to: field trips, faculty fund, clubs, fundraising, and athletics.

These accounts must always maintain a positive balance. No disbursements will be made from any accounts that do not have sufficient funds. This is in accordance with School Board Policy and there will be no exceptions. All invoices and check requisitions to be paid from accounts with insufficient balances will be returned to you. You will be required to notify any vendors with invoices outstanding to explain the situation and arrange for payment as soon as sufficient funds become available in your account.

We cannot stress the importance to you that checks **will not** be paid to any vendor or employee if sufficient funds are not available in the account.

In order to assure that you have sufficient funds it is required that you meet with the bookkeeper and receive a printout of your account balance prior to writing a check request for a disbursement. All check requisitions that are requested to be

written and do not have a sufficient balance will be held by the bookkeeper until the sponsor sets up an appointment to meet with the principal to discuss their balance.

FUNDS COLLECTED MUST BE TURNED IN DAILY

The teacher-in-charge is responsible for collected money until it is deposited with the bookkeeper and receipt obtained. Monies are not to be collected by any teacher unless the collection and disbursement of the money has been previously discussed, planned and approved by the principal and a Project Approval Form has been submitted to the bookkeeper and signed by the principal.

EXPENSE REIMBURSEMENT FORM

Prior approval from the principal is needed before utilizing your own personal monies for any purchase or supplies. The Expense Reimbursement Form may be obtained from the bookkeeper. Remember: "Prior approval is needed before reimbursement!" Any purchases made by staff members must be the only purchases on the receipt, if they wish to be reimbursed. If there are personal items on the receipt, you cannot be reimbursed for the item. Receipts may not be scratched through or altered.

KEYS AND ROOM ACCESS

It is important to maintain a secure school building at all times. In order to achieve this goal, staff members are directed to use only keys signed out and assigned to them. The staff members that have master keys are to use them only to access rooms and areas that are required for them to perform their responsibilities. Also, remember **duplication of school keys is a violation of School Board Policy and state law and is not allowed. Teachers will be required to pay for their lost keys.** If a key is lost it must be reported to administration immediately.

LATE BUSES

Upon arrival, students will be issued Late Bus Passes. Students who do not eat breakfast must report to the front office to receive a Late Bus Pass and then report directly to class. Students who eat breakfast are to report directly to the cafeteria. Upon the students' completion of breakfast, a school employee will issue late bus passes to breakfast students. Students will have four (4) minutes from the time written on their pass to report to class. Any student whose late bus arrival time prevents him/her from attending class will receive an official tardy admit slip.

LEAVING SCHOOL GROUNDS

Staff members may NOT permit students to leave school grounds for any reason.

LESSON PLAN BOOKS

- All plan books will be checked within contract guidelines.
- Plan books are an important part of documentation and every teacher must have one. Always have a printed/hard copy of your planbook.
- ESE accommodations must be included in the daily lesson plans.
- The revised ESOL Instructional Matrix, Addendum and Language Classification descriptors must be included in the daily lesson plans.
- Plan books allow substitutes to carry on the regular class lessons without disruption. Plans should be written in a manner that allows the substitute to continue where the teacher left off.

Two weeks of emergency lesson plans should be provided to the department head. Emergency lesson plans are for emergencies only, not for planned absences.

Specific time schedules, daily work, seating plan, and any other emergency information should be noted. Names of reliable students and a folder of work will be beneficial to the substitute. Each teacher is required to keep his or her lesson plans completed one week in advance.

The district and state adopted standards of service must be identified in each teacher's lesson plans.

Lesson plan books are collected at the end of the school year and placed on file for several years in the school office.

MAIL SERVICES

Mailboxes are provided for each faculty and staff member or department. **Faculty mailboxes** are located in **the teachers' lounge**. Faculty and staff members are to check their mailboxes at least twice per day. This should be done when arriving in the morning, during lunch, during planning time or when leaving at the end of the day. Keep all materials such as lunches, sunglasses, cups, reams of paper, etc. out of the mailboxes. Dispose of unwanted mail each day. The boxes are limited in size and should not be used for storage.

Mail service is a useful part of the education system of Broward County. Mail services (also called "the pony") covers each of the schools, centers, and departments every other day of the school week. It also handles every other day delivery to schools during the summer vacation. The primary purpose of "the pony" is to provide pickup and delivery of all schools, centers, and administrative correspondence each day. Mail services also handles pickup and delivery of testing materials, some audiovisual equipment, printed materials and numerous other authorized items, listed below.

The following is the responsibility of the school and center personnel:

- Location and care of the pony and film bag at each school.
- Due to the U.S. postal regulations, union, organization, or personal mail is not to be sent by pony mail.
- Proper marking of pony envelopes in black ink...be sure to cross out the line above:
 - Name of person to whom sent
 - School or Department (No abbreviations, please)
- Proper marking of packages, boxes, etc. (Taped or tied securely.)
- No packages over 40 pounds. (Six boxes or more require a warehouse pickup.)
- Boxes or packages should be clearly addressed with a black marker.
- Each piece of equipment sent to Maintenance for repair must have a completed repair tag.
 - *Cords on equipment should be coiled and tied to item securely.
 - *Covers should be put on all electronic equipment, when available.
 - *Because of tight schedule, drivers will use discretion when requested to pick up more than one item per school per day.
- For security reasons, there will be no repair items picked up on Friday.
- When marking boxes or packages for the Testing Department, please indicate the name of **person who is to receive package.**
- **E-MAIL - Please note that E-Mail is to be used for official School Board business ONLY. You are to check your email at least twice daily.**

MEDIA CENTER

- The media center is equipped with library books, reference materials, audiovisual equipment, and other materials that may be checked out to augment the educational program.
- The school media specialist will instruct students on the use of the library and the reference materials, as well as provide various literary experiences for students during this time.
- Teachers may sign up through the media specialist to take classes to the media center. Teachers are to escort students to the media center and remain with the class in the media center at all times.
- Individual or small groups of students may be allowed to go the media center as per the media specialist's directions/escorted by an adult.

MEDICATION ADMINISTRATION

School Board Policy #6305 contains specific procedures on the administering and dispensing of prescribed medications to any student. No School Board employee is allowed to administer or dispense medications without proper authority. We have clinic personnel specifically trained in these procedures. Any student needing medication during the school day should be sent to the clinic.

MESSAGES FROM PARENTS

Teachers are to keep all letters received from parents. Students are to provide notes for all absences, as stated in the Student Conduct and Discipline Code. **Absence notes of students who have been absent are sent to the Grade Level Secretary as they come in.** In the event notification of forthcoming student absence is received, the teacher is to forward this information to the Grade Level Secretary. Communications to parents must be pre-approved by the principal.

NEWS MEDIA

The principal must pre-approve any communications with the media.

OUTSIDE CORRESPONDENCE APPROVAL

No communication written by an Apollo Middle School staff member is to be sent outside the school without prior approval from the principal. **There will be no exceptions.**

Draft the correspondence; then meet with the principal or give a copy to the principal's secretary. It will be reviewed

and returned to you as soon as possible. Once approved, the communication may be distributed as needed. If the correspondence is not approved, it is not to be distributed. If revisions are indicated, make the revisions then send the revised copy to the principal for final approval.

OVERTIME AND COMPENSATORY TIME

Non-instructional employees are the only bargaining units that can be compensated for overtime. Instances may arise when employees work beyond their contractual hours and request that the time be accumulated for compensatory time. Any time earned must be turned in for payment processing within 1 week of working. Failure to do so can result in you **NOT** being paid. Please do not save up time. In either case, the time must be requested and approved prior to working. Final approval is granted once the requested time is worked. Compensatory time does not carry over from one fiscal year to another and can only be used during time students are not in the building.

PARENT PHONE CALLS

- Do not allow students to answer the telephone in the classroom.
- Record (in writing) all phone messages from or to parents.
- This will be of value if parent/teacher difficulty arises.
- Do not take or make personal calls during teaching time.

PLANNING PERIOD

Teacher planning periods and areas are provided for:

- department/team planning.
- individual teacher planning.
- preparing instructional materials.
- keeping plan book up-to-date.
- grading papers.
- preparing reports.
- keeping permanent records up-to-date.
- consulting with administrators, counselors, etc.
- consulting with the Guidance Department personnel and checking permanent records for additional information about students in classes.
- contacting parents and parent conferences.

PARENT TEACHER STUDENT ASSOCIATION (PTSA)

The PTSA is an organization developed to open lines of communication between parents and teachers to better student education. **Teachers are not automatically members.** In order to become a member of the PTSA, teachers must pay the yearly dues of \$5.00. To show support of our PTSA 100 % teacher membership is strongly encouraged.

- Teachers are encouraged to attend PTSA functions.
- PTSA sponsored activities may occur throughout the year. It would be most advantageous to participate in these activities whenever possible.

PROFESSIONAL LIBRARY

- The professional library at the Resource Center is available to all teachers. Our Media Specialist will provide a list of materials that are available to all staff members.
- Please let us know if you have any valuable material that you would like to have added to or purchased for the professional library.

PUBLIC RELATIONS

- The most satisfactory progress can be accomplished when the home and school work together for the benefit of the child. Communicate regularly with parents giving them both positive and constructive feedback. Unsatisfactory report card marks should not be a surprise to parents when the report cards are distributed.
- All parents like to hear good things about their children. Positive reinforcement materials are valuable as a means of communication to parents and reinforce positive behavior or academic performance and effort.
- All academic work that is sent home should be graded accurately. Retain samples of student's work throughout the year so parents can see the progress the child has made.

PURCHASING PROCEDURES

- All purchase requests are to be approved by the **PRINCIPAL**, with vendor, item and fast numbers displayed on the In-House Order Form, prior to submitting to the bookkeeper.
- Forms are located outside the bookkeeper's office.

REFERRALS

Administrative referrals

• Administrative referrals are to be initiated only after all other forms of discipline strategies have been exhausted. Referrals must be submitted electronically. Emergency situations (ex. Fights) should have a referral follow within one hour of the incident. Under no circumstances shall a teacher tell a student what form of discipline the office will administer. Such administrative decisions will be made by the grade level administrator through the use of the Broward County Schools Discipline Matrix. Conferencing between the teacher and administration will strengthen the results of the discipline plan set up for the student.

Guidance referrals:

• All guidance referrals should be made, in writing, directly to the guidance department on the appropriate form. Students whose needs are not being met through developmental classroom guidance activities should be referred for small group counseling or individual counseling. Some concerns a student might be referred for are as follows: School adjustment, family concerns (divorce, remarriage, chronic/terminal illness, physical or sexual abuse, alcoholism, low self-esteem, fears & worries, friendship skills, death & grief, learning or behavior problems, etc.

RtI/ESE Referrals:

• Pre-referral/referral activities are required in order to address the current needs of a particular student. Pre-referral activities include the following: RtI team consultation, conferences, anecdotal records/behavioral observations, interventions (educational/behavior), and review of records. Teacher interventions, dates and outcomes must be documented in BASIS.

REPORT CARDS

- Report cards are issued each quarter (nine-week period.)
- Report cards will be sent home with the child the first three quarters. The fourth quarter report card will be mailed to the student's home address of record.

REPORT DUE DATES

When a staff member is assigned a report and/or forms to complete, written on the memo will be the date this form is due back to the principal for review prior to returning it to the appropriate department or school. The reports are to be completed and returned to the principal with a copy for your files, by the given date. Please be careful to meet all report deadlines.

SCHOOL BOARD MINUTES ARE AVAILABLE ON LINE

SCHOOL BOARD POLICIES

All faculty and staff members should be aware of School Board Policies that affect their job. An up-to-date policy handbook is available in the media center and on the SBBC web site. Please be familiar with these School Board Policies:

- | | |
|------------------|--|
| • POLICY #5104 | Report Cards, Grades, and Promotion/Retention |
| • POLICY #6000.1 | Standards of Service - Curricula - Elementary and ESE |
| • POLICY #5301 | Discipline - Corporal Punishment |
| • POLICY #5006 | Suspension and Expulsion |
| • POLICY #5100 | School Education Records |
| • POLICY #2304 | Weapons |
| • POLICY #4008 | Responsibilities and Duties |
| • POLICY #6303 | Field Trips |
| • POLICY #6306 | Homework |
| • POLICY #6318 | Copyright Materials |
| • POLICY #2405 | Self-Reporting Rule – Arrests/Charges and Final Dispositions |
| • POLICY #4001.1 | Sexual Harassment |
| • POLICY #5004 | Magnet |

SCHOOL DAY

- The teacher workday consists of seven hours and thirty minutes per day. This workday includes a thirty-minute duty free lunch period. A teacher **may not leave school grounds** without the permission of the Grade Level Administrator.
- Teachers are to report to school no later than 8:30 a.m. each day. If an emergency arises which will make it impossible to report at this time, it is imperative that the office be notified.
- The seven and one half hour work day is in effect for all teacher duty days, including those days when students are not present due to employee planning days.

SCHOOL ADVISORY COUNCIL & SCHOOL ADVISORY FORUM (SAC/SAF)

The School Advisory Council serves as a link between the school and the local community and serves as a means for participatory management through which the various stakeholders in the school community may assist the school and the school may assist the community. The stakeholders are parents, business people, students, other community representatives, professional educators, and other school staff. The School Advisory Council shall facilitate the development of and monitor the implementation of the School Improvement Plan.

The School Advisory Forum consists of representatives of the school community to include parents, students, business partners, community and business people. The SAF fosters and promotes communication between its stakeholders, the school, and the Area Advisory Council.

SECURITY

All visitors on campus must report to the front office where they will be processed through the STAR system and receive a Visitors Pass. Teachers should report to the office any person on campus that is not identified as a staff member, visitor, or student.

SELF-REPORTING RULE ARRESTS/CHARGES AND FINAL DISPOSITIONS

All employees should make themselves familiar with Policy #2405 pertaining to Self-Reporting.

All personnel shall self-report in writing to the Director of Professional Standards & Special Investigative Unit within forty-eight (48) hours of any arrests, citations or charges involving the abuse of a child or the sale and/or possession of a controlled substance or charges involving Sexual Misconduct, Sexual Battery, Possession (includes e-mail transmissions) or Sale of Pornography Involving Minors and Sexual Relations with Students. 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.

In addition, all personnel shall self-report, in writing to the Executive Director of Professional Standards & Special Investigative unit any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion intervention program, or entering a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation (Driving Under the Influence (DUI) and Driving While Intoxicated (DWI) convictions are not minor and must be reported) within forty-eight (48) hours after final judgment. The Superintendent shall establish and maintain administrative procedures for implementing this policy.

Failure to comply with the self-reporting rule shall result in disciplinary action up to and including termination of employment.

Self-Reporting forms are available in the principal's office or through the Office of Professional Standards & SIU.

SEXUAL HARASSMENT

All employees should make themselves familiar with Policy #4001.1 pertaining to Sexual Harassment.

All students, employees, volunteers and others shall be provided with an environment free of sexual harassment. Sexual harassment is defined as sexual advances and other forms of oral, written, or physical conduct of a sexual nature.

Examples of sexual harassment include but are not limited to:

- Suggestive or obscene written material such as letters, notes or invitations.

- Displaying sexually suggestive objects such as posters or cartoons.
- Making sexually oriented slurs, jokes or remarks.
- Graphic or verbal comments about an individual's body, sexual prowess or sexual deficiency.
- Leering or whistling with sexual overtones or making gestures of a sexual nature.
- Continued expression of sexual interest after being informed that the interest is unwelcome.
- Physical contact of a sexual nature such as pinching, grabbing, patting or brushing unnecessarily another person's body, impeding or blocking movement, sexual molestation or assault.
- Offering favors such as employment benefits or promotions, favorable duties or shifts, recommendations or reclassifications, etc., in exchange for sexual favors.
- Coercive sexual behavior used to control, influence, or affect a person's career, salary and/or work environment.
- Demands for sexual favors in exchange for favorable treatment such as appointment, promotion, change of assignment, or a positive performance rating.

If you believe you are being sexually harassed, you have a right to file a sexual harassment claim and expect it to be fully investigated in a timely manner. The right of confidentiality, of both the complainant and the accused, will be fully protected in accordance with federal and state laws.

SMOKING

School Board Policy #1120: No person is to smoke in a board owned/leased building or board owned/leased vehicle.

STUDENT INCENTIVE AWARDS

Teachers and teams of teachers are encouraged to provide incentives for exemplary student performance. Incentives are meant to motivate students and reward them for exceptional performance. Incentives must be approved by grade level administrators.

STUDENT LAPTOPS

Teachers or substitute teachers are not to confiscate laptops as a punishment. These are instructional tools for students to use the same way as textbooks or paper and pencil.

SUBSTITUTE TEACHER PREPARATIONS

Each teacher shall maintain and keep an updated substitute packet. This packet will contain such information as would be necessary to maintain a suitable educational experience for students during the absence of the classroom teacher. The substitute packet will contain but is not limited to the following items:

- Daily schedule including assigned lunch period, special class times, dismissal routine, etc.
 - Class rules
 - Seating chart/Class roster
 - Red/green emergency evacuation card
 - Bell Schedule
 - Attendance Procedures
 - Location of Staff Lounge/Restrooms
 - Referral Procedures
 - Location of teacher manuals
 - Names of helpful students
 - Names of continuously disruptive students
 - A Team Teacher to call on for assistance
- Lesson plans and grade books should be located in an easily accessible location. If lesson plan and grade books are located elsewhere, make sure the Substitute Coordinator, department chairperson, or neighboring teacher is aware of this location.
- In the event that absences occur during assigned duty, please put this information on instructions with Sub Finder and note this in your substitute packet.
- NOTE: This packet is not meant to be jammed with dittos or time consuming activities. It is to be a guide for the substitute to carry on as close to a normal program as possible.
- Prepare your students for a substitute by instilling good work habits and a code of conduct that is conducive to order and accomplishment.

SUPPLIES

Classroom supplies are available in the office. Please submit requests in writing for art supplies at least two days in advance. If you are in charge of a project that will require a large amount of supplies, please turn in this request at least six weeks prior to the event/project.

TELEPHONE CALLS

Telephones have been installed for the purpose of transacting school business. Long distance calls are not to be made without prior permission from the principal or designee.

TELEPHONE USE - STUDENTS

The telephones in the main office are available for use by students in emergency situations only. Students must show teacher and administrative permission before a secretary will allow use of a phone. **Teachers should not allow students to use the telephone inside the classroom for ANY reason unless directed by administration.**

TEMPORARY DUTY ASSIGNMENT (TDA)

- In the event that a faculty or staff member is to perform his/her duties at a location other than his/her regular assignment, that employee must complete a request for such assignment. The approved TDA request form is to be kept on file in the school's office.
- All teachers on a TDA must contact the sub coordinator first to be sure a substitute has been secured for his/her position. If not a TDA may be cancelled.
- Such duty shall include but is not limited to workshops, conventions, and professional improvement visitations. TDA's must be approved by the employee's supervisor. TDA's should be approved at least two weeks in advance of the change of duty location.
- Half day TDA's must indicate time of day and A.M. or P.M.
- A temporary duty authorization (TDA) request form is to be filled out in accordance with School Board policy when "an employee is performing his/her duties in a different location other than his/her regular assignment".
- All TDA's must be completed and on file at least two weeks prior to the planned activity. If, due to late notice of an activity, the TDA is filled out less than 10 days as required, you must meet with the principal to discuss why the form was processed late.
- NO TDA's will be accepted after the date of the planned activity. There will be no exceptions. If a TDA is not on file, your absence will be charged to you as a personal day.
- TDA forms must be used for all workshops, conferences, meetings, etc. All work-related, off campus activities require the use of the TDA form. The forms are located **in the office manager's office**. Please fill out the **single sheet TDA** and return to the office manager.

When filling out the TDA, please make note of the following procedures:

- 1) The Depart on Date is the date of the first day of your TDA.
- 2) Time – indicate the starting time (ex. 7:45 a.m. or 11:30 a.m., (if the workshop starts later))
- 3) Return on Date is the date you will return to work. (If you are on a TDA from 7:45 – 3:30 on Wednesday, 9/16/14, your Return on Date will be 9/17/14. If you are on a TDA on a Friday, your Return on Date will be the following Monday).
- 4) Time – indicate the time the workshop will end (ex. 11:30 a.m. or 3:30 p.m.)
- 5) Total Work Days Requested – indicate ½ day (start and end time should indicate AM or PM) or the total number of days (do not count weekends). Ex. If you are on a TDA from 7:45 a.m. on Monday until 3:15 p.m. on Wednesday, you would enter 3 days and return to work on Thursday.
- 6) You must complete the Purpose of Trip section
- 7) Be sure to check yes or no for a substitute and include the job # if a substitute is required.
- 8) Sign and date the TDA and submit for the principal's approval. Also, attach appropriate backup information about the workshop/meeting (flyer or memo, etc.).
- 9) If a TDA is not approved, you will receive it back and you will need to cancel the job in sub central.

TEXTBOOKS

Textbooks will be issued to teachers by department heads and the textbook coordinator. The student's name, grade, date of issue, condition of book, etc., must be written on the inside cover of each textbook.

- The student will complete, sign and return the textbook card to the teacher.
- Withdrawing students are to return books to each teacher and obtain the teacher's signature on the withdrawal form.
- Prior to issuing grade reports each nine weeks, the teachers are to examine textbooks to determine proper ownership. Grade reports should be issued only after this has been cleared.
- Teachers should encourage students to use textbook covers.
- If textbooks are kept in the department area, the chairman of the department is responsible for issuing those books and keeping an accurate record.

Each teacher/team will submit in writing their plan for issuing, monitoring the condition of and reporting damaged textbooks to the Textbook Coordinator and administrator prior to the first day students report to school.

TORNADO DRILLS

- Tornado drills should be conducted at least once a year. Broward County procedures state that each classroom be assigned to a specific location in interior corridors of the school. Students are to remain in their regular classrooms and assume protective postures facing walls as far away from windows as possible. Those students and teachers assigned to portables and temporary classrooms or who are at Physical Education are to report to the closest available location that can provide adequate protection.
- Since Florida has the 4th greatest frequency of tornadoes in the United States; these drills are vital to the safety of our students, faculty and staff.

TRAFFIC PATTERN

The traffic pattern for personal vehicles entering and exiting the campus are to be adhered to at all times. The entrance to the main parking area is the gate on the west of the building. The exit to the main parking area is the gate on the east of the building (unless the east gate is locked). At no time should the east gate be used as an entrance.

TUTORING

School Board Policy 4202 prohibits a teacher from receiving reimbursement for tutoring a student in any of his/her classes. A teacher tutoring a child not in his/her class may not use school facilities or materials for this tutoring.

VACANCY LIST

A Vacancy List is published weekly by the Personnel Department. This is posted on the bulletin board by the teachers' mailboxes.

VISITING TEACHER

Our school is served by a School Board employee who works with attendance problems and welfare. He/she will investigate truancy and the problems of children at the request of the principal.

VISITORS

Classroom visits are at the discretion of the teacher and must be cleared through the office. **All visitors**, including county maintenance personnel, are to check in at the office before going to another area of the school campus. When you see a stranger on campus politely ask him/her if they need assistance. If you have any doubt about their intentions, call the administration/security immediately.

ALL VISITORS ARE TO HAVE A "VISITORS PASS W/DATE" IN THEIR POSSESSION.

VOLUNTEER APPLICANTS

We wish to welcome all who plan to become volunteers. The Volunteer Coordinator will plan with you for help in the classroom.

WITHDRAWALS

The following procedure must be followed for all students withdrawing from our school:

- Withdrawal Permit will be issued by the Registrar upon personal request of the parent for student transfer or withdrawal.
- On his/her last full day in school, the student must present this withdrawal form to each of his/her teachers for a release and grade. If there are outstanding fees, textbooks, etc., the proper information should be given in the space provided.
- After obtaining proper signatures, the student must return the form to the Registrar before the end of the school day.
- Names of students officially withdrawn will appear on the daily bulletin.
- Teachers are to indicate dates of withdrawal in roll book.

WORKERS' COMPENSATION

- The Worker's Compensation Act was revised August 1, 1979. This act requires that all work-connected injuries be reported promptly. Failure to do so will result in penalties. All accidents must be reported to the Division of Worker's Compensation, Tallahassee, Florida, within seven days.
- Doctors or hospitals must be selected from a specific prepared list. All medical reports have to be in to the servicing agent within five days of the injured employee's visit to the doctor.
- It is imperative that you report all work-connected injuries to the office immediately, complete a claim form, and secure the proper form (signed by the principal) to secure medical treatment from a doctor or hospital listed on the official list as an authorized doctor or hospital.

XEROX MACHINE

Administration reserves the right of advance approval on all items to be photocopied. The secretarial staff will be designated as the personnel to operate the Xerox machine.

CONTACT PERSONNEL

PRINCIPAL
PRINCIPAL'S SECRETARY
DEPARTMENT CHAIRPERSONS
LANG. ARTS.
SCIENCE
SOCIAL STUDIES
MATH
READING
UNIFIED ARTS
ESE....

SHAWN AYCOCK
LILLI VELLA

AYANNA WHITWORTH-BARNER
WILFREDO RODRIGUEZ
BERNADETTE DAVIS
LACHANDRA HOGAN
TRACI AVENI
NANCY GUZMAN
FRANCES KOCH

GRADE LEVEL ADMINISTRATOR
GRADE 6
GRADE 7
GRADE 8

LYDIA GUEVARA
DAMON MARTIN
CINDY EGGENBERGER

GUIDANCE COUNSELORS
GRADE 6
GRADE 7
GRADE 8

BERNA HERNANDEZ
MARIA DESMOND
STEVEN ROSEN
TBA
ROSEMARY REYES
JOAN HERNANDEZ
MONIQUE ACHER
WINNIE ADAMS
MINDY WINEPOL
MINDY WINEPOL
GLORIA GEORG

REGISTRAR
HEAD CUSTODIAN
ASST. HEAD CUSTODIAN
MAGNET COORDINATOR
MEDIA SPECIALIST
CLERICAL STAFF

8TH ASST. PRIN. SECRETARY
7TH ASST. PRIN. SECRETARY
6TH ASST. PRIN. SECRETARY

INFO. MANAGE TECH.
SUBSTITUTE COORDINATOR
MICROTECH

JUDY MILLER
FRANCEE GILLIS
FRANCEE GILLIS

