

BANYAN ELEMENTARY SCHOOL



STAFF HANDBOOK

2015- 2016

August 2015

Dear Staff Members:

This handbook is to assist you in understanding and fulfilling your job as a staff member at Banyan Elementary. It has been designed to answer many questions veterans, as well as new teachers, sometimes ask. General and specific information is alphabetically provided. Also included is an appendix of forms used within the school.

Teachers are requested to keep this handbook in a convenient place and refer to it. Most questions concerning school policies or operational procedures can be answered by referring to the handbook. If you still are uncertain or have suggestions for change or improvement, please feel free to see us.

Banyan Elementary School's philosophy is based on the premise that students can and will learn. While students differ in their abilities, all children need to develop basic skills and become productive members of society.

As a staff member, it is your responsibility to read and adhere to information and directives within this handbook.

**Dr. Eric T. Miller
Principal**

**Mayra Hernandez
Assistant Principal**

EFFECTIVE SCHOOL CORRELATES

- Positive School Climate**
- Instructional Leadership**
- High Expectations Related to School Achievement**
- Frequent Monitoring of School Progress and Use of Data in Curriculum Planning**
- Emphasis on Academics**
- Program Unity**
- Time on Task**
- Instructional Effectiveness**
- Positive Home/School Relations**

BANYAN ELEMENTARY SCHOOL
Staff Roster 2015-2016

Dr. Eric Miller
Mayra Hernandez

Principal
Assistant Principal

Nancy Goldon
Shante Humphrey
Juliet Insua
Jennifer Simpson
Jill Smalley
Gerri DeGraaf
Sabrina Davila
Juanita Greene
Nicole Marder
Sondra Siegel
Beatriz Brajon
Margarita Chireno
Amy Forgatsch
Sara Holschauer
Sandra Oliver
Deborah Reimer
Deirdre Bernhardt (Gifted)
Bree Condee
Nadine Cooper
Diane Hutchinson
Sheri Jacobs
Suzan Smith
Melissa Bain
Susan Cunningham (Gifted)
Mary Dansky
Merlin Ganpath
Daphne Ingram
Kade Faulkner
Lynette Price
Allison Coutain
Monique Hardge
Heather Miller
Dahlia Oliphant (Gifted)
Cynthia Sciullo
Michael Levine
Rachelle Blain
Brian Carson
Angela Pallero (Gifted)

Place Teacher
Place Teacher
Place Teacher
Complex Place Teacher
Place Teacher
Kindergarten Teacher
Kindergarten Teacher
Kindergarten Teacher
Kindergarten Teacher
Kindergarten Teacher
First Grade Teacher
First Grade Teacher
First Grade Teacher
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Fourth Grade Teacher
Fourth Grade Teacher
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Fourth Grade Teacher
Fourth Grade Teacher
Fourth Grade Teacher
Fifth Grade Teacher
Fifth Grade Teacher
Fifth Grade Teacher

Sheila Valis-Joseph
Daughn White

Fifth Grade Teacher
Fifth Grade Teacher

Miko Regis
Dr. Shandora Beckwith
Burnadette Johnson

Music Teacher
Media Specialist
PE Teacher

Lashawn Settles
Nakia Walker
Erica Mufson
Chelsea Smith
Betty Warren
Veronica Jackson
Lois Beckford

Guidance Counselor
ESE Specialist
Speech Pathologist
Science Coach
Literacy Coach
Math Coach
VE Teacher (Intermediate) (66.7%)

Jim Ayers
Janice Fletcher
Andrea Flores
TBA
Debbie Magly
Sara Medress
Shirley Pastore
Wendy Sewaliah
Stephanie Zonta

Paraprofessional/ESE
Paraprofessional/ESE
Paraprofessional/ESE
Paraprofessional/PLACE
Paraprofessional/PLACE
Paraprofessional/PLACE
Paraprofessional/PLACE
Paraprofessional/PLACE
Paraprofessional/ESE

Dean LoSasso

After Day Care Coordinator

Claudia Charles
Violet Wolfe
Kathleen Johnson

Office Manager
Data Processor Clerk (IMT)
Office Clerk

Montrice Brown
Michelle DeRuzza
Diana Fitzgerald
Barbara Gonzalez
Mary Martellaro

Cafeteria Manager
Cafeteria Worker
Cafeteria Worker
Cafeteria Worker
Cafeteria Worker

Clarence McGraw
Anthony Cheever
Nathan Davis
Calvin Adderley

Head Custodian
Facilities Serviceperson
Assistant Head
Facilities Serviceperson

David Baffuto
Jeanne Hooper
Dr. Debra Collins

School Resource Officer
School Social Worker
School Psychologist

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ACCIDENTS:

If a student or teacher is injured, you are to report this to the office immediately and complete an accident form, give the Accident Report to Ms. Wolfe. (SEE APPENDIX #1) Every injury, however slight, is to be reported to the office as a protection to you and to the school. In addition, you must notify the parent before the child gets home. It is very difficult to answer a parent asking why they were not notified about their child's injury when it has not been reported.

A Student Accident Report must be completed and sent to the Risk Management Office. Be as specific as possible listing what happened, where the accident occurred, and any witnesses.

When a student receives a minor injury on school grounds, the teacher in charge may render such help as is advisable under the circumstances and then send the student to the office for additional aid, if necessary.

In case of a serious injury to a student or an adult, immediately notify the office. Do not move the injured party until a member of the administrative staff or a first aid trained person has made the decision that the child's/person's injury will not be compounded by movement. There are numerous staff members who have current first aid training and CPR. An up-dated list will be provided to you. Do not move the student!

If any injury to an employee is not reported within twenty-four (24) hours, he/she may not be covered under Worker's Compensation.

ACCREDITATION:

The Florida State Department of Education and the Southern Association of Colleges and Schools (SACS) accredit the schools of Broward County. Overall school improvement is the underlying reason for school evaluation and self-study projects.

AFTER SCHOOL PROGRAM:

Banyan Elementary School offers an After School Care Program. Mr. Dean LoSasso is our After School Care Coordinator. The school employs After School Care Workers at various levels. Compensation is based on responsibilities provided by the employee.

Students participating in the After School Care Program are to be dismissed to go to the cafeteria at 1:50 PM for attendance. After School Care workers will pick up their students from the cafeteria. Students will remain with the assigned worker until another worker or their parent picks them up.

The After School Care Program will be from 1:50 PM - 6 PM, Monday through Friday, except on holidays or teacher workdays. Coverage is also provided on Early Release Days.

Parents who ask questions about our After School Care program should be referred to Mr. LoSasso at 754-322-5393.

Any teacher who keeps an after day care student after school should notify Mr. LoSasso immediately. This will assist in completion of attendance.

Also, if a parent is picking up a child who normally goes to the After School program, please remind the parent to stop by After School Care to sign the child out.

ASSEMBLIES:

General assemblies are usually held at the need or desire of the faculty and students, and often evolve from activities begun in the classroom.

The principal will call specific assemblies to provide information or programs of special interest.

Be sure to arrange for the use of the cafeteria and/or stage area on the sign-up calendar in the office and notify Mrs. Hernandez so she can post it on our CAB Master Calendar. This is needed to properly plan and avoid conflicts and relocating classes held on the stage or cafeteria. Notify the custodial staff of your plans if you need their help, specific equipment, or materials.

It is generally desirable to invite parents or other interested persons to assemblies. Our goal should be to give every student an opportunity to perform in public.

When assemblies are held and your class is invited, make sure you accompany your students to the assembly and supervise their behavior while they are there. If it is the "Special" teacher's time with your class, he/she will monitor the class.

Assemblies should be educational and classroom teachers should prepare the students prior to attending the assembly. Follow-up should be conducted when returning to the classroom. It is also an excellent time to discuss and teach proper audience etiquette.

ATTENDANCE:

It is the responsibility of the instructional personnel to keep accurate attendance records for classroom use and for transmission to the front office.

Absences must be entered on Pinnacle.

STUDENTS WHO ARE TARDY:

- Any student who is not in the classroom at 7:50 AM is tardy.
- The teacher will mark that student's attendance on Pinnacle.

STUDENTS WHO ARE TARDY:

- Any student who arrives between 7:50-8:00am is marked late and has to get a tardy slip from the front office. The

teacher will keep all passes for future documentation.

STUDENTS WHO ARE ABSENT:

- **The teacher will record absences on Pinnacle.**
- **Any excessive or questionable absences should be reported to the Principal. The parents will be contacted by the school social worker concerning the absences or tardies. In addition, a tardy letter will be sent home by the teacher. Please remember to document tardies or excessive absences on Conference forms and Interims.**

AUDIO VISUAL MATERIALS AND EQUIPMENT:

The Media Specialist serves as the key person in coordinating the A.V. materials and equipment.

Many materials and services are available through the County Material Center, BECON TV, and the Graphics Department. Discuss any needs or ideas with the Media Specialist or with the Principal.

Movies and programs are beneficial and can enrich your instructional program but only a reasonable number of films and programs should be viewed during the school year. The Principal must approve all films and videos before ordering or being shown. Videos for home use may not be shown to students for entertainment purposes.

Students should also be instructed in the proper use and care of all A.V. materials used within the classroom. Students should never be allowed to move A.V. carts containing heavy equipment.

Each teacher is issued numbered pieces of equipment (record player, tape recorder, overhead projector, Elmos, etc.) which may be kept in the classroom until the end of the school year. Equipment needing repair should be returned to Media Specialist.

Faculty members may check out A.V. equipment and other types of equipment to use off campus by completing a property pass and receiving written approval from the Principal. Staff members will be responsible for the return of this equipment.

A property pass needs to be completed on laptop computers.

Teachers will post inventory of equipment assigned to the classroom and will assist administration in taking inventory of the assigned equipment on specific dates during the school year.

Maps and movie screens should be checked regularly to make certain that they are securely fastened and are not in danger of falling on anyone thereby causing serious injury.

BULLETIN BOARDS:

Decorating the teaching/learning area is encouraged but keep in mind the State Fire Code limits that only 20% of the walls be covered. Use tacks, pins, or staples on the bulletin boards provided. Do not use staples or tape to display things on the walls and doors.

BULLETIN BOARDS (CONTINUED):

Standards to be maintained for displays and bulletin boards:

- 1. Correct spelling**
- 2. Simple and uncluttered**
- 3. Pertinent to curriculum or management procedures**
- 4. Student or teacher made (preferred)**
- 5. Remain up for a reasonable amount of time**
- 6. Displays may include but are not limited to:**
 - a. Classroom management procedures**
 - b. Student of the week**
 - c. Good work papers in all areas of curriculum**
 - d. Composition/Creative writing board**

BUS TRANSPORTATION & DAY CARE VANS:

Broward County provides bus transportation for pre-school ESE, AYP students and students living more two miles from the school. Banyan is also served by a number of private day care providers who pick students up via bus or van.

It is the responsibility of each teacher to see that students are dismissed at the appropriate time to board their bus. Students are not to be dismissed from the classroom until Day Care buses are called. Grades K, 1, 2, and 3rd will be called for dismissal first at 1:40pm. Grades 4 and 5 will be called for dismissal at 1:45pm. If there is a change in normal dismissal, please send the note to the front office. Without a note, the student will go home the normal way.

Detailed information such as schedules, transportation forms, etc. will be provided at the beginning of each school year.

Please post a list on your bulletin board detailing how students are to go home (bus, day care provider, walker, etc.). This will assist substitutes in a smooth dismissal (refer to Dismissal of Students).

CAFETERIA STANDARDS:

Teachers will be provided with a thirty-minute duty-free lunch. Every classroom teacher is required to walk his/her class into the cafeteria. BE SURE TO ARRIVE IN THE CAFETERIA AT THE ASSIGNED TIME.

Teachers must be in the cafeteria at the required pick-up time in order to dismiss their class. Each class is responsible for cleaning the tables and picking up any trash on the floor.

Students should complete the following as they exit:

- Students will pick up garbage and trash near or on the table/floor.

- The teacher will dismiss one side of the table. (usually three at a time).
- Students exit (three at a time), empty trays carefully, and line up at the appropriate place.
- Classes will exit the cafeteria quietly with their teacher.

Paraprofessionals will be responsible for supervising the students in the cafeteria. They will report any serious problems to the classroom teacher to handle. COOPERATION OF THE ENTIRE STAFF IS NEEDED IN PROMOTING DESIRABLE STUDENT BEHAVIOR AT LUNCH TIME.

The following cafeteria plan will be observed and reviewed with students on a regular basis:

- 1) WALK! NEVER RUN IN THE CAFETERIA.
- 2) USE WHISPERING VOICES.
- 3) KEEP HANDS AND FEET TO YOURSELF.
- 4) RAISE YOUR HAND IF YOU NEED HELP.
- 5) USE GOOD TABLE MANNERS
 - a) Maintain personal space
 - b) Be responsible for keeping your eating area clean.

Classes that receive a “star” for five (5) consecutive days will be announced on Monday morning announcements. Incentives will be decided by each grade level.

Students are discouraged from re-entering the serving area after they have been served. Therefore, students should develop the responsibility for remembering napkins, milk, juice, etc.

Students are discouraged from leaving the cafeteria to go to the restroom. Restroom during lunchtime is only for emergency. Please reinforce this by reminding the students to use the restroom before going to the cafeteria and allow time to do so.

Please be sure that every student has something to eat for lunch.

If a student forgets lunch money, he/she may charge only one lunch in the cafeteria. If there are any questions about lunch money, please send the student to the office.

IT IS A REQUIREMENT OF THE COUNTY HEALTH DEPARTMENT THAT ALL ADULTS REMAIN ON THE SERVING SIDE OF FOOD AREA.

CERTIFICATES:

It is imperative that each teacher has an updated copy of his/her teaching certificate on file in the school. Teachers new to the school must bring in their certificate, leave it with Ms. Charles and she will copy it, and return it to your mailbox on the same day.

Each time a teacher receives a new updated certificate, please bring a copy to the office. 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.**

CHILD ABUSE REPORTING:

Florida Statute requires educators to report any alleged or actual child abuse/neglect to the Department of Children and Families.

If you suspect a student is being abused or neglected, you may discuss your feelings or suspicions with the Guidance Counselor or the Principal, or you may directly report the case to Children and Families by calling the Child Abuse Hotline at (1-800-96-ABUSE). Do not interrogate the child.

The Guidance Counselor is our child abuse contact with the county level officials. Either the Guidance Counselor or Administration can assist you in reporting an abuse case and completing the necessary forms.

CHILD STUDY or RESPONSE TO INTERVENTION (RTI) TEAM:

The purpose of the Child Study / RTI Team is to assist the teacher in developing interventions as part of the Comprehensive Problem Solving model. The team meets on a regularly scheduled basis to identify concerns and suggest possible interventions. Start the process early if you have any concerns about a student.

The team consists of the psychologist, guidance counselor, exceptional education teacher, speech teacher, literacy coach, classroom teachers, administration, and social worker.

Reasons for referring students include:

- * Academic concerns
- * Behavioral concerns
- * Emotional concerns
- * Health concerns
- * Need for social services
- * Possibility of retention
- * Improper placement of a student

Referral forms are available from the guidance counselor/or on Virtual Counselor.

If, after interventions have been implemented, it becomes evident that further assistance is required, the team will schedule a meeting where written responses are reviewed as well as cumulative folders and other information. The Child Study/ RTI Team might recommend one of many programs, interventions, referrals, and/or services, and will follow up with a definite action plan. You will be asked to keep data so it can be monitored and graphed. We can refer students for psychological evaluation, other school programs or to outside agencies. The Guidance Counselor also offers parenting classes or provides information on nearby classes.

CLASSROOM CARE:

It is the responsibility of instructional personnel to establish a neat, attractive environment for learning. This will encourage proper student respect for neatness and order.

Teachers should have all books, workbooks, scraps of paper, or pieces of crayons picked up by students before dismissal time. Chairs must be stack before leaving the classroom.

Any needed repairs should be brought to the attention of the Head Custodian, Assistant Principal, or the Principal.

In general, teachers are not to use nails, screws, glue, and/or staples for attaching items to walls or woodwork. Ask for help from our custodial staff in this area. Please do not use masking tape on the carpet, nor scotch tape on the whiteboards, walls, or doors.

Please remember 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. This has happened when teachers place students in a corner. Also, students should not mark on/in their desks.

Remind students that all four legs of the chair should be on the floor at all time. A number of chairs are broken due to students tipping or leaning back on them. This is also a safety factor.

All chairs should be removed from desktops or tables and placed correctly on the floor during the entire school day. This should be done first thing in the morning.

CLINIC:

Students who become ill or injured should be sent to the clinic with a completed clinic pass. When necessary, the office staff will contact the parents and the teacher will be notified if the child is to go home. Names of all students who are sent to the clinic will be logged. Please keep Band-Aids in your classroom to avoid sending students up to the front office. Encourage students with a slight headache or stomachache to first try putting their heads down on the desk for a brief time before sending them to the office. Space in the clinic is very limited.

Please avoid sending students to the clinic the last half-hour of the school day unless it is an emergency.

Any child who is dismissed early because of illness must be picked up in the office and signed out by a person whose name appears on the registration form or has been granted permission by the parent on the Emergency Contact Information.

No medication (including cough drops) for students should be kept in the classroom. The administrator or his designee in the front office may dispense medication. This is done only upon written consent from the student's parents and physician and is always logged and witnessed.

General first aid, for an emergency situation, is available for any student or employee of the school.

COMMITTEES:

Committee assignments are normally made at the beginning of each school year. Committees are formed and should promote a cooperative approach to problems, needs, or objectives.

These responsibilities should be shared among the faculty and all staff members. All staff members will be serving on at least one or two committees.

Special committees or task forces will also be formed to study different topics this school year.

COMMUNICATIONS:

Regular faculty and grade level meetings are important for coordinating activities in a well-organized school. Staff meetings will normally be held on Tuesday afternoons and/or will be called as needed. Please keep Tuesdays free and check the staff weekly bulletin, CAB Master Calendar or sign-in sheet for announcements of any meetings.

Each staff member is expected to attend meetings unless there is an excused absence. If you miss a meeting, it is your responsibility to obtain the information disseminated and discussed at the meeting. A staff meeting is a professional

meeting and your actions and conduct should always be professional.

Routine information is passed on to staff by a regular written bulletin, "The Banyan Bulletin". This weekly newsletter will be distributed on Mondays or the first day of the week. Staff is expected to read and comply with information.

Be sure to check your mailbox and CAB every morning and afternoon before you leave school. All telephone messages will be placed in your mailbox unless it is an emergency call.

All staff members are expected to check their personal CAB email daily for important messages and information.

Our newsletter to parents, should be distributed to students on time. The newsletter is written and sent home the last week of each month.

All communications such as letters to parents, field trip notices, etc., must be cleared through the Principal's office before being sent home. A copy of all notices going home will be kept on file in the office.

Noise, conversation, etc. tend to magnify over the intercom system. Teach children to be quiet immediately when the office calls you. An intercom call is to be answered by the teacher only. When replying to the office via the intercom, please be aware there are other people, parents, and visitors in the office. Also take time to acknowledge or respond to the intercom call.

COMPUTER LAB:

Classes will be scheduled in our computer lab on a weekly basis. Each teacher will attend the computer lab for thirty minutes with his/her class.

Teachers are to take an active role during the time in the computer lab. They should be moving about assisting, not sitting or grading papers.

CONFERENCES:

Conferences are an important part of reporting student progress to parents and can be a great help in furthering home-school understanding.

School Board Policy #6001.1 states "Conferences with parents or guardians are required as part of the reporting system. Teachers will request two (2) conferences per year per student." The school shall request a conference between the classroom teacher and the parent for any student being considered for retention. The student considered for retention must go through the RTI process. The conference form should be completed and signed by both parent and teacher during the conference and filed in a special cum colored folder.

Try to arrange conferences at school where you can sit down and show work samples, textbooks, and discuss the child's progress in depth. Conferences may be scheduled on teacher planning days, or before and after school. They should not be held during the school day (7:50 AM – 1:50 PM). If parents are unable to come to the school, phone conferences should be written up, then sent home for parent signature. At the end of the school year, conference forms/folder will be filed inside the cum folder.

Conferences involving unusual concerns should be referred to the Principal. When it becomes necessary for other school personnel such as the Guidance Counselor, Reading Specialist, Exceptional Education teachers, and/or special area teachers to attend a conference, make plans in advance to avoid conflict.

CONFIDENTIALITY:

Confidentiality of student information should be observed at all times. Teachers should not discuss a student's behavior, academic progress, or problems in the teacher's lounge or other social places.

It is not appropriate to discuss the problems of a student with another child's parents. This represents a violation of the Principles of Professional Conduct.

CONTAGIOUS DISEASES:

No one may attend school with a contagious disease. This includes, but is not limited to impetigo, ringworm, chicken pox, head lice, scabies, and conjunctivitis (pink eye).

A student or staff member suspected of having a contagious disease is to be sent to the office immediately. Many of these diseases spread rapidly and are not recognized by parents. Teachers are not to diagnose such diseases, but must report all suspected cases immediately. Diagnosis is to be done by the appropriate medical personnel. Persons who have been absent due to a contagious disease may not return to school without clearance from the appropriate medical personnel and the school office. When a student returns after such an absence, he/she is not re-admitted to class without approval from the office.

For Injuries involving bodily fluids, blood, or contagious diseases, employees should follow Universal Precautions, wear rubber gloves and wash hands frequently. Do not put yourself in jeopardy of contacting these contagious diseases by not following these procedures.

Teachers should attempt to recognize symptoms of skin diseases or other communicable diseases. Any lingering condition that is suspicious should be reported to the Nurse.

COPYRIGHTS

Book Copyrights:

Reproduction of copyrighted material without prior written approval of the author or publishing company is a violation of copyright laws and can be extremely costly to the person doing it. School Board policy states you will not be covered for damages if you have not obtained permission to copy.

Video Tape Copyrights:

Videotapes with copyrights (FBI warning) cannot be shown over closed circuit television unless there is prior written permission from the producer. However, they may be used for planned direct instructional activities if they are part of the educational program and reflected in lesson plans. Appropriate videos may be rented for showing in individual classes.

If more than one teacher is planning to use the same video, it must be done in individual rooms using individual VCRs. Videotapes must be used in "face to face" instruction rather than closed circuit. When renting the video, state on the video store order form that video will be used in an instructional setting.

PLEASE REMEMBER VIDEOTAPES MAY ONLY BE USED IF THEY ARE PART OF THE EDUCATIONAL PROGRAM. THEY MAY NOT BE SHOWN FOR ENTERTAINMENT PURPOSES. VIDEOTAPES MUST HAVE ADMINISTRATION'S APPROVAL PRIOR TO BEING USED IN THE INSTRUCTIONAL PROGRAM. NO STAFF MEMBERS SHOULD BE ASKED TO VIOLATE COPYRIGHT LAWS.

CUMULATIVE RECORDS:

Cum folders and academic records must be maintained in compliance with School Board Rules and Policies. These are documents, which, if subpoenaed, would provide information in court concerning the child's academic progress.

Each teacher should have a cumulative folder for each student enrolled in his/her classroom. Requests for records of students transferring from public schools in the county or within the state are made through the school office. A Florida Cumulative Record must be completed for students enrolling from out of the state of Florida.

The Guidance Counselor will be reviewing all cum folders as soon as they are received. She will check to make sure all records are in order and complete.

Each teacher should review cum folders of newly assigned students to check on their academic status and test scores.

Office staff will complete Broward County cum Folders as soon as out-of-state records arrive or within five (5) days after entering our school.

When a student officially withdraws from your class, please turn in to the office his/her completed cum folder within two (2) school days. Nothing is more frustrating than having to wait for records on a new student.

The guidance counselor will review all cum folders before sending them to another school to make certain they are complete. Cumulative records would include Green ESOL folder, if applicable.

Cum folders are to remain in school at all times and are to be kept in the office file cabinets.

Procedures for completion of the cum folder are issued by the county office.

General procedures are:

- 1. A cum folder should be kept up-to-date and maintained in an orderly manner.**
- 2. Teachers may sign out a cumulative folder on a daily basis only. Please complete a manila cum log and insert in the space where you took the cum folder. Under no circumstance should cum folders be kept out overnight or removed from school.**
- 3. Cum folders are considered legal documents and are transferred in two ways:**
 - a. To another county public school, if the student moves within the county**
 - b. To our microfilm record retention center if the child moves from the county or to a private school.**

Parents are never given the Cum folder to give to another school.

4. Cum folders are open to parents' scrutiny. Please remember this when writing any information that goes inside them. Do not include information on any other child inside the Cum.
5. Standardized testing data, conference forms, interim reports, Professional Growth Plan and report cards must be properly filed.
6. If a student leaves our school to another county school, all entries such as, grades and attendance are recorded in pencil on a xerox copy of the report cards so that the receiving school may compile or revise for the entire year.

CURRICULUM CONTACT REPRESENTATIVES:

Each year select teachers serve as curriculum contact representatives to provide a link between the school and District's Curriculum Specialists. Their duties may include coordinating communications to and from District curriculum specialists, dissemination of information, and assisting in planning and coordinating curriculum events.

CUSTODIAL RESPONSIBILITIES:

Our custodial staff is charged with the responsibility of maintaining our building in a clean and attractive manner.

They are expected to empty trash cans, sweep/vacuum daily, dust, clean as needed, supply soap and paper towels to your classroom, and to cooperate with any reasonable request made by the instructional staff.

Teachers should maintain an orderly classroom by having students keep books and materials off the floor. Desks and counters should be kept "clutter free" to facilitate periodic cleaning. These little things help to make the rooms easier to clean. (Please refer to the section on Classroom Care.)

Discuss any maintenance or cleaning problems with Mr. McGraw, our Head Custodian, the Assistant Principal, or with the Principal. Maintenance requests should be in writing using the appropriate form.

DISCIPLINE:

Every staff member is expected to read School Board Policy #5301. Responsibility for creating an atmosphere of meaningful order rests with the classroom teacher. The staff is responsible for supervision of students at all times during the school day.

The faculty, as a whole, can help maintain a desirable climate for learning by maintaining a positive and consistent attitude toward the conduct of all students. Do not hesitate to correct any student in the school or make any suggestion that would result in a better school climate.

The Student Conduct and Discipline Code and District Discipline Matrix is to be your guide in matters relating to school discipline. Consistently fair and firm discipline is an asset to your program and helps to avoid problems of misunderstanding. The teacher will obtain the acknowledgement form (page three) in the Student Conduct and Discipline Code signed by the parent to be filed in the student's cum folder. Without this acknowledgement, the teacher is leaving himself/herself open to criticism and the parent has the right to claim lack of knowledge of the rules.

Rules should be explained to each class during the first week of school. Teachers are to spend the first three weeks of school teaching their students the school and class rules. Modeling of behavior is to be used as well as other techniques. All teachers will be expected to use this code within the school so that students are provided with constant and consistent reinforcement and training. Please post your rules in your classroom.

By State Legislation/School Board action, corporal punishment (paddling) has been prohibited in Broward County Schools.

The Florida Legislature has passed a law regarding student discipline. Teachers have the authority to remove a student from their class if continuous misbehavior prevents the teacher from teaching.

Section 232.271 Removal by a Teacher

A teacher may remove from class a student:

- (a) Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or**
- (b) Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.**

Section 232.272 Placement Review Committee

Each school shall establish a committee to determine placement of a student when a teacher withholds consent to the return of a student to the teacher's class.

Students may be suspended from class or school only by action of the principal/assistant principal or his designee. At times, permission from the Area Superintendent must be given before a suspension is issued. Expulsion is by School Board action.

The Superintendent has distributed a memo that "take-downs" are not being used in elementary schools. However, in cases where an emergency situation develops, the teacher will take necessary steps that are reasonable to protect the students. When a student is out of control, the teacher should remove other students from the situation and call the office for assistance.

The teacher's first responsibility in this case is the safety and well being of students who are not disruptive. This does not mean that the disruptive student is to be left totally alone, but it does mean that all other students must be removed from danger.

Sending students to the office weakens the teacher's authority and control. Teachers are to contact parents and inform them of inappropriate behavior before a referral is sent to the office. When a student must be sent to the office, the teacher must fully explain the reason in referral on-line form. If an administrator or guidance counselor is not available to see the student, he/she

will be sent back to your classroom until someone can see the student.

We will follow CHAMPS BEHAVIOR PLAN AS A SCHOOL WIDE DISCIPLINE PLAN. Detentions maybe issued if the infraction is Minor.

The Guidance Counselor and your Team Leader should be used for temporary time out and no student should be left outside classroom doors unsupervised.

A behavior/intervention team will be established to deal with disruptive behavior. The team should be utilized only when a situation arises that endangers a disruptive student, his classmates, or the staff of the school.

DO NOT GRAB, HIT, OR MANHANDLE A STUDENT!!!

When a staff member loses control, the student wins and an angry parent can cause a great deal of trouble.

SCHOOLWIDE DISCIPLINE TECHNIQUES SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

1. Talk with student.
2. Confer with parent(s).
3. Responsible consequence, other than corporal punishment. Consequences shall not be degrading, or unduly severe.
4. Counseling with Guidance Counselor.
5. "Time-out" area established within the room or another room.
6. The student will be referred to administration, if the problem persists, as a last resort. Administration will use appropriate procedures from the following list:
 - a. Talk with student.
 - b. Detain student in the office or detention.
 - c. Have parent conference.
 - d. In-school suspension
 - e. Suspension from school

UNACCEPTABLE DISCIPLINE PROCEDURES:

Ridiculing a child, intimidation or bullying, placing a child outside with no supervision, hitting a child, assigning meaningless written work, deprivation of natural needs, pinching, putting a child in a restroom or closet, screaming continuously in the classroom, extreme physical exercise, deprivation of total special activity period, or other indications of ridicule are not acceptable student management techniques.

DISMISSAL OF CHILDREN:

Encourage all students to leave school grounds promptly at dismissal time. Students who remain past dismissal time should do so only upon a teacher's request and with parents' prior permission.

Students are not to be dismissed early or released to the custody of anyone without clearance from, or knowledge of, the principal's office. Adults coming to remove a student from school are asked to sign a checkout sheet in the office where office staff can ask for ID. The office will contact the teacher to authorize the early release of any student. DO NOT release a student to a parent who comes directly to the classroom. Always contact the office first. When a student brings a written request for early dismissal for any reason, the principal must approve it.

In the event of an emergency, the Superintendent of Schools makes the decision for early dismissal. All schools are notified of this decision and local media (radio/television) makes a public announcement to parents and the community.

Each student in your classroom should have an Emergency Dismissal sheet, which includes parents' directions for dismissal. Please discuss with your students the instructions given by their parents as to where the students are to go if there is an emergency dismissal.

The Emergency Dismissal forms should be filed in a separate folder, properly labeled, and placed in the front of your file

cabinet for easy access. During fire drills, the teacher will take this folder outside in case we need to notify parents.

As stated under the section, BUS TRANSPORTATION, a list of how students are to go home (bus, day care provider, walker, etc.) should be posted on your bulletin board.

If you receive a parent note regarding a change of pick up, please let the office know as soon as possible. Not at dismissal time.

DRESS CODE/UNIFORMS:

Again this year, we will be implementing a school-wide uniform program. We are encouraging students to wear the selected colors/styles of clothing. For those students not participating, they will be expected to adhere to the Student Discipline Code and Conduct Booklet in matters of dress and have a waiver on file. Teachers are expected to monitor student compliance with the Student Discipline Code and Conduct Booklet. District policy clearly states that no consequences will be given to students who do not participate in a mandatory or school-wide uniform program.

Students must always wear shoes when in the classroom or outside on the playground.

Teachers should naturally attempt to set a good example in matters of grooming and appropriate dress. Good grooming is taught by example. All staff members are asked to dress in a professional manner and use good judgment in the selection of attire.

EARLY RELEASE DAYS:

As part of the negotiated BTU contract, the School Board provides for early dismissal of students on six days. By contract, this training time for teachers is designed to enhance student achievement through training that relates to goals of the School Improvement Plan.

EMERGENCY ACTION PLAN AND SECURITY CODES:

Broward County has adopted District-wide Security Codes. Everyone is expected to keep this codes posted and comply with them.

- **CODE RED: FULL LOCKDOWN**

No movement in the building other than police or fire officials and persons designated by them. Lock door and place a piece of construction paper over any window in the door. Teacher notifies the office through CAB Conference of any student who is out of the classroom or has entered into the classroom. Students in the cafeteria will move to the stage area and close curtains.

P.E. students will move to the PE portable and the teacher will lock the door. Teacher will move the students where they can't be seen from the classroom door/window.

All cafeteria doors will be locked by the custodial staff.

Mrs. Oliver will lock the back door next to her room leading out to the playground.

Ms. Smith will lock the door next to her room leading out to the courts.

Ms. Humphrey will lock the door next to her room leading out to the playground.

- **CODE YELLOW: LOCKDOWN**

Look in hallway and bring in any student near your door into your classroom.

Lock door and do a head count.

Place GREEN card on/in door window if ALL is okay in the classroom and ALL students are accounted for.

Place RED card on/in door window if:

Missing student

Additional students/adults in your classroom

Medical issue in classroom

DO NOT COER HALLWAY DOOR WINDOW.

Lights may stay on as you continue teaching.

SAFE team members will be sweeping the hallways to check for locked doors.

They will stop at all RED cards to make a list of issues. Be ready to communicate concisely.

If exterior classroom, cover windows with black construction paper.

Continue teaching, students must work quietly and independently. Lights stay on.

PE will go to the Portable and continue teaching.

Follow all of the above procedures.

Use your laptops or desktop to send information via CAB conference. DO NOT use the Intercom to communicate.

No one leaves the classroom until the all CLEARED Has been announced and the Code Word been said by administration.

- **CODE ORANGE: EVACUATION**

All persons leave the building according to established routes, or according to specific instructions provided by Command Post Coordinators.

In the case of Code Orange evacuation, turn off all fans, lights, and close all classroom doors.

- **CODE BLACK: BOMB THREAT**

Key Issues: Electrical signals may trigger explosive devices

- ***Turn off all walkie-talkies, cell phones, pagers and radios immediately,***
- ***leave all lights, fans, etc. as they are, on or off***
- ***evacuate to West Pines Middle with Plan Book and emergency contact cards***

- **CODE BLUE: HEALTH**
TO BE USED FOR SERIOUS HEALTH CONCERN
- **CODE GREEN: BEHAVIOR AND CLASSROOM**
CLEARANCE TO BE USED FOR SERIOUS STUDENT MISBEHAVIOR OR ROOM CLEARANCE DURING TO STUDENT BEHAVIOR.

Behavior Intervention Team:

- | | |
|------------------------|---------------------------|
| 1. Principal | Relief Team: |
| 2. Assistant Principal | 1. Reading & Math Coaches |
| 3. Guidance Counselor | 2. ESE Specialist |

Emergency Procedures:(Behavioral-**Code Green**) (Health-**Code Blue**)

The timeline for Steps 1 - 7 should take about 60 seconds.

1. Call office and say, "**Code Green**," for behavioral assistance followed by teacher's name and the location.
2. Office staff repeats the same message over the intercom or walkie/talkie.
3. Behavioral or Health Intervention Team responds by going immediately to the area.
4. Relief team responds as needed to relieve or assist.
Ms. Charles will stay by the intercom and telephone.
5. School communications are restricted to emergency use only.
6. A team leader is identified and begins to assess the situation.
7. Team leader plans and directs intervention team.
8. End emergency situation. The "all clear" signal is given.

IMPORTANT: Everyone must remain calm throughout this emergency situation in order to provide the best possible service to the person needing assistance.

EMPLOYEE ASSISTANCE PROGRAM: (EAP)

The Employee Assistance Program (EAP) is designed to help employees solve personal problems that may or may not affect job performance. The School Board recognizes that employees experience problems such as marital or family conflict, abuse of alcohol and/or drugs, stress and many other difficulties.

Any employee may call the EAP for assistance at any time. The administration need not be consulted or advised of such calls.

With help, most employees can solve their problems and lead happier, more productive lives. Supervisors are encouraged to refer employees to the EAP for humanitarian reasons and when work performance problems arise that do not seem to be caused by the work situation itself.

The offices are located at 499 NW 70th Avenue Suite #112, Plantation 33317. The phone number is (754) 322-9900.

All referrals are in the strictest confidence. There will not be any reference to an EAP referral on an Employee Evaluation or Record of Counseling.

END OF THE YEAR CHECKLIST:

It would be advantageous to begin thinking about the end-of-year responsibilities early in the fourth quarter. You will receive a checklist of exact requirements during May. The following will give you a general idea of the requirements.

1. Cumulative folders are to be updated with required forms.
2. Grade books, and lesson plans are to be turned in to the office. Pinnacle attendance and attendance records in your grade books are to match exactly.
3. Prepare student articulation cards & submit to the office.
4. Turn in room key to Ms. Johnson.
5. Rooms are to be neat and orderly to facilitate summer term and cleaning. All displays are to be removed from the bulletin

boards. Student desks are to be thoroughly emptied and cleaned.

EVACUATION PROCEDURE (FIRE AND TORNADO DRILLS):

FIRE PROCEDURES:

Emergency exits and exit routes should be posted in each room and should be understood by the faculty and student body. The signal for an evacuation drill will be a loud continuous buzzing sound and students will exit according to the evacuation chart.

No talking should be permitted during the drill!

Teacher should assign a student to close the door or do so themselves and be the last person to leave the classroom.

Teachers should also take their grade book and emergency dismissal forms, which include telephone numbers with them.

All doors should be closed and lights turned off. Attendance should be taken once the students are lined up outside to make sure you can account for all students. The teacher should display a green card if all assigned students are present. A red card should be displayed if you are missing or have additional students. An assigned personnel will check with staff displaying a red card so all students can be accounted for.

If your exit is blocked due to fire, use the nearest exit. Teachers should discuss alternate routes with students.

If a fire drill occurs during the lunch period, students should leave their lunch trays in place and file out through the nearest exit. Students will be instructed to give immediate attention to their teacher for instructions on the proper exit routes to be used. Students and teachers are to wait for the all clear signal (a long ring of the bell) before re-entering the building.

Fire drills are conducted once a month. The first evacuation drill shall be held within the first five- (5) days after the opening date of school. Each teacher is to walk his/her students through fire drill procedures the first day of school. We are required to have ten (10) fire drills per year.

TORNADO PROCEDURES:

- 1. All personnel on the school premises should be assembled along a permanent inside wall, away from large windows.**
- 2. All personnel in portables, or on the playground at the time of a tornado alert, should proceed immediately to the main building.**
- 3. Students will crouch down along the permanent wall on their knees, head forward, with their hands clasped over the back of their neck/head (duck and cover). Students are to be silent as they crouch and wait for an all clear signal. Try to have students stay away from the window area.**
- 4. The public address system or bell will be used for this drill. The following announcement will be made:**
***"All students and staff, report to your assigned areas.
This is a tornado drill. Everyone down."***

EVALUATIONS:

Broward County Schools will use Marzano's Evaluation System for the evaluation of teachers. iObservation will be used for the data collection for teachers.

All annual contract teachers and any professional service or continuing contract teacher whose certificate will expire in June of the current school year will be in the Documentation Phase. All teachers will be formally observed by an administrator for at least 30 minutes.

A Performance Development Plan will be established when necessary.

EVALUATIONS:

(Continued)

Professional Service and Continuing Contract teachers who are not renewing their certificate will be in the Development Phase for professional growth. Goals for professional growth may be accomplished at this time. Administrators will observe these teachers teach an entire lesson but will evaluate their performance on behaviors which are observed throughout the year. An evaluation summary form from iObservation will be completed by the end of the year.

All evaluation procedures will follow the guidelines established in the teachers' contract.

All instructional and non-instructional personnel will be given written guidelines as to what evaluation criteria will be used.

EXCEPTIONAL STUDENT EDUCATION PROGRAMS:

It is the responsibility of school personnel to help screen and to help identify exceptional students. Parents and teachers may refer students with suspected special needs to the principal or guidance counselor. There are classes at Banyan Elementary for the preschool handicapped, learning disabled, autism, emotionally handicapped, gifted and for those students with speech and language problems.

Florida State Department of Education guidelines and District Procedures must be met before a student is accepted into any exceptional student program.

Documented and dated anecdotal records must accompany referral forms. There must be documented evidence of two interventions tried with the student. Also, two parent conference forms must be completed.

EXCEPTIONAL STUDENT EDUCATION PROGRAMS: (Continued)

Feel free to discuss any concerns you may have about referring a student with the guidance counselor, assistant principal, or the principal.

FACULTY MEETINGS:

Faculty meetings are held on Tuesday at 2:15 PM.

All faculty members are expected to attend. If you cannot attend, administration must be notified. Copies of the agenda and handouts will be placed in your mailbox. If you are absent; It is your responsibility to discuss the agenda items with the grade chairperson. Absent grade chairpersons should discuss agenda items with the principal. Meetings will also be scheduled with grade chairpersons and with individual grade/team levels.

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, IEPs, and school records, may only be faxed with the principal/assistant principal's permission and an identified person at the receiving end.

FIELD TRIPS:

Field trips should occur only as an outgrowth of, or supplement to, some aspect of the curriculum. Teachers' 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 planned, scheduled, or contract signed without first obtaining permission from the principal. Final plans must be submitted in writing to the principal before students and parents are notified and money collected. In order for your field trip to be approved, field trip requests must be submitted on a Field Trip Authorization Form. (SEE APPENDIX

#16) Turn this form in to the bookkeeper for the principal's approval.

Written parent permission must be obtained on an Authorization for Trip form. No student will be permitted on a field trip without that permission. These forms must be on file in the principal's office prior to departure from school for the field trip and must be kept for audit purposes.

Teachers/staff going on a field trip must complete a TDA and have it approved before leaving campus.

No buses may be requested until the principal has signed the Field Trip Authorization Form. Requests for bus service must be made several weeks in advance. A charge will be levied at \$35.00 per hour per bus. Our bookkeeper will make arrangements for a bus after the principal has approved the trip. County buses are available, but times are usually between 9:30 AM and 1:30 PM.

The use of private bus companies is discouraged, but if a private bus company is used it must appear on the Board approved list and insurance validity must be checked with Risk Management.

In order to have correct information for billing, Transportation has requested that school designee sign a form provided by the driver. This will include:

**Time Left School ____ AM ____ PM Date____ Signature
Time Returned ____ AM ____ PM Date____ Signature**

It is important to check the times listed on the sheet. Do not sign the form if it is blank. This sheet determines the hours the school will be charged.

A list of students for each bus shall be provided to the driver immediately prior to departure for the trip (School Board Policy #6303). The driver may not leave school unless a list is provided.

There must be a minimum of one (1) chaperone for every ten (10) elementary students. Siblings of chaperones are not permitted on field trips.

Teachers must submit the name of chaperones and their security clearance date to the principal seven (7) days in advance of any field trip. This information must be submitted to the area office for final approval.

Responsibility for student behavior rests entirely upon the chaperones. Only in emergency situations should the bus driver need to be concerned with the students' conduct.

If private cars are used, planning and coordination are very important. A driver must be properly insured, present a valid driver's license, show proof of insurance to the principal's office, and must be a responsible adult.

Funds collected by teachers from students must be recorded, according to county auditing procedures. All monies will be turned in to the bookkeeper daily by 9:00 AM. No money is to be left in a classroom overnight.

Collections over \$15.00 require a receipt book. If you must "void" a receipt, be sure to keep all copies. Staple the white copy back into the receipt book.

Receipts and collection envelopes are numbered and all must be accounted for in order to comply with District procedures. Receipt books and collection envelopes must be signed out from the bookkeeper. After collection is completed, all Monies Collection envelopes and receipt books must be returned to the bookkeeper to be filed for auditing purposes.

Advise the cafeteria manager at least two (2) weeks in advance if your field trip plans will take you from the school during your regular lunchtime. This will allow our cafeteria staff to order special items for bag or box lunches if needed and prevent over ordering the regular lunch items. On the afternoon before the trip, please let the cafeteria manager know exactly how many lunches (students /adults) and how many milks you will need.

Also advise special area teachers such as ESE, Music, PE, Media and Core that your class/students will be on a field trip during their assigned time. Classroom volunteers should be notified a week in advance so that they do not make a trip to school and discover that their help is not needed that day.

If you have any problems concerning the inability of any child to pay for the field trip, please see Dr. Miller. No child should be excluded from any planned trip unless requested by the parent or if the child has his/her field trip privileges suspended by administration. Children not participating must attend school the day of the planned trip. Prior to planning a field trip, be sure to read and be in compliance with School Board Policy #6303.

GRADING:

Refer to School Board Policy #6000.1. See also LESSON PLANS AND CLASS RECORD BOOKS.

HALL PASSES:

For safety of our students, all K-3 students must go to the restrooms, cafeteria, office, or other school locations in pairs (buddy system).

Students are not to be out of the classroom without a pass.
Each teacher is responsible for making:

1. Two- (2) hall passes for students to use when doing errands such as taking the attendance count to the office, escorting students to the clinic, etc.
2. Four- (4) bathroom passes (two for girls and two for boys). Teachers of primary students may send pairs.
3. Two- (2) library passes to be used during open library.

HEALTH RECORDS:

There should be a Health Record Folder for each student. Pupils are screened for height, weight, vision and hearing and

information is recorded and graphed. Chronic illness should also be recorded on a student's health record folder. Records or information concerning a student's health should be placed in the health folder immediately.

The data processing clerk, nurse, and the guidance counselor will make a list of students with special health concerns. The office, physical education teacher, and the classroom teacher will be informed of health problems/concerns. A complete list of all students with health problems or needs will be posted in the clinic.

HOMEWORK:

Homework should reinforce principles, skills, concepts, and information taught in the classroom. The type of homework and amount assigned should be consistent with the ability of the student as well as his/her age and grade level. Homework assignments should not exceed 30 minutes in length.

Homework teaches responsibility. It is valuable when it meets the needs of the individual student and is usually an extension of his/her school activities. Parents and teachers should work cooperatively to make homework beneficial for the student.

On an evening when no definite assignment is given, students should be encouraged to read library books, review flash cards, review number facts or word lists, or play educational games.

Teachers should review School Board Policy # 6306.

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. Enrollment forms are to be returned by U.S. MAIL directly to the company.

INTERIM REPORTS:

School Board Policy #6001.1 states, "Not later than midway between marking periods, an interim report shall be sent to the parents of students who are experiencing difficulty including but not limited to the following:

- Failing
- A drop of two or more grades
- * Unacceptable behavior
- Excessive absences
- Students on an Program Monitoring Plan

Forms can be obtained from the office. It is most important that this report be signed and returned to school. It is the teacher's responsibility to make sure parent has signed the report. If the interim is not signed and returned, a copy should be sent in the U.S. Mail or with the School Social Worker.

Interim reports should be placed in the student's colored folder which will be filed in the cum folder at the end of the year. Following the interim report, a parent conference is an opportunity to enlist the assistance of parents before the end of the marking period.

In the event that a student's behavior and/or grades drop after the regular interim report issue date, the teacher involved must send an interim report before that student can receive an F/3, or have a drop of two letter grades on his/her report card.

Interim Reports are due to administration on the following dates:

The dates for Interim Reports to go home are:

Good Interim Reports provide support for students and enhance parental support and knowledge.

KEYS:

Keys are issued to a teacher and are not to be used by anyone but the teacher, unless approved by the principal. Teachers are not allowed to let students use their keys.

It is a violation of School Board Policy to duplicate school keys. Teachers are financially responsible for any key lost during the school year.

LEP-LIMITED ENGLISH PROFICIENT (BILINGUAL) STUDENTS:

For each student who is classified as bilingual (ESOL), the LEP Committee shall complete a Green ESOL folder. Required forms will be completed by this committee and will be maintained in the student's cumulative folder.

Teachers must document in their plan books which ESOL strategies they are using with each ESOL student.

Once an ESOL student is placed in your classroom, you will be required to sign an out-of-field waiver and begin training within two years. Staff members are required to complete all five ESOL classes and be endorsed ESOL on the teaching certificate.

For a description of the different Language classifications see Appendix #23A & 23B.

LESSON PLANS AND CLASS RECORD BOOKS:

Plan books and grade books are important parts of documentation and every teacher must have both.

Organized and detailed lesson plans are required of each teacher. These should be recorded in the Teacher Plan book and made out one week in advance in order to assure continuity. Group designation, basal text, and supplementary materials should be listed.

These specific details should be included:

- 1. Date of each weekly set of plans.**
- 2. Objectives and page numbers for each subject areas.**

3. Time schedule for each instructional group and each subject area.
4. Specify your lunch time as well as instructional planning (i.e., Music, Science/Math lab, P.E., and Media).
5. Specific ESOL strategies or accommodations for 504 Plan students should be indicated.

It is not a good policy to take the plan book home. If it should be at home and you happen to need a substitute, it must be returned to the school by some means. Teachers should have emergency substitute plans.

Every teacher will have a grade book. There should be a section for each academic subject and the teacher is responsible for instructing and grading on a report card. There should be nine grades for each academic subject to determine an average and give the appropriate letter grade using the numerical scale of the report card. Please refer to the Standard of Service/Pupil Progression (School Board Policy #6000.1) for answers to any questions, or feel free to discuss acceptable grading procedures with administration.

Grades should reflect daily work, board work, workbook pages, dittos, homework, textbook tests, teacher-made tests, and quizzes. Grades should be labeled so that incomplete assignments can be identified and areas of weakness easily detected.

In reporting student performance for third through fifth grades, symbols (A,B,C,D,F) are used which represent the equivalent numerical grades as shown below:

"A" Superior Progress.....	100 - 90
"B" Above Average Progress.....	89 - 80
"C" Average Progress.....	79 - 70
"D" Below Average Progress.....	69 - 60
"F" Failure.....	59 or below

Teachers will use the numerical scale to determine a letter grade. Letter grades will be placed in the grade book and averaged at the end of the grading period.

Plus and minus signs for academic grades shall not be used in marking the report card.

Kindergarten, First and Second Grade report cards should reflect student progress with:

- "1" Has mastered skill independently**
- "2" Is learning skill with assistance**
- "3" Area of concern**

Teacher plan books and class records are to be available during evaluations and are to be turned in for review when requested.

At the end of the school year, the Lesson Plan book and Class Record Book are filed in the office for state audit trail purposes.

LOST AND FOUND:

Lost and Found articles are kept in the office or cafeteria area. Jackets and sweaters are located on the cafeteria and other items such as money and jewelry are kept in the office.

All lost items should be turned in promptly. Students should be encouraged to check with the office or in the cafeteria area for their lost items.

LOUNGE POLICY:

The use of the school lounge is restricted to the Broward County School Board employees.

Conversation concerning students in our school is confidential and has no place in a group conversation, even in the staff lounge.

Each person should help to keep the lounge clean. The refrigerator will be cleaned out on Friday and perishable food discarded.

LUNCH PAYMENT:

Lunch, breakfast, and milk for the week may be paid for in the cafeteria from 7:15 AM to 7:45 AM on the first day of the school week. Lunch and breakfast for less than a week must be paid for each day as the student goes through the line. Students who qualify for Reduced Price Meals must pay in advance.

All meals are handled on a number system in the cafeteria. Teachers will receive a swipe lunch card for each student.

Applications for Free and Reduced Price Meals may be obtained from the school office any time during the school year. The principal's designee will review all applications and notify parents accordingly of approval or denial.

MONIES COLLECTED:

No staff member shall collect any money without following proper procedures and receiving permission from the principal. Field trips are to be paid online by the parent.

If you must "void" a receipt, remember to keep all copies and staple it inside the receipt book.

In order to protect teachers' interests as well as those of the students, no monies should be collected from students for any purpose. Book Clubs and party monies are to be collected by Room Mothers only.

OPENING EXERCISES:

Students, teachers, and administration will conduct opening exercises via the closed-circuit television. If there is a problem, announcements will be made over the intercom. It is the responsibility of the individual teacher to make sure that all students behave respectfully during the saluting of the flag and listen attentively to all daily announcements.

Taking attendance, collecting homework, and similar activities should not be done during opening exercises. This type of activity sends a negative message to students that opening exercises are not very important.

EDUCATIONAL SUPPORT PROFESSIONALS
(PARAPROFESSIONALS):

Paraprofessionals play a vital role in the instructional process and should actively be involved in the school program. They are considered members of the non-instructional staff. As the term implies, they may only assist the teacher in carrying out the duties of his/her position. Paraprofessionals are assigned to each instructional team and/or program from which their salary is generated. Budgetary restrictions, SACS requirements and school needs will control the number and hours of our paraprofessionals.

Under the supervision of instructional staff members, they may assist in the preparation of instructional materials, record group progress, supervise students in the cafeteria, work with small groups of children, assist individual students, or perform other classroom responsibilities.

Paraprofessionals should not be asked to copy any material, which is covered by copyright laws.

Paraprofessionals may not function as a substitute for the teacher. When sharing a paraprofessional, be sure each teacher or grade group has equal use of his/her time.

PARTIES:

Parties are a learning activity and a very important part of a child's growing up. All parties must have the approval of the principal. The Room Mothers should make collections for parties only. Money requests will be limited and determined jointly by Team Leaders and the Principal. No party should

exceed one hour and should be scheduled near the end of the day.

PARENT-TEACHER - ASSOCIATION:

Banyan Elementary is fortunate to have an active PTA. A great deal of assistance has been bestowed upon our school both in material goods and service functions. Ms. Charmain will be this year's PTA President.

Monthly PTA General/Board meetings and Advisory meetings are held to further communications between the school and the community. You are encouraged to join the PTA, support and attend their activities.

PLAYGROUND/RECESS:

The State law requires students to receive 30 minutes of physical education activities instructed by a physical education coach or classroom teacher. Teachers are expected to provide a physical education activity or recess time for children when not than scheduled Physical Education. On PE days with Coach, recess can be deleted.

Physical education activities may be provided indoors or outdoors based on weather, activity, playground schedule, or number of classes on the field.

A playground schedule will be developed so that all classes have an opportunity to use the equipment. Any PE equipment that is checked out thought the PE coach must be returned at the end of the school day or whenever the coach determines.

Playground rules shall be discussed with students at the beginning of the school year and should be reviewed a minimum of once every nine-week period thereafter.

Since physical activities is mandated by State law, recess should not be withheld from a student due to misbehavior or lack of classroom work.

Duties for Playground Supervision:

1. Remain on the playground during the entire play period. Children should never be left unattended. The responsibility for students personally rests with the teacher.
2. Be alert at all times. Continuously patrol the entire play area in use. Maintain visual supervision over as much area as possible. Remain visible to students, if they can not see you, YOU can not see them.
3. Encourage and reinforce good playground behavior.
4. When a child is injured:
 - a. Remain on the scene
 - b. Assess the situation
 - c. Provide assistance or first aid.
(If in doubt, DO NOT MOVE THE CHILD!)
 - d. In the event of serious injury, notify the office for assistance immediately.
5. Report playground maintenance problems to the office.

Monitor the number of classes in the immediate area. If more than three classes are on the playground, please select a different recess time or select an indoor activity.

PONY EXPRESS:

Messages and small materials are moved between schools and District departments by means of a truck delivery route called "The Pony". Special brown envelopes are available for this in the office. Use black ink in addressing envelopes to send something to another school or department and make sure you cross out the name above.

PRINCIPLES OF PROFESSIONAL CONDUCT: (CODE OF ETHICS)

Every teacher should read and comply with "The Code of Ethics and Principles of Professional Conduct and Standards of Competent Professional Performance."

PROGRESS MONITORING PLAN (PGP):

Instruction shall be focused on ensuring that all students shall demonstrate mastery of critical content competencies at the appropriate grade level. All students will be annually assessed and appropriately placed in reading, writing, and mathematics.

Student scoring below the 40%ile on the Districts achievement tests or Level 2 or below on the (FSA) shall receive a Program Monitoring Plan. This Program Monitoring Plan (PMP) will identify specific areas of deficiency, appropriate school interventions and strategies to be used for remediation, including strategies for monitoring, and reporting student progress. Students should be identified by the first quarter and a PMP generated with parent involvement.

Please be sure parents understand the academic level of their child in relation to others and grade level standards.

Suspension of curriculum: Students who are identified as having academic deficiencies may have the regular curriculum suspended in areas other than reading, writing, mathematics, and science in order to receive intensive academic instruction.

PROPERTY PASSES:

Staff members may check out certain school equipment related to their job performance. Before any such items may be removed from school property, a Property Pass (SEE APPENDIX #3) must be completed and have the approval of the principal.

PURCHASES:

Requests for supplies or materials may be made at any time to the Principal and will be granted on the basis of available funds/teacher rationale.

RAINY DAY DISMISSAL PROCEDURES:

Because of the limited parking and heavy congestion in front of the school on rainy days, special rainy day procedures need to be discussed with the students at the beginning of the school year. It would be advisable to ask students to have a rain poncho or umbrella with them.

Telephones will not be available for students to call parents. An understanding needs to be arranged between parents and students on procedures to follow on rainy days. Students are to use the telephone only in case of an emergency.

It may be helpful to list your students and check off what procedure that parents requested their child to follow. In the event it is raining at dismissal time, the following procedure will be followed:

All car riders will wait in the main hallway by grade level.

All walkers will report to the Creative Commons.

Bus riders will report to the hallway located between Mr. Levine and Mrs. Cooper classrooms.

All aftercare student will report to the cafeteria.

REPORT CARDS:

Proper procedures for keeping parents informed of student progress involves:

1. parent/teacher conferences (Minimum of 2 per year)
2. written messages
3. telephone calls
4. report cards
5. interim reports

Students in grades one thorough five (1-5) will receive report cards every nine weeks. Kindergarten will receive a report card starting with the second nine week period. The calendar shows the date on which the reporting period closes and when report cards are to be issued. Please adhere to the schedule in your first day packet for turning in report cards to administration prior to sending home.

When report card envelopes are returned, be certain to check for parents' request for conferences and/or comments.

Teachers are reminded that reporting procedures accomplish more when they are done with care and when they reflect positive information concerning the student's progress. There should be no surprises to parents when they receive the report card.

SPECIAL NOTE: School Board Policy stipulates that a student must be in attendance twenty-five (25) days in a Broward County School during a quarter in order to receive grades for that period.

If a student transfers from school (x) and has been there 13 school days and here at Banyan 12 days, we are required to give a report card.

RESPONSIBILITIES OF THE PRINCIPAL:

State Statutes charge the principal with overall responsibility for the total school operation, evaluation of the employees, and for the quality of the instructional program.

In carrying out these responsibilities, it is necessary that the principal maintain an up-to-date knowledge of the instructional strategies and general on-going programs within the school. This knowledge is usually maintained by certain basic procedures such as:

- a. Visitation and observation of classroom activities;
- b. Review of plan books and schedules;
- c. Discussions with individual teachers or groups; and
- d. Conferences with personnel.

The principal is the person who is accountable for the school budget. All questions concerning budget should be directed to the principal.

All grade placements, classroom assignments, teaching assignments, and final decisions of promotion/retention are also duties of the building administrator.

RESPONSIBILITIES OF THE ASSISTANT PRINCIPAL:

The Assistant Principal is responsible for assisting the Principal in the above listed duties.

RESPONSIBILITIES OF THE TEACHER:

1. Planning and organizing for instruction

Each teacher is expected to provide a classroom situation that will promote maximum progress and growth of individual students. Teachers are expected to utilize effective and desirable instructional procedures in reaching that goal.

2. Supervision of Students

Instructional personnel are responsible for the general well being of students entrusted to them. Students are to be supervised at all times in the instructional areas, as well as, on the playground or cafeteria. If it becomes necessary for a teacher to leave his/her students, another instructional employee should be left in charge or the office notified so that someone can monitor your class.

There should never be a time when students are without proper supervision.

3. Work schedule

Instructional personnel are required by law to work 196 days, 180 of which must be devoted to full-time instruction, (300 minutes a day).

Instructional personnel must be on duty a minimum of seven and one-half hours daily.

All instructional and non-instructional personnel are to sign a check-in/check-out sheet located in the front office on arrival and again when you leave the building. This will assist office personnel in knowing who is here when telephone calls are received.

All instructional personnel will work from 7:20 AM to 2:50 PM.

Every teacher is to be in his/her classroom at 7:45 AM. The school hours for students are 7:50 AM to 1:50 PM.

Any school personnel who needs to leave early for any reason must notify and receive approval from Dr. Miller or his designee if he is not available. A TDA or sign-out sheet must be completed. Just a reminder, employees not on official School Board business are not covered under Worker's Compensation if involved in or injured in an accident.

4. Work standards

It shall be the principal's responsibility to see that each member of the instructional and non-instructional staff of the school carries his/her fair share of the total professional program of the school.

Each teacher shall be required to keep his/her lesson plans and grade book up-to-date, complete, and available.

Each teacher is expected to comply with School Board Policies in addition to the rules designed for our school. School policies and directives are located in the principal's office and the assistant principal's office, as well as, the Broward Schools website. Please take time to become acquainted with School Board policies that pertain to you.

Every teacher should read and comply with the pamphlet supplied by the Personnel Division: Standards of Competent Professional Performance" and "The Code of Ethics and Principles of Professional Conduct".

RETENTION/PROMOTION:

Based on higher academic standards, students must pass an achievement test (District Primary Reading/Math test or FSA in Grades 3-5). There are also other alternative assessments which may be given.

The principal shall have the final authority for appropriate grade placement of students within the limitations of Board Policy and Florida Statutes.

Teachers are encouraged to notify parents that a student is having difficulties at which time a Progress Monitoring Plan must be developed. Final decisions are made once test scores and data are evaluated. (See School Board Policy #6000.1.)

SCHEDULING:

Class schedules are due at the end of the third week of school. The schedule should show each curriculum area, day per week, and number of minutes devoted to that curriculum area.

SCHOOL ADVISORY COUNCIL/ SCHOOL IMPROVEMENT TEAM:

A School Advisory Council is in place at Banyan Elementary School. The team consists of elected parents, grade chairs, teachers, non-instructional representative, community / business representatives, and the school principal. The council meets at various times during the school year to discuss the school's programs, achievements, and goals.

The chairperson of the School Advisory Council will be selected at the first meeting. For more information and/or to make suggestions, please see the principal or a member of the School Advisory Council

SCHOOL ADVISORY FORUM:

A School Advisory Forum is established each year for our school. Some of the duties of the committee are to work with

the principal in identifying long and short-range goals, identifying educational needs and priorities, and coordinating resources and securing community support.

Our School Advisory Forum meets separately from the PTA Board on a monthly basis.

SCHOOL BOARD POLICIES:

All staff members should be aware of School Board policies that affect their job. You may access up-to-date school board policy via the Broward County Schools website. Any questions about School Board policies may be directed to the principal/assistant principal.

Some of the policies every teacher should be aware of are included in the appendix of this handbook.

SCHOOL BOARD POLICIES:

Please be familiar with these School Board policies:

POLICY #1403	School Accountability & Improvement
POLICY #6000.1	Standards of Service/Pupil Progression (Curricula-Elementary)
POLICY #5301	Behavior Management of Students
POLICY #5006	Suspension and Expulsion
POLICY #5100	School Education Records
POLICY #2304	Weapons
POLICY #6303	Field Trips
POLICY #4008	Responsibilities and Duties (Principal and Instructional Duties)
POLICY #6306	Homework
POLICY #6318	Copyright materials – Reproduction & usage
POLICY #5.5	Attendance (Section A, B, and D)

SCHOOL SOCIAL WORKER:

The School Social Worker will make home visits to discuss school concerns such as attendance, lack of student welfare or neglect, obtaining parent signatures, and other school/student related items. The School Social Worker is at the school on a weekly basis.

To have the services of the School Social Worker, a referral form needs to be completed online and approved by the principal/assistant principal.

SECURITY:

For security purposes, all exterior school doors will be locked except for the main office door and the rear door to allow faculty and staff accesses to/from the portables at 7:50am. Do not place rocks or other objects inside the doorframes.

Please discourage parents from using building entrances other than the administration entrance. Refer individuals without proper visiting passes to the office.

Refer to APPENDIX # 27 for color codes related to security.

IF YOU ARE STAYING TO WORK LATE, KEEP YOUR DOORS LOCKED AT ALL TIMES.

STANDARDS OF SERVICE/STUDENT PROGRESSION PLAN:

All schools and centers shall fulfill the performance standards as set forth in state statutes and rules and shall teach the Common Core State Standards and District's established grade level expectations. Accountability and benchmark procedures which address high expectations in the Content Standards and Curricula Competencies shall be implemented by administrators and staff through the District Accountability Policy as recommended by the Superintendent and approved by the School Board.

Curriculum Standards of Service as set forth by the Broward County School Board should be incorporated in your plans (School Board Policy # 6000.1). Here are some highlights of the policy:

- **“All students will be offered rigorous and relevant instruction in the content Standards which is consistent with state statutes and rules.”**
- **“Regularly scheduled instruction: Students shall receive regularly scheduled instruction in reading, writing, mathematics, language arts, science, social studies, health, physical education, art, music, and computer education. Instruction shall be focused on ensuring that all students shall demonstrate mastery of Sunshine State Standards.”**
- **“Character Education: The Character Education traits shall be integrated into the PreK–12 curriculum are respect, honesty, responsibility, self-control, tolerance, kindness, citizenship and cooperation.**
- **“Holocaust, African and African American History, Hispanic and Women’s Contributions, Veterans’ Recognition and Celebration Freedom Week.**
- **“Family Life/Human Sexuality Education Instruction: Materials, resources, and speakers used in the Family Life/Human Sexuality component of the K-12 health curriculum must be approved by Health Education Services. Instruction should be appropriate for the age and grade of students and shall reflect current theory, knowledge and practice. Provisions must be made to allow parents to make a written request for their child to be exempt from this component.**

STANDARDS OF SERVICE/STUDENT PROGRESSION PLAN:

- **HIV and Sexually transmitted diseases instruction: Materials, resources, and speakers used in the HIV/sexually transmitted disease component of the K-12 health curriculum must be approved by Health Education Services. Instruction should be appropriate for the age and grade of students and shall reflect current theory, knowledge and practice. Provisions must be made to allow parents to make a written request for their child to be exempt from this component.**
- **Assessment: Each student must participate in statewide**

assessment tests at designated grade levels as required by Florida Statute. For students with disabilities and/or students who are Limited English Proficient who meet state-defined exemption criteria, an alternate assessment must be administered. Ongoing assessment is an integral part of the instruction process.

The Individualized Education Plan (IEP) staffing and review committee may modify the standards of service for an individual exceptional student if it is determined that modification would be in the best interest of the student. A decision to modify the standards of service shall be documented on the student's IEP.

Suspension of curriculum: Students who are identified as having academic deficiencies may have the regular curriculum suspended in areas other than reading, writing, mathematics, and science in order to receive intensive academic instruction.

SUBSTITUTE TEACHERS:

We will continue to utilize the "Substitute Finder System", an automated means of requesting a substitute teacher. You, as the teacher, are responsible for phoning in your request for a substitute. YOU MUST REGISTER EACH YEAR.

There is a priority list of substitutes available. See Ms. Wolfe for a copy of the preferred substitute list.

In order to fill your absence, using a touch tone telephone, you are to call the given number (754) 321-0050 and code in your need according to the specific directions. See the manual and handouts from training.

On those occasions when you are unable to reach Substitute Finder, the office must be notified as far in advance as possible, but no later than 6:50 AM. It is your responsibility to call Ms. Wolfe at (305) 332-3137 or Dr. Miller at (954) 592-7065.

When calling, please state the reasons for your absence (personal/sick) time.

For each day that you are absent, please try to call the school before 1:20 PM to let us know if you will be returning to work on the next day so that we may re-employ the same substitute, if needed.

In the event that you will be requesting personal reason time, or know ahead of time that you will not be able to attend school on a given date/dates, please give as much advance notice as possible to Substitute Finder or the school so that we might be able to obtain the best substitute for your students. If you want a certain substitute, please call him/her yourself and enter into Substitute Finder.

As stated in the BTU contract, personal reasons time shall not be granted on the day preceding or following a holiday nor during the first or last week of school.

In general, we will not ask staff members to "cover" for someone unless it is impossible to obtain a substitute.

Substitutes must be provided with clear, complete lesson plans. Each teacher is responsible for completing a substitute folder with classroom procedures and routines. This folder is to be submitted to Ms. Wolfe and will be available to any substitute assigned to your classroom.

COMMON CORE STATE STANDARDS:

Teachers are expected to be familiar with the Common Core State Standards and to plan instruction accordingly. This is important to prepare students for the FSA (Florida Standards Assessment Test).

SUPPLIES/REIMBURSEMENT:

MATERIALS AND SUPPLIES:

Books, materials, and supplies are made available to teachers for the instructional program. The materials are kept in a central

storage area and are available upon request from your Team Leaders, assistant principal, or principal. Teachers should not interrupt office personnel for supplies. It is the teacher's responsibility to plan ahead and order needed materials & supplies.

SCHOOL PROPERTY:

Materials, supplies, and equipment purchased with school FTE funds, internal accounts, or grant monies belong to the school. Teachers should be professional and remove only those items purchased with their personal funds.

No faculty member may purchase any item for which he/she expects reimbursement without clearance from the principal. Requests for supplies and materials not available within the school may be made at any time to the principal via the bookkeeper. Requests will be granted or denied on the basis of available funds.

TELEPHONE CALLS:

Telephones are to be used primarily for school matters. No personal telephone calls should be made during your instructional time. Personal calls may be made during planning times and lunch period. Non-emergency messages will be placed in your mailbox and please remember to check your mailbox for telephone messages.

Teachers should be aware that their classroom telephones have direct 911 emergency access. If you call 911, notify the office immediately.

Please also notify the office if you call a parent and are awaiting a return telephone call.

Students are not to use telephones in the classroom unless you give them permission. If a telephone call is needed, a telephone is available in the front office with written teacher permission.

The use of school telephones for making personal long distance calls is prohibited by School Board Policy #3201. In cases of emergency, see the Principal or Ms. Charles.

Telephone directories are readily available and should be used instead of using directory assistance. The school must now pay for directory calls.

TEMPORARY DUTY AUTHORIZATION (T.D.A.):

Temporary duty shall be defined as the employee performing his/her duties in a different location other than the regular assignment. This would include all workshops (during/after school hours), field trips, and meetings. TDAs are in the front office.

Completed Temporary Duty Authorization forms should be given to Ms. Charles for processing ten (10) days prior to the workshop or event.

TESTING:

The County Test Office coordinates a series of standardized tests to be administered at specific dates for purposes of diagnostic and prescriptive evaluation. Instructional personnel will be asked to cooperate with prescribed security and procedures. A testing calendar will be provided yearly to staff.

It is the principal's responsibility along with the School Advisory Council and staff to evaluate test results and alter curriculum so that the deficiencies are eliminated for the following year.

TEXTBOOKS:

Textbooks are available from the state adopted book lists. Purchase orders are handled through a central textbook warehouse. Each school receives a yearly budget for purchase of books based upon enrollment. This budget includes a designated amount, which may be used for supplemental materials that are not state adopted.

Every child should have a textbook! If you do not have enough textbooks, please notify your Team Leader immediately so that textbooks can be ordered.

Teachers will issue textbooks to students using checklists. **Student's names must be recorded in ink.** Teachers are responsible for keeping accurate records and counts in their room.

It is the student's responsibility to keep the books in good condition. Assessment for lost or damaged textbooks should be charged when there is evidence of abnormal wear and/or unnecessary damage.

TUTORING:

The School Board expects that teachers will exercise every effort to help children before recommending that parents engage a tutor.

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 without receiving written permission from the principal. The principal may give this permission after conferring with the concerned teacher. An exception to this policy is made in regard to music teachers.

UNIFORMS: SEE DRESS CODE/UNIFORMS PAGE 30

VANDALISM OR PROPERTY DAMAGE:

Each member of the instructional staff should consider that it is his/her responsibility to report any incidents of property damage by students or others so that restitution may be gained and repairs made. This pertains to the damage of equipment, materials, furniture, or to the building and/or property.

To help limit vandalism, here are some helpful hints:

1. Be sure you lock the classroom door when leaving the room.
2. Students should not handle classroom keys.
3. No money should be kept in the classroom.
4. Do not bring large sums of money to school with you.
Purses should be kept out of sight, in a desk drawer or file cabinet.
5. Notify the main office whenever you see a stranger or older student on school grounds.

VISITORS:

Adult visitors are always welcome but are requested to register with and be cleared by the front office. Please remember to be friendly and polite to all parents and visitors. A friendly "Hello" or "Good Morning" helps build good community relations.

No teacher should admit an unknown person to the classroom or building without asking his/her identity. All School Board employees should wear a security badge; look for it! Unknown or suspicious persons observed in the building or on the grounds should be investigated as part of our responsibility to the students. Notify the principal's office immediately.

Teachers should not allow visitors to use class time for discussion of individual problems except in a special circumstance.

VOLUNTEERS:

Those teachers wishing the assistance of a volunteer should notify Ms. Walker.

All persons wishing to volunteer their time must complete a volunteer information form in the office and must be approved by the principal and have School Board security clearance. After being assigned a teacher, a schedule suitable to both teacher and volunteer will be arranged. Work done by volunteers is to be coordinated by the classroom teacher. Volunteers are not to teach new concepts, but rather they are to reinforce what the teacher has already taught. Volunteers are never to be left alone to supervise classrooms.

All volunteers are to report to the office before going to the classroom and sign out before leaving campus. Volunteer hours are to be recorded on log sheets available in the office.

Many benefits are derived from the work performed by volunteers. They should be treated with the utmost respect and made to feel appreciated.

WITHDRAWALS:

As soon as a parent notifies the teacher of plans to withdraw a student from school, the classroom teacher should notify the Information Management Processing Clerk (i.e., Ms. Wolfe), so that transfer papers can be printed.

Before the student leaves:

1. Collect all books and school property in the student's possession.
2. Investigate library or cafeteria charges.
3. If at least 25 days have passed in a marking period, fill in a report card. (Use ink if he/she is leaving the county. Use pencil on a Xerox copy of the report card if going to another school in the county.)

3. Send completed paperwork, signed attendance card, and report card to the guidance counselor as soon as possible.

WORKER'S COMPENSATION PROCEDURE:

The School Board is subject to the provisions of the Worker's Compensation Act (Chapter 440- F.S.). This act requires that all work-connected injuries be reported promptly. Failure to do so will result in penalties. The fines and penalties will be assessed against the school or department responsible for the late reporting. If you are injured, report the accident that day to the office and call Worker's Compensation Unit.

Any person going to a doctor not authorized by the employer and/or insurance carrier will be responsible for his or her medical expenses.

XEROX MACHINE:

Paraprofessionals, office staff and teachers who have been properly trained and inserviced on our Xerox machine may copy materials.

Materials to be duplicated must be sent to the office 24 hours in advance. Office personnel will duplicate no materials with less than 24 hours notice.

