# Taravella High School Faculty Handbook

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SECTION 1: PURPOSE, MISSION, BELIEFS and GOALS

Purpose

The purpose of this handbook is to clearly delineate the basic administrative policies and procedures by which JP Taravella High School will be operated. The policies and procedures outlined in the JPTH Faculty handbook, as well as the Broward County School Board Employee handbook are to be followed by all school personnel. Both handbooks will serve as a valuable source of information for you. To indicate that you have read and understood the policies and procedures outlined in the Taravella Faculty Handbook, the Broward County School Student Code of Conduct, and the Educators Code of Professional Conduct you will be required to sign an acknowledgement form.

Mission

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA MISSION STATEMENT

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

TARAVELLA ZONE MISSION STATEMENT

The Taravella Innovation Zone provides a collaborative infrastructure to promote the highest student achievement utilizing the Sterling criteria to develop marketable, self-sufficient adults able to function successfully in a global society.

TARAVELLA HIGH SCHOOL MISSION STATEMENT

Building relationships to make lasting impressions while motivating, educating, and graduating our students.

Beliefs

1. We believe all students are capable of learning and succeeding at their own level, regardless of their individual differences. We do this with a variety of instructional approaches and accommodations by integrating a diverse offering of curricular and extracurricular courses and activities.

2. We believe that the teacher, guidance, support staff, and administration make a positive difference in our students' lives and contribute to the achievement of each student by setting high expectations and believing that students can succeed.

3. We believe that excellence in education requires a partnership that engages all of the community, teachers, guidance, administrators, support staff, parents, and students because we all share the responsibility of the school's mission.

4. We believe that understanding the socioeconomic, racial, and cultural needs of our community is essential to student success.

5. We believe that students, faculty, and staff thrive in a safe and orderly environment.
**Goals**

1. To harbor a safe and clean school through the maintenance of the facility and the cooperation of the students and staff.

2. To increase the cohort graduation rate of seniors and promote school-wide attendance.

3. To provide and maintain an accurate inventory database on a daily basis.

4. To enhance and encourage school spirit by planning activities that promote school pride and student involvement.

5. To encourage the use of varied teaching and learning strategies, and to recognize and meet the needs of diverse learning styles.

6. To provide an internal suspension program that will facilitate school wide discipline while maintaining the academic progress of students.

7. To develop a school-wide safety plan that the staff is aware of and practices throughout the school year.

8. To utilize data from state, district, and school based assessments to determine the needs of the students and to plan meaningful interventions.

9. To effectively implement all services and strategies documented on students Individualized Education Plan.

10. To familiarize the School Improvement Plan membership with the membership requirement of the 5 Star School Award.

11. To train staff on the use of volunteers in the school and the orientation required.

12. To provide a professional, customer focused guidance office that will enhance student and parent knowledge of guidance issues.

13. To provide an orderly learning environment by maintaining high standards of student conduct.

14. To emphasize critical thinking and higher order problem-solving skills.

15. To provide career guidance through the implementation of smaller learning community career tracks.

16. To enhance the school’s overall learning environment by utilizing community resources and entrepreneurial expertise.
SECTION 2: STAFF LISTING

The administrative, guidance, front office, and department head staff is listed on the following pages.

**ADMINISTRATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Departmental Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mr. Shawn Cerra</strong>, Principal</td>
<td></td>
<td><em>ESE</em>English*Media *Accident/Incident Reports *City/Zone Liaison/ Senior of the Month *ESE Compliance *FAA *FCAT Supervision *Freshman Boot Camp * ID Cards *Paraprofessionals *Plasco * Safety Preparedness *School-wide Testing Plan *Staff Development *Teen Political Forum *TESPY *Zone Contact</td>
</tr>
<tr>
<td><strong>Ms. Debra Johnson</strong>, Discipline: 9th Grade</td>
<td></td>
<td>Second in Command <em>ESE</em>English*Media *Accident/Incident Reports *City/Zone Liaison/ Senior of the Month *ESE Compliance *FAA *FCAT Supervision *Freshman Boot Camp * ID Cards *Paraprofessionals *Plasco * Safety Preparedness *School-wide Testing Plan *Staff Development *Teen Political Forum *TESPY *Zone Contact</td>
</tr>
<tr>
<td><strong>Mr. Karl Weaver</strong>, Discipline: 10th Grade</td>
<td></td>
<td>Departmental Supervision: <em>Social Studies</em>Reading *Custodial *ROTC *ESOL *PE *Accident/Incident Reports *Agenda Books *Athletics *Book Room *Booster Clubs *Buses *CELLA *Code of Conduct *ESOL *Facilities *Health Clinic: Ref/Medication *Internal Suspension *Inventory/Property Passes *Keys *Lockers *Maintenance Reports *Security Codes *TESPY *Textbook Orders</td>
</tr>
<tr>
<td><strong>Ms. Lisa Pannazzo</strong>, Discipline: 12th Grade</td>
<td></td>
<td>Departmental Supervision: *Fine Arts *Vocational *Peer Counseling *Security *Science *Accident/Incident Reports *Assemblies/Field Trips/ TDAs *Before/After School Tutoring *Boundaries *Clubs/Duty Roster *District/In-House Surveys *Facility Rental *Fund Raising (Internal Accts) *Graduation *NESS *Obligations *Recognition Programs *Saturday Schedule *Security Team *STEM/SECME Zone *Student Parking *Subs *Teacher Supplements *Teacher/Emp of Month *TESPY *Top 10% Dinner *TOY/ EOY *Volunteers</td>
</tr>
</tbody>
</table>

**BEHAVIORAL SPECIALISTS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Departmental Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Isha Reyes</strong>, Discipline: 9th and 10th Grade</td>
<td></td>
<td>*Staff Development *Customer Survey *ESOL Contact *Unitown Contact *Code of Conduct *Open House *TESPY *After School Tutoring *Saturday Detentions</td>
</tr>
<tr>
<td><strong>Daniel Calleja</strong>, Discipline: 11th and 12th Grade</td>
<td></td>
<td>*Staff Development *Customer Survey *JPT/RMS Sports Liaison *JPT/RMS Mentoring Contact *Code of Conduct *Open House *TESPY *After School Tutoring *Saturday Detentions</td>
</tr>
<tr>
<td><strong>Jennifer Letizia</strong>,</td>
<td></td>
<td>*Field Trips, TESPY, JPT/RMS Sports Liaison, SAC/SAF, Peer Counseling</td>
</tr>
</tbody>
</table>


### GUIDANCE

<table>
<thead>
<tr>
<th>Jody Gaver:</th>
<th>Celeste Bernard:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities: Guidance Director and 9th-12th Grade</td>
<td>Responsibilities: 9th Grade</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Marta Barreras:</th>
<th>Grover Ollies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities: 10th-12th grade, last names A-D.</td>
<td>Responsibilities: 10th-12th grade, last names E-N.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tammi Thompson:</th>
<th>Charlotte Kaplan:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities: 10th-12th grade, last names P-Z.</td>
<td>Responsibilities: BRACE Advisor</td>
</tr>
</tbody>
</table>

### ESE SPECIALISTS

<table>
<thead>
<tr>
<th>Lauren Ouellette</th>
<th>Candy Allen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Counselor</td>
<td>Rich Foss</td>
</tr>
<tr>
<td>School Social Worker</td>
<td>Robin Paino</td>
</tr>
<tr>
<td>School Psychologist</td>
<td>Pamela Dyson</td>
</tr>
</tbody>
</table>

### DEPARTMENT HEADS

<table>
<thead>
<tr>
<th>Karen Cook/ Lara Musial</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Panoch</td>
<td>Media</td>
</tr>
<tr>
<td>Brian O’Donnell</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Jason Stein</td>
<td>PE</td>
</tr>
<tr>
<td>Cami Levin</td>
<td>Reading</td>
</tr>
<tr>
<td>Karen Rothman/ Julian Feng</td>
<td>Math</td>
</tr>
<tr>
<td>Jody Gaver</td>
<td>Guidance</td>
</tr>
<tr>
<td>TBD</td>
<td>World Languages</td>
</tr>
<tr>
<td>Susan Michalak</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Scott Goodman</td>
<td>Vocational</td>
</tr>
<tr>
<td>TBD</td>
<td>ESE</td>
</tr>
<tr>
<td>Karen Reback</td>
<td>Science</td>
</tr>
</tbody>
</table>
# SECTION 3: SCHOOL INFORMATION, BELL SCHEDULES, AND MAP

<table>
<thead>
<tr>
<th>School Address</th>
<th>10600 Riverside Drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>City/State</td>
<td>Coral Springs, FL</td>
</tr>
<tr>
<td>Zip Code</td>
<td>33071</td>
</tr>
<tr>
<td>School Phone Number</td>
<td>754-322-2300</td>
</tr>
<tr>
<td>School Fax Number</td>
<td>754-322-2430</td>
</tr>
<tr>
<td>School Hours</td>
<td>Class: 7:40 am-2:40pm, Office: 7:00 am-3:15pm</td>
</tr>
<tr>
<td>School Colors</td>
<td>Blue &amp; Silver</td>
</tr>
<tr>
<td>School Mascot</td>
<td>Trojan</td>
</tr>
<tr>
<td>School District</td>
<td>Broward County</td>
</tr>
<tr>
<td>School Number</td>
<td>2751</td>
</tr>
<tr>
<td>Superintendent</td>
<td>Mr. Robert Runcie</td>
</tr>
<tr>
<td>OSPA Director</td>
<td>TBD</td>
</tr>
<tr>
<td>Cadre Director</td>
<td>Mr. Alan Strauss</td>
</tr>
<tr>
<td>Principal</td>
<td>Mr. Shawn Cerra</td>
</tr>
</tbody>
</table>
JP TARAVELLA HIGH SCHOOL
BELL SCHEDULE
2015-2016

JPT will be on a seven-day schedule for this school year. The lunch period attended will be 5th period. The schedule is as follows:

<table>
<thead>
<tr>
<th>TIME SLOT</th>
<th>CLASSES ATTENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:40-8:30</td>
<td>1</td>
</tr>
<tr>
<td>8:36-9:26</td>
<td>2</td>
</tr>
<tr>
<td>9:32-10:22</td>
<td>3</td>
</tr>
<tr>
<td>10:28-11:18</td>
<td>4</td>
</tr>
<tr>
<td>11:18-12:54</td>
<td>5*</td>
</tr>
<tr>
<td>12:54-1:44</td>
<td>6</td>
</tr>
<tr>
<td>1:50-2:40</td>
<td>7</td>
</tr>
</tbody>
</table>

Lunch Periods
*"A" Lunch 11:18-11:59
*"B" Lunch 12:14-12:54

A Lunch – 500s, 600s, 700s, 900s, 1000 Bldg, Portables
B Lunch—200s, 300s, 400s, 724, 800s, NEFF, Art, Music

*Lunch Schedule is subject to changes.
**Any deviation from the lunch schedule must be approved by Ms. Lang

TEACHER HOURS
Regular School Days - 7:15 am-2:45 pm
Work Days - 7:15 am-2:45 pm
SECTION 4: SCHOOL CALENDAR

<table>
<thead>
<tr>
<th><strong>First Quarter</strong></th>
<th><strong>Second Quarter</strong></th>
<th><strong>Third Quarter</strong></th>
<th><strong>Fourth Quarter</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 17, 2015</td>
<td>Employee Planning - 1</td>
<td>Start 1st Quarter - (41 Days)</td>
<td>Start 4th Quarter (52 Days)</td>
</tr>
<tr>
<td>Tuesday, August 18, 2015</td>
<td>Employee Planning - 2</td>
<td></td>
<td>Report Cards Issued for Fourth Quarter</td>
</tr>
<tr>
<td>Wednesday, August 19, 2015</td>
<td>Employee Planning - 3</td>
<td></td>
<td>Report Cards Issued for Third Quarter</td>
</tr>
<tr>
<td>Thursday, August 20, 2015</td>
<td>Employee Planning - 4</td>
<td></td>
<td>Interim Reports Issued</td>
</tr>
<tr>
<td>Friday, August 21, 2015</td>
<td>Employee Planning - 5</td>
<td></td>
<td>Employee Planning - 8</td>
</tr>
<tr>
<td>Monday, August 24, 2015</td>
<td>Start 1st Quarter - (41 Days)</td>
<td>Holiday - 1</td>
<td>Day Off</td>
</tr>
<tr>
<td>Monday, September 07, 2015</td>
<td>Day Off</td>
<td>Early Release - 1</td>
<td>Employee Planning - 9</td>
</tr>
<tr>
<td>Monday, September 14, 2015</td>
<td>Holiday - 1</td>
<td>Day Off</td>
<td>Holiday - 6</td>
</tr>
<tr>
<td>Thursday, September 17, 2015</td>
<td>Early Release - 1</td>
<td>Day Off</td>
<td>Early Release - 6</td>
</tr>
<tr>
<td>Wednesday, September 23, 2015</td>
<td>Day Off</td>
<td>Interim Reports Issued</td>
<td>Last Day of School</td>
</tr>
<tr>
<td>Thursday, September 24, 2015</td>
<td>Early Release - 2</td>
<td></td>
<td>Employee Planning - 10</td>
</tr>
<tr>
<td>Thursday, October 22, 2015</td>
<td>Employee Planning - 6</td>
<td></td>
<td>Report Cards Issued for Fourth Quarter</td>
</tr>
<tr>
<td>Friday, October 23, 2015</td>
<td>Day Off</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 5: TEACHER RESPONSIBILITIES
BROWARD COUNTY’S STANDARDS OF SERVICE

THE FOLLOWING GENERAL STANDARDS OF SERVICE SHALL BE OBSERVED FOR HIGH SCHOOLS:

A. Length of Student Day - Student day shall be a minimum of 300 minutes of instruction. Instructional day for students who travel to other vocational centers or programs (with the exception of vocational cooperative on-the-job training (OJT), where students may earn no more than three (3) credits for a single course of instruction per year may be reduced to 240 minutes of instruction and a maximum reduction of one (1) credit per year, (maximum of two (2) credits, total) for graduation to accommodate travel time.

B. Each teacher will be responsible for instructing up to three hundred (300) minutes per day or the equivalent.

C. Each teacher will perform such other duties and assignments as required.

D. All high school students who have not, at any grade level, mastered 100% of the minimum basic reading, writing and mathematics skills shall receive remediation.

E. All students shall be offered a four-year program of guidance including college preparation and entrance requirements.

Hours
Teachers are expected to be at work by 7:15 a.m. and are dismissed at 2:50 p.m. Instructional personnel must be on duty a minimum of 7 ½ hours per day. Instructional personnel are required by law to work 196 days, 180 of which must be devoted to full-time classroom instruction.

Sign Out
All members of the faculty are responsible for the supervision of students during school hours, regardless of specific schedules assignments. If it is necessary for you to leave school grounds during the school day prior to teacher's dismissal time, you must receive permission from your supervising administrator. Teachers are responsible for finding coverage for their classes. WHEN PERMISSION IS GRANTED, YOU ARE TO SIGN OUT USING THE SIGN OUT SHEET LOCATED IN THE MAIN OFFICE. For liability and safety reasons the school must know where you are and how to contact you.

Reporting an Absence
As soon as you know you are going to be absent please make arrangements for a substitute by contacting Sub Central at 754-321-0050 or log on to https://sems.browardschools.com.

The school will supply substitute coverage under the following conditions:

1. Whole day personal or sick leave.
2. Whole day with TDA.

3. Partial day with TDA.

4. Prearranged time off using personal leave for partial day.

*Personal business and appointments should be scheduled after school hours unless taking personal leave. Any exception requires administrative approval and teacher-arranged coverage. Substitutes will not be available and should not be requested from the front office.*

Suggestions for department chair for implementing necessary teacher coverage if classroom coverage is necessary:

1. Establish a calendar showing who is free each period and who has covered.
2. Rotate faculty.
3. Divide the period(s) between two teachers, if practical.

*In addition to this procedure, you are to notify your assistant principal liaison if you are going to be out for more than one day.*

**NOTE:** According to Article 27, A2a of the Broward Teachers Contract--"Personal reasons leave shall not be granted on the day preceding or following a holiday* nor during the first or last week of school."
*(Note: A holiday on the official School Board calendar is any date marked as a "holiday" or "day off").*

**Lesson Plans**
Teachers are required to maintain a lesson plan book. This book may be hand written or electronic. **ALL TEACHERS ARE ASKED TO BE UNIFORM IN THE FOLLOWING SUGGESTIONS:**

1. Lesson plans are to be made one week in advance. The department head is to sign off on all teacher plans at a time decided upon by the department members.
2. The department head is to be informed of the location of your emergency plans/sub folder so that it is readily available for your substitute.
3. Format of the daily lesson plans will be explained by administration.

**ESE/ESOL Requirements—To Be Kept in the Lesson Plan Book**

1. All accommodations and modifications listed in a student's plan (IEP's, 504 Plans, ESOL strategies) must be adhered to by all staff members. You are to be reminded that this is a legal responsibility and is to be documented in your plan book for each identified student.
Accommodations and Modifications for IEP, 504 Plans

Accommodations are provisions made in how a student accesses and demonstrates learning. These do not substantially change the instructional level, content nor the performance criteria. The changes are made in order to provide a student equal access to learning and equal opportunity to demonstrate what is known. Accommodations are based on individual student's strengths/needs and may vary in intensity and degree.

The accommodations (or Characteristics of Service) may be selected from the following list or generated by the staffing team. Whatever is listed must be provided by special and general education.

Modifications are changes in what a student is expected to learn and demonstrate. Modifications of the instructional level or "benchmark" may be necessary for some students, thereby adjusting and individualizing the content standard for the student. Students having their curriculum modified are generally on special diploma. Application of skills in various environments (home, school, community) is emphasized.

PHYSICAL ARRANGEMENT OF ROOM:
- seating student near the teacher
- seating student near a positive role model
- standing near the student when giving directions or presenting lessons
- avoiding distracting stimuli (air conditioner, high traffic area, etc.)
- increasing the distance between the desks
- Additional accommodations:

LESSON PRESENTATION:
- pairing students to check work
- providing written outline
- writing key points on the board
- allowing student to tape record lessons
- providing peer tutoring
- having child review key points orally
- providing visual aides
- teaching through multi-sensory modes
- providing peer note-taker
- using computer-assisted instruction
- making sure directions are understood
- including a variety of activities during each lesson
- breaking longer presentations into shorter segments
- Additional accommodations:

ASSIGNMENTS/WORKSHEETS:
- giving extra time to complete tasks
- using self-monitoring devices
- simplifying complex directions
- reducing homework assignments
- handing worksheets out one at a time
- not grading handwriting
- reducing the reading level of the assignments
- requiring fewer correct responses to achieve grade
- allowing student to tape record assignments/homework
- providing a structured routine in written form
- providing study skills training/learning strategies
___giving frequent short quizzes and avoiding long tests
___shortening assignments; breaking work into smaller segments
___allowing typewritten or computer printed assignments
___Additional accommodations:______________________________________

TEST TAKING:
___allowing open book exams  ___allowing extra time for exam
___giving exam orally  ___reading test item to student
___giving take home tests
___using more objective items (fewer essay responses)
___allowing student to give test answers on tape recorder
___giving frequent short quizzes, not long exams
___Additional accommodations:_______________________________

ORGANIZATION:
___providing peer assistance with organizational skills
___assigning volunteer homework buddy
___allowing student to have an extra set of books at home
___sending daily/weekly progress reports home
___developing a reward system for in-schoolwork and homework completion
___providing student with a homework assignment notebook
___Additional accommodations:_______________________________

BEHAVIORS:
___praising specific behaviors  ___allowing legitimate movement
___using self-monitoring strategies  ___contracting with the student
___giving extra privileges and rewards  ___increasing the immediacy of rewards
___keeping classroom rules simple and clear  ___implementing time-out
___making "prudent use" of negative consequences procedures
___allowing for short breaks between assignments
___cuing student to stay on task (nonverbal signal)
___marking student's correct answers, not his mistakes
___implementing a classroom behavior management system
___allowing student time out of seat to run errands, etc.
___ignoring inappropriate behaviors not drastically outside classroom limits
___Additional accommodations:______________________________________

Emergency Substitute Plans
Each teacher should submit a minimum of FIVE (5) days of emergency substitute plans to their department head by September 4, 2015.
Non-Emergency Substitute Plan
Maintaining a consistent learning environment is one of the many keys to student success. In order to maintain that consistent learning environment, each teacher is required to leave detailed lesson plans that are to be followed in their absence. These plans should include assignments that are related to the curriculum of the class as well as the following items:

1. Department Head name and room number
2. Class Roll
3. Attendance procedures
4. Seating chart
5. Class rules
6. List of reliable student(s) per class
7. Bell schedule
8. Security and evacuation procedures
9. Discipline information and forms
10. Problem? (who to see)

Duties of Instructional Personnel at JPT
When the day to day operation of the school is based on common sense and consistency, then the living environment is enhanced. Therefore, in addition to the duties prescribed by School Board Policy 4008, we request that teachers at J. P. Taravella High School perform the following:

1. Teachers must be at their doors when the first period warning bell rings in the morning. Teachers must also step into the corridor when classes change to see that confusion is kept to a minimum.

2. P. E. Supervision - Teachers are to supervise students when they are present in the locker room. Students who are tardy, receive a detention and will dress-out at the discretion of the teacher. At the end of the period, all P.E. classes will reassemble in the gymnasium for attendance and dismissal at the bell.

3. The classroom reflects the teacher's interest and concern--make that image the best.

4. Display areas and bulletin boards should be planned around subject matter which will hold the student's interest.

5. At the close of each period the teacher should supervise the picking up of all paper from the floor and desks.

6. Desks and chairs should be left in an orderly manner. See that desk tops and walls are free of graffiti. (See custodian if necessary.)

7. Doors should be locked and lights turned out when the teacher leaves the room if no class is scheduled there the next hour.
8. In case of breakage, it is the responsibility of the teacher in charge to report the matter to an administrator.

9. Students are not to be allowed to enter another teacher's class without a pass from a teacher, counselor, or an administrator. All teachers are asked to notify the office when they see a person on the school grounds who has not received permission from the office. Approved visitors to campus will have a visitor’s badge from the front office.

**Supervision of Students**
It is the responsibility of all teachers, during the 7 1/2 hour school day, to provide supervision of students during the change of classes, assemblies, etc.

**Leaving Class Unattended**
In light of the liability laws wherein the school and its personnel may be held liable in case of negligence, it is mandatory that no class be left unattended. If an emergency arises which necessitates your leaving the classroom, another teacher or administrator is to be obtained to cover your class. Contact the Main Office if you have a problem obtaining class coverage.

**Students Leaving Class**
The teacher is responsible and liable for the safety and supervision of all assigned students. If a teacher sends a student out of class, that student must have a hall pass. Teachers will adhere to the school's limited movement policy.

**Class Coverage**
Occasionally it is necessary for teachers to cover classes because of illness, field trips, sports events, or other emergencies. All arrangements for class coverage must be cleared with the department chairperson and approved by the principal or designee.

**Family Counseling**
The Family Counselors' primary role is to "plan and implement a family counseling program designed around the needs of the student, school, and the community." Referrals can be made directly to them through the appropriate administrator.

The Family Counseling office hours are flexible to meet the needs of the students and their parents. Appointments can be made through their secretary.

**Photocopying Machine**
Teachers will have the responsibility of duplication of own instructional materials. No typing will be done by school secretaries for individual teachers. All work is to be confined to classroom materials unless other arrangements have been made with the administration.
SECTION 6: INSTRUCTIONAL RESPONSIBILITIES

1. To be knowledgeable of the subject matter
2. To teach from bell to bell
3. Use DATA to guide your instructional practices
4. KNOW THE ACHIEVEMENT DATA OF YOUR STUDENTS!
5. Review student IEP’s and make necessary accommodations
6. Know your ESOL population and make accommodations
7. To create meaningful and interesting lessons
8. To integrate technology into your lessons
9. To maintain lesson plan book
10. To submit lesson plans to administration on predetermined dates.
11. To create a classroom environment that is conducive to learning
12. Display areas and bulletin boards should be planned around subject matter which will hold the student's interest.
13. To control classes and maintain reasonable order and discipline.
14. To be organized and illustrate proper presentation of subject matter or schoolwork.
15. To maintain a clean and orderly classroom. Desks and chairs should be left in an orderly manner. See that desk tops and walls are free of graffiti.
16. To make sure doors are locked and lights turned off at the end of the day.
17. To complete and submit reports and records as required for proper functioning of the school.
18. To be in the classroom on time and ready to start instruction as soon as possible.
19. To secure and maintain materials and equipment that will facilitate instruction.
20. To consult with media specialist to coordinate the use of library materials.
21. To distribute and collect textbooks.
22. To insure that classes are supervised at all times.
23. To provide work/make-up work in accordance with Broward County School Board Policy outlined in the 2015-2016 Student Code of Conduct Book.
24. To complete additional duties as assigned by the principal and/or designee within the scope of the teacher contract, Broward County Board Policy, and Florida State Law.
25. Attend all scheduled parent/teacher conferences. If unable to participate, you must provide a rationale as to why you cannot attend to your supervising administrator.
26. Make parent contact – leaving a message is not parent contact.

Teacher Evaluation
In addition to the provisions in Article XXVI of the Master Contract for Employee Evaluation the following criteria will be used in the evaluation process of teachers. A copy of the evaluation instrument (Observation) can be found online or obtained from your administrator.

In accordance with contractual requirements, the evaluation instrument can be obtained at: www.effectiveeducators.com.
Teacher Evaluation Procedures Contained in F.S. 213

Recent changes in F.S. 231 require ALL principals to incorporate the following procedures and criteria into existing evaluation procedures:

1. All teachers must be fully informed of ASSESSMENT CRITERIA AND PROCEDURES BEFORE the assessment takes place.
2. A follow up conference of each assessment evaluation shall be held with the affected teacher after the assessment takes place.
3. A copy of the Employee Evaluation Form and the Summative Observation instrument can be obtained from your administrative liaison. This instrument may be used as a supplement to help evaluate "indicators" that attribute to student learning.

The following criteria must be used in teacher evaluations:

1. Ability to maintain appropriate discipline.
2. Educational qualifications.
3. Knowledge of subject matter provided in current instructional assignment is in a field for which certification is held.
4. Efficiency.
5. Student progress toward instructional goals based on student ability.

Classroom Observations

NOTE: The following is a list of some of the characteristics of an effective classroom. For further explanation please visit www.effectiveeducators.com. Not all of these indicators will necessarily be observed in one classroom visit; therefore, checks in the columns “Not Observed” or “Not Applicable” should not automatically be viewed negatively. In some cases, the fact that something is “Not Observed” indicates the use of appropriate professional judgment on the part of the teacher, i.e., the teacher made a conscious decision that the specific behavior was not appropriate at that time.

Learning Environment
1. Some teachers may post all standards; others may post just the ones taught that day. These should be state standards or competencies.
2. In some cases, objectives may be similar to standards or more specific, but they should relate to the standards.
3. Lesson plans should be in plain view, reflect what is happening in class, and give enough detail to let you know how the teacher is teaching and assessing the students.
4. While there is no one “magic arrangement” for all classrooms, students should be able to see each other’s faces when discussing and/or working in groups. Long straight rows do not facilitate discussion/collaboration.
5. Student work should be original…not, for example, articles printed off and glued to posters.
   a. Observers should see evidence of how the work was evaluated (rubric, checklist, criteria, comments, etc.).
   b. Work shows some evidence of application, analysis, evaluation, or synthesis.
6. Rules and consequences should be posted.
7. A print-rich literacy environment may be accomplished in several ways.
   a. Texts are best displayed with at least some of the covers and titles facing out. Books,
      magazines, and other texts may also reflect evidence of the teacher’s attempt to appeal to a
      variety of student interests.
   b. Reference sources may vary but certainly should include dictionaries, maps/globes in
      social studies classes, periodic tables in chemistry, etc.
   c. Word walls may also be done in a variety of ways but should be easily readable and
      reinforce key vocabulary/concepts.
8. It should be clearly evident to everyone in the class that the teacher sincerely wants to help
   students succeed. The teacher should be up and about facilitating the learning process—not
   sitting behind a desk throughout instruction. The teacher’s love for the subject matter and for
   students should be apparent. There should be no sarcasm, and if a conflict arises between a
   student and teacher, the teacher should de-escalate the situation.

Curriculum
9. The curriculum standards are not only posted but are being taught in such a way that real-life
   connections are made. Interdisciplinary connections are made, when possible, and the
   learning is personalized when appropriate. Materials support the learning.
10. The pace and level of challenge is appropriate for students. Students who are being
    appropriately challenged will not appear to be bored. When students finish work early, they
    know what to do next so time is used wisely.
11. Examples used by the teacher reflect an attempt to avoid cultural bias and to relate to
    students’ prior knowledge.

Instruction
12. Students are actively engaged, individually and/or collaboratively.
13. Hands-on activities are planned by the teacher, when appropriate, and students appear to
    know what to do and are to be engaged.
14. Demonstrations and explanations are used to inform, clarify, and engage.
15. The teacher explains or demonstrates to students how and why what they are learning is
    relevant to their lives.
16. The teacher helps students understand content by relating it to prior learning/background
    knowledge.
17. The pace of instruction is appropriate for the content and group of students.
18. The teacher differentiates instruction when appropriate and varies instructional strategies for
    groups and/or individuals. He/she accommodates differences in rates, learning styles
    (auditory, visual, kinesthetic, etc.), and prior learning.
19. The teacher asks challenging questions, allows appropriate response time (for reflection), and
    calls on a variety of students in the class.

Assessment
20. The teacher continually monitors student work through the effective use of a variety of
    assessment tools including, but not limited to, examination of practice activities, questioning,
    and/or other appropriate models of formative and diagnostic assessment.
21. The teacher provides descriptive and specific feedback to facilitate students’ learning.
22. Assessments measure students’ success on standards. Students are not penalized for
    behavior in their assessments. Assessments actually reflect what students should know and
    are able to do.
SECTION 7: PROFESSIONAL EXPECTATIONS

1. To be courteous in contacts with students, co-workers, parents, or other members of the community.
2. To show an interest and understanding of students and student welfare.
3. To exemplify proper self-control in the presence of students.
4. To use good judgment in handling student problems.
5. To be of good physical and mental health.
6. To confer with parents, co-workers, guidance, and administration on matters regarding student academic and emotional welfare.
7. To return parent phone calls within 24 hours.
8. To be at the door between classes.
9. Dress in a professional manner that reflects a positive image of you and JPTHS.
10. To set a good example for students by being on time to class and using sick/personal leave only when absolutely necessary.
11. To comply with the local, state, and federal policies listed below:

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

Reporting Suicidal Student(s)
Suicide Designee: Jody Gaver
Be aware of the signs and danger signals of students who may be contemplating suicide. If one of your students exhibits these behaviors notify the child’s guidance counselor immediately. If you are not able to locate the counselor contact administration. These staff members will follow the prescribed procedure for dealing with the situation.

In the event of a suicide attempt, do not leave the student alone. Notify a staff member mentioned above by messenger. As always, be discreet in these sensitive matters. Do not label a student suicidal or depressed, simply document behaviors.

EVEN IF A POTENTIALLY SUICIDAL STUDENT ASKS YOU TO KEEP THEIR INFORMATION CONFIDENTIAL, BOTH LEGALLY AND ETHICALLY, YOU ARE REQUIRED TO LET THE SUICIDE PREVENTION DESIGNEE KNOW
**Anti-Bullying Policy**

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

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

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

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

**Drug-Free Workplace**

Pursuant to the requirements of the Federal Drug Free Workplace Act of 1988, Public Law 100-690, and School Board Policy #2400 (Drug-Free Workplace), please take note that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including alcohol, is prohibited at all School Board work sites and school activities. A list of controlled substances as defined by the federal government and the School Board is available from your principal and will be posted on a common access bulletin board.

The Board must take appropriate disciplinary action against any employee who violates this directive, up to and including termination, or require the affected employee to participate satisfactorily in a state licensed drug abuse assistance program. Employees who violate the School Board policy and this directive are subject to referral for prosecution.

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

The School Board offers drug counseling through the Employee Assistance Program. Any employee needing such assistance should feel free to contact the **Director of the Employee Assistance Program, at (754) 322-9900.**
Educators Code of Ethics
THE CODE OF ETHICS OF THE EDUCATION PROFESSION IN FLORIDA AND
PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN
FLORIDA STATES AS FOLLOWS:
Chapter 6B-1 Florida State Board of Education Administrative Rules Adopted: June 15,
1982.

6B-1.01 Code of Ethics of the Education Profession in Florida
1. The educator values the worth and dignity of every person, the pursuit of truth, devotion
to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to achievement of these standards are the freedom to learn and to teach and the
 guarantee of equal opportunity for all.
2. The educator’s primary professional concern will always be for the student and for the
development of the student’s potential. The educator will therefore strive for professional
growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one’s own
 colleagues, of students, of parents, and of other members of the community, the educator
strives to achieve and sustain the highest degree of ethical conduct.

6B-1.06 Principles of Professional Conduct for the Education Profession in Florida
1. Violation of any of these principles shall subject the individual to revocation or
 suspension of the individual educator’s certificate, or other penalties as provided by law.
2. Obligation to the student requires that the individual:
   a) Shall make reasonable effort to protect the student from conditions harmful to
      learning or to health and/or to the student’s mental and/or physical health and/or
      safety.
   b) Shall not reasonably restrain a student from independent action in pursuit of
      learning.
   c) Shall not unreasonably deny a student access to diverse points of view.
   d) Shall not intentionally suppress or distort subject matter relevant to a student’s
      academic program.
   e) Shall not intentionally expose a student to unnecessary embarrassment or
      disparagement.
   f) Shall not intentionally violate or deny a student’s legal rights.
   g) Shall not harass or discriminate on the basis of race, color, religion, sex, age,
      national or ethnic origin, political beliefs, marital status, handicapping condition,
      sexual orientation, or social and family background and shall make reasonable
      effort to assure that each student is protected from harassment or discrimination.
   h) Shall not exploit a professional relationship with a student for personal gain or
      advantage.
   i) Shall keep in confidence personally identifiable information obtained in the
      course of professional service, unless disclosure serves professional purposes or is
      required by law.
3. Obligation to the public requires that the individual:
a) Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

b) Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

c) Shall not use institutional privileges for personal gain or advantage.

d) Shall accept no gratuity, gift, or favor that might influence professional judgment.

e) Shall offer no gratuity, gift, or favor to obtain special advantages.

4. Obligation to the profession of education requires that the individual:
   a) Shall maintain honesty in all professional dealings.
   b) Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits, advantages, or participation in any professional organization.
   c) Shall not interfere with a colleague’s exercise of political or civil rights and responsibilities.
   d) Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual’s performance of professional or work responsibilities or with the orderly process of education which creates a hostile, intimidating, abusive, oppressive, or offensive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
   e) Shall not make malicious or intentionally false statements about a colleague.
   f) Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.
   g) Shall not misrepresent one’s own professional qualifications.
   h) Shall not submit fraudulent information on any document in connection with professional activities.
   i) Shall not make any fraudulent statement or fail to disclose a material fact in one’s own or another’s application for a professional position.
   j) Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
   k) Shall provide upon request of the certified individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
   l) Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida, and other applicable Florida Statutes and State Board of Education Rules.
   m) Shall self-report within 48 hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil, or criminal, administrative or judicial, investigatory or a judicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or
Nolo Contender for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943. (4)(c), Florida Statutes.

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

o) Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

**Self-Reporting Rule**
Authority Florida Statute 231.28
State Board of Education Rule 6B-1.006(5)

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

All personnel holding a Commercial Driver’s (CDL) License, as a condition of employment shall self-report, in writing, to the Executive Director of Professional Standards and Special Investigative Unit within forty-eight (48) hours of any citations, arrests, or charges involving Driving Under the Influence (DUI) or driving while intoxicated (DWI).

In addition, all personnel shall self-report, in writing to the Executive Director of Professional Standards & Special Investigative Unit any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion intervention program, or entering a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation (driving under the influence (DUI) and driving while intoxicated (DWI) convictions are not minor and must be reported within forty-eight (48) hours after final judgment.

The Superintendent shall establish and maintain administrative procedures for implementing this policy. Failure to comply with the self-reporting rule shall result in disciplinary action up to and including termination of employment.

**Worker’s Compensation**
The Workers' Compensation Act requires that all work related injuries be reported promptly. Failure to do so will result in penalties. If the employee has an accident and is injured on the job, he is to complete a WORKER’S COMPENSATION INJURY INFORMATION FORM (WC 962) IMMEDIATELY regardless of whether or not the employee goes to the doctor.
If the employee has an injury that requires medical attention, a complete WORKER’S COMPENSATION MEDICAL AUTHORIZATION MUST be taken with him to the doctor/hospital and MUST be signed by the principal. NOTE: Any person going to a doctor not authorized will be responsible for their own medical expenses.

See the Office Manager, regarding the required reports or forms.

**Employee Assistance Program**
"The EAP is a free benefit program for employees." Through this program you can learn to solve personal problems in a confidential setting. The EAP staff helps in such areas as: marriage problems, family conflicts, child rearing problems, financial and emotional problems, as well as, stress and addictions." All School Board insurance policies provide coverage for counseling when counseling is needed. Further assistance and questions can be addressed to EAP Administrator, at 754-322-9900.

**Benefits**
Full-time employees enjoy many valuable benefits, which provide significant financial assistance in addition to basic compensation. In most cases, these benefits are tax free to the individual employee. During the sign-up portion of new employee orientation, employees will be given a portfolio containing booklets explaining the details of the various benefit programs. Detailed benefit information and forms are available from the benefits director at the Human Resource Management Department in the district office or from the receptionist in the front office.

**Monthly Calendar**
The school's monthly calendar will include all school events for the month with the date, time and place of each activity. Sponsors of clubs and organizations, coaches and teachers involved in ANY activity are responsible for EVERY ACTIVITY BEING PROPERLY SCHEDULED ON THE SCHOOL CALENDAR WITH THE ACTIVITIES DIRECTOR, AS SOON AS POSSIBLE SO THERE WILL BE NO CONFLICTING DATES OR ACTIVITIES. ALL CALENDARS CAN BE VIEWED ON TROJAN TREKKER.

**Auditorium Use**
Use of the auditorium must be approved by the Activities Director three (3) weeks in advance. Please submit a written program outline at this time. Each program in the auditorium will begin with information to the audience about decorum. The "Request for Facility Use" form is also to be completed.

**Public Visitation of School**
It is not uncommon in any school to have graduates return to their school and visit teachers, especially around the holiday time. However, due to recent events, we need to modify our procedures dealing with visitors.

A. An individual or group desiring to tour this school shall receive permission from the County Superintendent and/or the school principal.
B. Members of the lay public, including parents, wishing to contact teachers or pupils during the school day must receive permission from the Student Affairs Office.

C. Students may not bring visitors to school. Do not permit a visitor to remain in your class unless he has received prior approval from an Administrator.

D. Graduates or others who want to visit campus or specific teachers will no longer be able to do so unless special arrangements are made prior to the visit.

**Teacher Parking**
The School Board of Broward County, Florida shall not be responsible for fire, theft, or other damage to automobiles or other vehicles while parked or operated on school property.

Parking facilities are available for teachers in the front of the school, in the East lot, and or in the limited staff spaces in the West lot. There is to be no parking between the portables, grassy areas or in undesignated areas. This includes the areas behind the school.

It is expected that all teachers will cooperate in displaying hanging parking decals. If your hanging decal is lost or destroyed, please see the administrator in charge of parking to receive a new one. A vehicle with no identification will have a violation notice place on it.

**Keys**
At the beginning of the school year teachers will be issued keys for the areas which they are assigned. In case of illness, an administrator or custodian will open your classroom. Do not leave keys with substitutes. Do not allow students to have or use your keys for any reason whatsoever. Under no circumstances are keys to be duplicated. Report all loss or theft of keys immediately to the assistant principal and security.

**Telephones**
A. Teachers' Use of Telephone:

Teachers are requested to use the telephone in the planning rooms, which have been installed for their convenience. No student is to be given permission to enter the planning areas to make telephone calls. School phones are not to be used for running an auxiliary business.

B. Long Distance Calls:

No personal long distance calls may be made unless approved by the principal. All long distance telephone calls pertaining to school business must be recorded on the Long Distance Telephone Call log by the phone.

C. Information Calls:

Please do not call information except in the case of an emergency. There is an additional charge for calls requesting information.
**Purchasing of Class Materials**
Board policy prohibits the classroom teacher from requiring students to purchase materials such as a paperback book.

Teachers must:

1. Provide books for all students. These books must be available to be checked out on a nightly or unit basis.
2. Communicate up front that books are available to be checked out on a nightly/unit basis.
3. Do not teach from a book when sufficient books are not available, at least on a nightly check out basis.

**Allowing Students to Leave School Grounds**
Teachers cannot permit students to leave school grounds or go to the parking lot. This permission can only be granted by the administration.

**Tutoring**
A. A teacher may not receive compensation for tutoring any student while that student is assigned to one of his/her classes.

B. Teachers who receive compensation for tutoring shall not use public school facilities for such purposes.

C. Private instruction by music instructors shall be an exception to this rule.

**Teachers’ Lounge and Work Rooms**
Students should not be permitted at any time in the teachers' lounge or workrooms.

**Smoking**
State laws prohibit smoking in School Board owned buildings.

**Sexual Harassment Prevention**
**DEFINITION:** Sexual Harassment is **UNWELCOME** sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. (Equal Employment Opportunity Commission - EEOC)

- Submission to such conduct is made either implicitly or explicitly a term or condition of employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.
Outside Employment of Teachers
Extra-school activities by teachers are regarded by the Board of Public Instruction solely on a professional and ethical basis. Teachers engaged in extra-school activities should conscientiously examine them in a professional and ethical light. Activities determined to violate professional ethics should be promptly abandoned.

Employee Organizations
Florida Statutes 447.509 - Title - OTHER UNLAWFUL ACTS - states that "employee organizations, their members, agents or representatives, or any persons acting on their behalf are hereby prohibited from:

A. Soliciting public employees during working hours of any employee who is involved in the solicitation.
B. Distributing literature during working hours in areas where the actual work of public employees is performed, such as schools.

TDA
If you will be off campus for a field trip or during school hours for a work related event you must complete a TDA and submit the form to the administrator over TDA’s for approval at least two weeks prior to the date of the event. Records of all TDA’s must be maintained by the school for audit purposes.

Teacher Mailboxes and Announcements
Locked mailboxes are located in the Main Office. Please check your mailboxes once in the morning and before leaving school each day for important notices or messages. Teachers are not to send students to the mailbox area as the Mail Room is off limits to students. Posted on a bulletin board outside the Mail Room are announcements and items of special interest to the faculty.

Public Address System
Communication is of utmost importance in the effective management of a school. It also plays a vital role in promoting activities and student interest and involvement in the total school program.

Every attempt will be made not to interrupt classes during the day with intercom announcements. Therefore, ANY USE OF THE PUBLIC ADDRESS MUST BE CLEARED THROUGH THE ADMINISTRATION. CLUB MEETING ANNOUNCEMENTS WILL NOT BE MADE ON THE PUBLIC ADDRESS SYSTEM. The club bulletin board in the main hallway is to be used for all club meeting announcements. Also, announcements in the cafeteria may be made during all three lunches.

A form for Public Address topics can be obtained from the Front Office.
**Announcements**
Please plan ahead to have your announcements done through JPTV. Forms are available in room 315. In the event that an announcement needs to be made during morning or afternoon announcements, forms are available in Student Affairs, Trekker, and **Appendix D**. Announcements must be turned in the Leadership Advisor at least 24 hours in advance.

**Student Injury Accident Procedure**
When a student is injured on school property, the teacher or person in charge may render such aid as is advisable under the circumstances and within the limits of his knowledge for treatment of such injury. The PRINCIPAL AND PARENTS shall be notified. As soon as possible after the student has been treated or placed under competent care, a **WRITTEN REPORT/Student Accident Report** shall be made to the principal; a copy of such report shall be forwarded to the OSPA Office promptly.

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

A. **DO NOT** move the injured.
B. Render first aid **ONLY** if necessary.
   1. Give student's name and grade.
   2. Possible extent of injury.
C. **AN ACCIDENT FORM MUST BE FILED IN THE STUDENT AFFAIRS' OFFICE** FOR ALL ACCIDENTS WHETHER THE STUDENT HAS SCHOOL INSURANCE OR NOT. THIS FORM IS TO BE COMPLETED BY THE TEACHER WHO WAS IN CHARGE OR WITNESSED THE ACCIDENT. THIS IS TO BE DONE AS SOON AS POSSIBLE AFTER THE ACCIDENT OCCURS. THE INSURANCE COMPANY WILL NOT HONOR CLAIMS UNLESS THIS FORM HAS BEEN COMPLETED.
D. Accident Report Forms can be obtained from Student Affairs I.

**Student Clinic**
If any student becomes too ill to remain in class, he/she should request a pass to the clinic from his/her teacher. If it is necessary for the student to be sent home, parents will be called by the Student Affairs' Office.

Only emergency first aid may be administered. The clinic is prohibited by law to give students any form of internal medication, such as aspirin, Anacin, etc. Therefore, students with headaches, etc., should be encouraged to remain in the classroom. Unless the student is sent home, he will be dismissed from the clinic when the bell rings and will report to his next class. No student should remain in the clinic over fifteen (15) minutes.

**NOTE:** **It is the teacher's responsibility to check on all students sent to the Student Affairs' Office for illness.**
**Pinnacle- Gradebook**
Pinnacle is designed to make your job easier. A few key things are necessary for this to be implemented. The following outline is intended to assist the teacher in recording and organizing the results of the specific items which are necessary to formulate a sound judgment of the achievements of every student in your charge. Remember our student’s parents will have access to view their child’s grades.

A. Keep your seating chart complete and updated.

B. The attendance is to be entered **BY THE TEACHER** at the beginning of each class period.
   
   1. Enter “AU” for all students absent, “TU” for tardies unexcused, or “PN” for excused other. All other codes will be updated by the attendance clerks.
   
   2. Your attendance records will be updated “real-time” as the attendance clerks make adjustments to student records.

C. Your grades are to be kept up-to-date. You should have a minimum of 9 grades per quarter, at least 1 grade per week.

D. It is essential to make sure that your due dates on your electronic grade book are accurate. This is very important for reporting data and printing reports.

**Assemblies**
Assemblies are to be considered as a classroom situation and are to be supervised accordingly. **TEACHERS ARE REQUIRED TO SIT WITH THEIR STUDENTS AND ARE RESPONSIBLE FOR THE ENFORCEMENT OF THE FOLLOWING RULES OF CONDUCT FOR ALL ASSEMBLY PROGRAMS:**

A. Any evidence of defacement of the seats is to be reported.

B. Teachers will see that their students enter and leave the Auditorium/Gymnasium, as quickly and quietly as possible.

C. Teachers should instruct their students in proper behavior and courtesy during assembly programs.

D. When necessary, more specific instructions will be given.

**The Class Period**
In view of the new liability laws wherein school and personnel may be held liable in case of negligence, it is mandatory that classes are not to be left unattended. For this same reason, students are not to be sent to the area outside your classroom as a disciplinary measure for class assignment reasons. If an emergency arises which necessitates your leaving the classroom, another teacher is to be obtained to cover your class. If necessary, contact the office on the telephone or on the intercom.
Planning Period
BROWARD COUNTY SCHOOL POLICY HANDBOOK - All secondary instructional personnel are assigned one period a day for "instructional planning."

The following are recommended uses for the planning period:

A. Preparing instructional materials.
B. Keeping plan book up-to-date.
C. Grading papers.
D. Preparing reports.
E. Keeping permanent records up-to-date.
F. Consulting with the Principal, Assistant Principals, Counselors, Department Heads, and County Supervisors, as well as studying cumulative records for additional information regarding your students.
G. Exchanging viewpoints and information with other faculty members.
H. Visiting other classes by pre-arrangement.
I. Conferring with parents.
J. Studying new materials in the library.
K. Reading professional materials.
L. Parent contact regarding attendance irregularities, grades, class behavior etc.

Student Attendance
Class attendance is to be taken after the first 10 minutes every class period by each instructor ONLY. Absences and tardies should be properly recorded in Pinnacle. It is imperative that the dates of absences and tardies be accurately reported. The following attendance codes are utilized in Pinnacle:

Attendance Codes
CODES THAT TEACHERS CAN INPUT:

Absence (not present in class) AU
*Late Excused (with pass) TE
*Late Unexcused (no pass) TU
* First Day in your class (Entry) E1
* Excused Other (testing, pullout, etc.) PN
* Excused From Assignment – Doesn’t count for/against X
* No credit for assignment (Zero) Z
* - indicates Teacher record only, NOT reported to TERMS

CODES THAT WILL BE INPUTTED / EDITTED BY THE ATTENDANCE CLERKS:

Absent Excused AE
Absent Unexcused (unchanged in your book) U
Field Trip FT
Sign-in Excused / Unexcused TS
Sign-out Excused / Unexcused               ER
Permitted Absence (affects exemption)      PA
Internal Suspension (Behavior Change)      IS
External Suspension (unexcused)            ES
Fresh Start (Alt. to external suspension-excused) AS

**Excused Absences**
Students must be in school. However, when it is necessary to be out of school, absences may be excused for one of the reasons listed below. (Students on field trips, in internal suspension, or attending alternative-to-suspension programs are not considered absent.) For reasons 1-5, parents must report the absence the day before, the day of, or within 2 school days following the absence, or the absence will be considered unexcused.

Excused absences include:
1. Illness
2. Illness of an immediate family member
3. Death in the family
4. Religious holidays of the student’s specific faith.
5. Required court appearance or subpoena by a law enforcement agency.
6. Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. Students must get permission from the principal/designee at least 5 days in advance.
7. Scheduled doctor or dentist appointments.
8. Students having or suspected of having a communicable disease.

**Unexcused Absences**
If a student has failed to have their absence excused through the Student Affairs’ Office, the absence will be deemed "unexcused". An absence will remain unexcused unless the school receives a telephone call or a note to excuse it within the allotted time.

**Hall Passes**
**Excusing Students from Classes**

A. **Students are not allowed to leave class without a pass.** No passes are to be issued during the first and last fifteen minutes of each class period or during lunch unless it is an emergency. The six minutes allowed between classes should be sufficient for students to obtain a drink of water or go to the restroom. Therefore, students shall not be permitted to obtain a drink of water or go to the restroom during the class period except in emergencies and then **ONLY ONE AT A TIME**.

B. **TEACHERS WILL NOT CAUSE ANY STUDENT TO BE ABSENT FROM, OR TARDY TO, ANOTHER CLASS WITHOUT PRIOR APPROVAL OF THE TEACHER WHOSE CLASS THE STUDENT WILL MISS.**

C. **ANY STUDENT EXCUSED DURING CLASS MUST BE ISSUED IN RECEIPT OF A PASS. THE STUDENT MUST CARRY THE PASS IN HIS HAND WHERE IT CAN BE SEEN.
D. Students should go to lockers between the bells and in the morning before the opening of school. If it is necessary to get material during the day, students should do so during lunch. STUDENTS ARE NOT TO BE EXCUSED TO GO TO LOCKERS DURING CLASS PERIODS.

E. Students should not be excused from class to use the telephone! The Teacher should determine the necessity of a call, and if necessary the student should be sent to the Student Affairs' Office.

PLEASE NOTE: Every student to whom a teacher issues a pass during a class period is to be required to return to his classroom before the end of that class period. Teachers are to collect all passes, which they issue.

Lockers
Specific assignments and instructions regarding locks and lockers will be issued by the administration during the first week of school. Students who lose their locks and have other difficulty with them should be sent to the Student Affairs' Office before or after school or during lunch.

Make Up Work
Make-up work for full-earned credit and grade is allowed for all absences.

Students have 2 class days to make up the work for each class day absent, not including the day of return. However, previously assigned work is due the day of return. These deadlines may be extended by the principal for extenuating circumstances.

*Make-up work, for credit and grade is allowed for students who are suspended. “It is the student's responsibility to get the missed work. All work is due on the day of return from suspension.”

When class work is not completed for a marking period due to excused absences, a grade of “I” may be given. Students must complete the work prior to the end of the next marking period and may earn a grade to replace the “I.” In extenuating circumstances, the principal has the authority to extend the deadline. But in most cases, when these deadlines are not met, the “I” changes to an “F” and may cause a semester course failure.

When a semester exam is not completed, a grade of “I” is given. If students are absent on an exam day, the exam must be made up in order for credit to be given. For each semester exam day students are absent, they will have two (2) days to make-up the exam, not including the day of return. These deadlines may be extended by the principal for extenuating circumstances.

Student Grading
Evaluation devices such as teacher’s oral and written tests, group discussions, written work, pupil folders, checklists, and observations should be used to determine student progress and to provide worthwhile learning experiences. The result of standardized tests administered at the beginning of the school year should also be analyzed to determine student strengths and weaknesses. All of these devices should be used for diagnostic purposes to show each student,
as well as his/her teacher, what he/she has mastered and where he/she needs help, and to motivate continued learning. Evaluation by the student himself should play an important part in all evaluations of achievement.

**Letter Grades and Definition**

At the high school level, credit is granted on the semester basis. One-half (1/2) credit is given for passing a semester’s work in a course. The semester grade for each course is determined by totaling the points earned in both 9 weeks grading periods and the semester exam.

The grading system used in the high schools including numerical grades, letter grades, and quality points will be as follows:

<table>
<thead>
<tr>
<th>NUMERICAL</th>
<th>LETTER</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>“A”</td>
<td>4.0</td>
</tr>
<tr>
<td>87-89</td>
<td>“B+”</td>
<td>3.5</td>
</tr>
<tr>
<td>80-86</td>
<td>“B”</td>
<td>3.0</td>
</tr>
<tr>
<td>77-79</td>
<td>“C+”</td>
<td>2.5</td>
</tr>
<tr>
<td>70-76</td>
<td>“C”</td>
<td>2.0</td>
</tr>
<tr>
<td>67-69</td>
<td>“D+”</td>
<td>1.5</td>
</tr>
<tr>
<td>60-66</td>
<td>“D”</td>
<td>1.0</td>
</tr>
<tr>
<td>0-59</td>
<td>“F”</td>
<td>0.0</td>
</tr>
<tr>
<td>INCOMPLETE</td>
<td>“I”</td>
<td>0.0</td>
</tr>
</tbody>
</table>

An "I" is given as an opportunity for students to make up incomplete class work. Classwork should be made up within an appropriate timeframe. Refer to the Student Code of Conduct book for the policy. "I's" are calculated as "F's" in grading/averaging. The principal may extend the deadline.

Any student with a **GPA below 2.0** shall have their parent or guardian notified that good work is necessary to ensure that high school graduation requirements are met. Students will be assisted in meeting these requirements through a variety of options, which may include, but are not limited to:

- School-sponsored help sessions
- Forgiveness policy
- Study skills classes
- Volunteer and/or peer tutors
- Homework hot lines
- Adult education classes
- Special counseling

<table>
<thead>
<tr>
<th>GRADING PERIOD</th>
<th>SEMESTER EXAMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 12.0 points</td>
<td>8.0 points</td>
</tr>
<tr>
<td>B+ 9.3 points</td>
<td>6.2 points</td>
</tr>
<tr>
<td>B 9.0 points</td>
<td>6.0 points</td>
</tr>
<tr>
<td>C+ 6.3 points</td>
<td>4.2 points</td>
</tr>
<tr>
<td>C 6.0 points</td>
<td>4.0 points</td>
</tr>
<tr>
<td>D+ 3.3 points</td>
<td>2.2 points</td>
</tr>
</tbody>
</table>
D  3.0 points  
F  0.0 points  
I  0.0 points  

An “F” in any two (quarter, quarter, or exam) will result in an F for the semester no matter what the third grade is.

THE SEMESTER GRADE IS ASSIGNED AS FOLLOWS:

<table>
<thead>
<tr>
<th>TOTAL POINTS VALUES</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.0 or above</td>
<td>A</td>
</tr>
<tr>
<td>24.5 – 27.99</td>
<td>B+</td>
</tr>
<tr>
<td>20.0 – 24.99</td>
<td>B</td>
</tr>
<tr>
<td>16.5 – 19.99</td>
<td>C+</td>
</tr>
<tr>
<td>12.0 – 16.49</td>
<td>C</td>
</tr>
<tr>
<td>8.5 – 11.99</td>
<td>D+</td>
</tr>
<tr>
<td>5.0 – 8.49</td>
<td>D</td>
</tr>
<tr>
<td>Below 5.0</td>
<td>F</td>
</tr>
</tbody>
</table>

**Exams**

According to School Board Policy, examinations shall be given at the end of each semester in specified courses. Exams must be a minimum of one and one half (1-1/2) hours in length. Each student shall be provided the opportunity to give self-expression in the form of a written explanation of knowledge attained. When measuring comprehension of quantitative learning problem solving, the exam may be in the form of specific questions in lieu of an essay. When a student is absent on an exam day, a grade of "I" is given. For each semester exam day a student is absent (excused or unexcused including suspension from school) the student will contact the guidance office to make up the exam.

**Exam Exemptions**

A student who earns a grade of “B” or better in a particular course may be exempt from the mid-term and/or final exam in that course. Students may exempt up to 3 mid-terms and 3 finals on a 7 period schedule. Parent permission is required for exemptions.

**Grade Changes - Incomplete Grades**

Incomplete grades should be given only when a student is unable to complete his/her work due to severe illness or some other extenuating circumstance. It is the teacher’s responsibility to change the “I” prior to the end of the next marking period. An “I” calculates as an “F” in the semester grade average.

Missing grades or grade changes for one nine-week period should be cleared with the Data Processing Office. If a student is on your roster and you have a grade sheet for him, you are responsible for his/her grade.
**Repeat Rule and Forgiveness Policy**

For students entering the ninth grade in 2000-2001 and each year thereafter, forgiveness for **required** courses shall be limited to replacing a grade of “D,” “F,” or “I” with a grade of “C” or higher, earned subsequently in the same or comparable course. Forgiveness for **elective** courses shall be limited to replacing a grade of “D,” “F,” or “I” with a grade of “C” or higher earned subsequently by retaking the same or comparable course or different course. (FS 1003.43) The student's record, however, will show all courses taken. For students whose cumulative Grade Point Average is below a 2.5, courses previously passed with a grade of “D” (1.0) may be retaken through an extended learning opportunity or through co-enrollment in order to maintain continuous progress toward graduation. The Forgiveness Rule shall be applied only one time per course. The Forgiveness Rule for middle schools students taking high school courses, earning a grade of “C”, “D”, or “F,” allows the replacement of the first grade with a grade of “C” or higher earned subsequently in the same or comparable course. Only the new grade shall be used in the calculation of the student’s grade point average.

**Repeating a Course Previously Passed**

With the approval of the principal/guidance counselor, students may elect to repeat a course for credit in order to improve their record. The highest grade earned will be used in computing the Grade Point Average. The lower of the two grades will be forgiven. The student's record, however, will show all courses taken. When a course (previously passed) is repeated, it must be repeated during the academic school year (August- June) except for students with a cumulative Grade Point Average below 2.0

**Partial Grades**

Please be aware that new students entering class approximately three (3) weeks into the beginning of the school year may have grades from their former schools. This also applies to any student entering class throughout the school year. These grades can be obtained in the Registrar’s office any time during the grading period. It is the teacher’s responsibility to obtain these grades and initial by the appropriate subject. The “blue” partial grade book is accessible to the teacher any time of the day. Hopefully, this will eliminate additional grade changes.

**Procedure for Making an Appointment to See a Counselor**

1. Student must make an appointment in the Guidance office before school, at lunch, or at the end of day. A pass will be given to the student with the time and date of the appointment.
2. If the student comes to Guidance without a pass, Guidance personnel will not issue the student a pass.
3. If a teacher initiates a pass, the student may be required to wait if the counselor had previously scheduled appointments.

**Parent Request**

As a part of the scheduling and registration process at J.P. Taravella High School, teachers are required to make recommendations for student placement in many courses. Counselors and teacher recommendations are based upon individual performance and test scores. When this process is followed carefully, it ensures high degree of accuracy in appropriate student placement and provides students with reasonable opportunities for success.
The waiver form is used when a parent wished to have his/her child scheduled into a course without the teacher or counselor recommendation. The signature of the parent indicates that he/she understands the school’s recommendation and that he/she accepts responsibility for the placement. Secondly, the signed waiver form indicates that the student will remain in the course for the entire semester, if it is accepted by the Principal.

If the need arises regarding the protested placement, a parent/teacher/counselor conference may be scheduled. All Parent Request forms are due by the last day of school prior to placement.

**Schedule Changes**
Schedule changes are based primarily on correcting obvious scheduling errors such as the ones listed below:

1. Seniors who need a specific course required for graduation.
2. A student who is scheduled for two (2) classes of a single subject.
3. A student who is in a class that he/she passed and received credit for either in summer school or in a previous grade.
4. Students who are in a class without the required prerequisite.
5. All other schedule change requests will be considered only if the student is academically misplaced.

Lastly, students requesting schedule changes should be reminded of the following points:

1. At registration time, student made course selections with the advice of teachers, parents, and counselors.
2. Open counseling was made available to all.
3. Students were asked to make final course selections and advised that any later changes were to be requested before the start of the new school year.

**Procedure for Emergency Schedule Change for Academic Misplacement** (after 1st week of school)

1. The student initiated the request for schedule change in the class where he/she believes he/she is academically misplaced.
2. After discussion between the teacher, student, and the parent, if necessary, the Teacher Request for Schedule Change Form is provided to the teacher whose request is appropriate.
3. The student completely fills out the request form including student’s reason and obtains parent signature, teacher comments, and teacher signature signifying agreement.
4. The completed request form is then turned in to the student’s guidance counselor who will make the change as soon as possible. Class loads will be considered in determining all changes.
5. If there is a disagreement regarding the need for the schedule change, the department chairperson and/or guidance counselor may be consulted by the teacher.
6. The teacher may wish to contact the parent for further discussion before reaching a decision.
7. If a disagreement still exists, a conference including the student, teacher, parent and counselor may be arranged.

NOTE: After the 20th day of each semester, **NO SCHEDULE CHANGES will be permitted with the exception of level change, ONLY.**
Exceptional and Special Needs Students
Our Exceptional Student Program now identifies students with ADD (Attention Deficit Disorder) as special needs students. Please be aware that special modifications and accommodations may be necessary in some subject areas. See the ESE Specialist for the names of students needing modifications as well as a list of strategies.

Homebound Instructions
A student may receive homebound instruction if a licensed physician certifies that the student is expected to be at home or hospitalized for at least 15 consecutive school days. Please refer the parent and student to Guidance for further procedures.

Homework Request
Request for homework for ill students will be handled through the front desk. The teacher will respond to the request within two (2) days. Teacher’s mailboxes should be checked each day for messages. The front office will refer all homework requests to the individual teachers.

Withdrawal Procedures
The guidance secretary must be notified 24 hours in advance for the withdrawal process to begin. With administrative approval, the parent comes in to the guidance office to sign the withdrawal permit. The student will then attend his/her last full day. Students are instructed to attend each class rather than disrupt teachers while they are teaching. All textbooks will be returned at this time. If this process is not possible, a withdrawal slip will be put in the teachers’ mailboxes and the teacher must respond within two (2) days. At this time, the teacher will stop in the guidance office, sign the withdrawal form.

If a student withdraws from a Broward County secondary school during the last fifteen (15) days of a semester or year, or is present through the last day of classes but must withdraw before exams, testing of such a student may be conducted as follows:

a. Examinations may be sent to a school in the area to which the student has transferred to, provided that the school there agrees to supervise the examinations and returns the examinations for the teacher to grade.

b. In August the student may be tested in the individual Broward County school attended.

c. Either procedure from “B” or letter “C” above may be followed in granting clearance to a terminal year middle school student to enter high school. The procedure to be followed shall be left to the mutual consent of the middle school and high school involved.
Use of Media Center
The Media Center is located on the second floor at approximately the center of the school. A diversified collection of print and non-print materials are easily accessible to both students and faculty. The book collection of approximately 20,000 volumes includes both circulating and reference items. Access to both local and statewide holdings, through the Sun Link project and other online resources are available. In addition, Internet is available for faculty and students. Audio visual materials include a collection of over 1,500 video tapes and many computer programs. The Media Center includes a connection to the local cable company (Advanced Cable Communications) for use in the center to obtain permitted materials. The computerized circulation system, Library Solution, also locates holdings in all other public educational facilities in the county. Both Library Solution and Sunlink may be used for interlibrary loan of items.

Hours
The Media Center will be open Monday through Thursday 7 AM to 3 PM and on Friday from 7 AM to 2:40 PM.

Use of Media Center
The east double doors are for entrance and exit. The west door is for emergency use only. A security system will sound an alarm when materials are not properly checked out.

The Media Center may be reserved during a class period provided that the teacher accompanies the students. Faculty is responsible for assisting and encouraging student return of materials and chairs to proper locations. Please do not reserve the media center when you are having a substitute. (If you are scheduled for the media center and are absent, please provide classroom plans for the substitute.) The following guidelines are to be followed when scheduling your classes into the Media Center:

1. Request space at least three (3) days in advance.
2. Media staff is available for consultation so that you may be familiar with materials and services.
3. Remain with your class and be responsible for student behavior, noise, and area cleanup.
4. Students are to meet in their classrooms and only bring necessary materials to the media center (not book bags). They are to return to their classroom and retrieve other items before the end of the class time period.
5. Faculty should investigate sources of possible relevancy to the planned assignment.

Passes for Media Center
Students may use the Media Center during the school day, including lunchtime, with an INDIVIDUALLY teacher-signed pass or with a class. Permanent passes are not acceptable. No more than five (5) students are to be sent to the library on individual passes during any one period without prior approval from the media staff. Student access to the Media Center may be limited by media staff at various times because of crowding, behavior, or other reasons.
Food and Drinks in the Media Center
In keeping with the regulations of the school, food and drinks are to be kept to the cafeteria and patio.

Students are not to be sent to the Media Center for:

1. Disciplinary reasons.
2. Non-participation in a field trip, physical education class (injury).

Circulation of Materials

Materials may be checked out for flexible loan periods.

- Books (circulating)
  - students -- two weeks
  - faculty -- thirty days
- Books (reference)
  - student -- no check out
  - faculty -- three days
- Audiovisual materials -- faculty only -- five days
- Periodicals
  - students -- no check out
  - faculty -- three days

Faculty and students are encouraged to return items in a timely manner so others may have the opportunity to use them. Students and faculty are financially responsible for materials checked out to them. Students are reminded not to check out materials for others.

Faculty may use films from sources other than the media collection provided that the School Board Policy #6100, Audiovisual Material Use (AVMU) is followed; however, full-length feature films from any source must follow this new policy. (See policy below.)

SCHOOL BOARD AUDIOVISUAL MATERIAL USE POLICY

In accordance with School Board Policy #6100, Audiovisual Material Use, teachers who intend to show a full-length feature film in the classroom must fill out form #2238 indicating the title of the film to be shown. Both teacher’s and principal’s signatures are needed on form #2238, and the form must be kept in the front office for parent review. Also, included in the file is form #2238A, Parent/Guardian Request for Alternate Assignment. Parents may request form 2238A if they wish an alternate assignment. (Appropriate forms are available in the media center or from the department heads.)

School Board Policy 6101. Rules Amended: 6/4/91, states that curriculum materials shall:

1. Be consistent with School Board of Broward County policies.
2. Support and be consistent with the educational goals of Broward County Schools and the objectives of specific courses.
3. Be positive in approach.
4. Have literary, aesthetic, or social value.
5. Impart social values consistent with core values as identified by a community-wide task force established by the School Board (See attached).

6. Be free of bias.

7. Help students gain awareness and understanding of the many contributions made to our society by minority and ethnic groups and women.

8. Be appropriate in content and in references.

9. Be accurate in content.

10. Be relevant to curriculum continuum.

11. Be timely.

12. Exhibit quality in language and format.

Administration will review all video approval requests and deny or grant approval based on the abovementioned district criteria.

Lost/Damaged Materials
Students are responsible for each item they check out. The following will apply:


2. Equipment cost will be at the discretion of the administration.

On-Line Card Catalog
The card catalog is located on-line at http://destiny.browardschools.com/. Other schools’ holdings can also be searched from the same system.

Students and faculty are not to change, rename, move or otherwise damage existing computer files. Action may be taken if serious damage occurs.

Computers
Thirty-two PC computers are networked to WAN/LAN in the main area of the Media Center. Students and staff have access to the Internet, Intranet, word processing and other educationally sound programs. Additionally, staff may access the school system E-Mail. Printing for students in the Media Center is available for a fee using a coin-operated machine. Users are encouraged to save to a disk or to their folder on the server. User files left on the computer will be periodically removed from computers. Media staff takes no responsibility for user files left on computers. Internet use is a privilege - not a right; users may be monitored. Illegal use of the Internet is prohibited. As per the School Board’s Acceptable Use Policy, e-mail for students is not permitted during school hours. Additionally, games are not allowed at any time. Computer operations may be denied to users who improperly use the computers.

Computer Lab in Room 544
Twenty-five PC computers are located in room 544. (In order to use the Computer lab in room 544, sign up on Trekker. Please pick up room key from media staff.) This lab is to be used only when the teacher is present as it is not monitored by the media staff. Students must wait to enter the lab if the teacher is delayed. As we would like the lab to be kept in working order, it will be necessary for the teacher to check the equipment and to make sure that paper is thrown away, chairs are pushed in and the mice are in working order. No food and drinks of any kind are allowed. Please make sure that the entire class stays in the lab. Classes needing access to the media center should sign up for that area instead.
Periodicals/Newspapers
Full text of some newspapers and magazines may be accessed through the computer databases. Additionally, daily copies of the Sun Sentinel and Miami Herald are available.

Video tapes/Other audiovisual materials
Some materials are indexed in the computerized system. Faculty may check items out for various time periods. All materials are on the security system.

Equipment
Most audiovisual equipment is checked out to individual staff at the beginning of the school year. The Media Center will have a few items for emergencies. The Media Center staff will follow Broward County School Board policies for repair of items. Periodic inventory will be taken. Equipment may not be removed from campus without completing the property pass obtained from the inventory administrator.

Laminating and Poster Maker
Teachers will be responsible for their own laminating and use of the poster maker.

Laminating
- Make sure the red switch on the back of the machine is pushed to the on position.
- Press the stand by button to begin machine warm-up.
- Machine must be fully warmed up in order to laminate correctly – around 20 minutes. A ready light will come on when the film is hot enough.
- When feeding items through the rollers, please make sure the item does not wind itself over the back roller, as this will jam the machine. Pull the laminating film from the back.
- Items that are too thick will not fit.
- Use the cutter on the back of the machine to cut off the laminating film.

Poster Maker
- Push the power switch to the on position.
- Place a sheet of paper, face down, between the margin guides of the machine.
- Press the start button.
- The poster will begin to roll out from the right side.
- Press the green cutter tab down before sliding it across.
- Separate the black filmy sheet from the poster itself.

Guest Speakers
According to School Board Policy, an administrator must clear and approve all outside speakers or resource people before they can be invited to appear on our campus. To seek approval for a guest speaker, complete the Guest Speaker Rational Form (Appendix B). Please see your respective assistant principal for approval.

Supply Requests
Please see your department head for all supply needs and requests.
**Ordering Textbooks**
The responsibility of obtaining textbooks (state-adopted only) for the school rests with the school textbook coordinator. The Department Chair, with the approval of the principal, must obtain all non-state adopted texts.

**Issuing Textbooks**
Student textbooks will be issued by the textbook coordinator. Once all students are in receipt of textbooks, class sets will be issued depending on the remaining quantity.
SECTION 8: EMERGENCY PREPAREDNESS

Student and staff safety is critically important to the functioning of the day to day activities. Please ensure that the guidelines are followed each day. If there are any questions about the Emergency Preparedness Drills please contact the Safety Administrator.

Fire Drills
In order to avoid confusion and to provide for the safety of the students, the following procedure will be used in the event of an emergency in which the school building must be evacuated.

The evacuation signal will be a loud continuous buzz with flashing lights, which will be easily distinguished from the school bell. One long ring of the school bell will be the signal to return to the classroom.

1. Each teacher should take their student roster so that in case of a real emergency a check can be made to see if all students present in school are out of danger.
2. Each Classroom will have a map with evacuation routes clearly marked. “Floating” teachers should become familiar with exit routes for all assigned rooms.
3. Have your students exit the building and proceed to their assigned location in a quiet and orderly manner. Students should keep out of the roadway, and in the parking lot area. Teachers should see that their classes are at least 100 feet from the building “state mandate.” We must keep fire lane clear.
4. Teachers are expected to remain with and in control of their students at all times.
5. Check restrooms in your area to be sure no one is left behind.
6. Teachers should notify the nearest administrator if any of their students are missing.
7. Do not attempt to extinguish fire until all students are evacuated.

Tornado Drills
Tornado drills should be conducted at least twice a year. One during the first week of school and one during the spring to familiarize all students and faculty with the procedures. Each school should develop a master plan for their facility, to include:

A. Warning System Utilizing the public address system - "Tornado Drill" - all students and staff report to their assigned areas.
B. Evacuation Route*see evacuation route posted in each individual classroom/area.
   1. Each classroom should be assigned to a specific location in the interior corridors of the school and teachers should be familiar with the area assigned to their room and the route to be used from their classroom.
   2. Specific personnel should be assigned to round up students on outdoor areas during a tornado warning.
   3. Students assigned to portable or temporary classrooms should be escorted to their assigned area within the main building during a tornado warning.
C. Instructional Command
   1. When students are assembled in interior hallways during a tornado drill or during a tornado warning, they will be instructed to respond to a specific command to ASSUME PROTECTIVE POSTURES, FACING INTERIOR WALLS when danger is imminent. Such a command might be:
"EVERYBODY DOWN! CROUCH ON ELBOWS AND KNEES. HANDS OVER BACK OF HEAD." It is essential that this command be instantly understood and obeyed. Most tornado deaths are caused by head injuries. Enclosed classrooms-stay in classroom sitting on floor away from exterior building walls.

Avoid bookcases or counters where objects could fall on heads. No one should answer or make phone calls during the drill. Students should be sitting facing the walls.

Please note: Also refer to JPT Safety Plan

**Bomb Threat**
In the event that a bomb threat is received, the evacuation procedure for a FIRE DRILL will be implemented.

**Electrical Blackout**
Procedure:

A. Calm your students while giving them instructions to remain seated. Open the door to the classroom.

B. Remain in the classroom. Do not allow students to crowd the door or enter the hall. An administrator will communicate with you as to what additional procedure to follow.
SECTION 9: DISCIPLINE PROCEDURES

Every teacher is responsible for the students assigned to him/her throughout the entire class period. Each teacher is expected to take care of the discipline problems which arise within his/her classroom. You should have a "brief" set of classroom rules for all students that coincides with the school discipline plan. The following are some do's and don’ts to help promote good discipline:

A. Start class the minute the tardy bell rings. Give an unannounced quiz frequently at the beginning of the period to encourage stragglers to be on time.
B. Never use corporal punishment. No paddles are allowed on campus.
C. Never permit any students to use the classroom during school hours or after school hours without teacher supervision.
D. Avoid direct confrontation whenever possible. Instead try providing an alternative.
E. Respect students and let them know it. Acknowledge that a student has the right to his opinion even though it may differ from yours.
F. Avoid threatening gestures. Keep your hands off students unless necessary for the defense of others or yourself.
G. Try injecting a little humor when the class appears restless, tense or listless.
H. When a student is caught cheating, the teacher is to give a zero grade, notify the parents, and write a referral to the appropriate assistant principal.
I. Do not write negative personal feelings on a referral. Just report specific facts. (For example: Use exact actual words.)
J. Actively seek ways to encourage students to do better.
K. Be firm. Firmness sometimes requires silence. Be fair and be consistent.
L. Teachers should become familiar with the "Student Conduct and Discipline Code" booklet.

Suggestions to help solve discipline problems are below:
1. Consult the cumulative record for all available information.
2. Arrange to have a conference with the student outside of class, either before or after school.
3. Refer to the Guidance Department for assistance in finding the cause and suggestions for improvement.
4. Contact the parent by telephone to discuss the problem.
5. Confer with the department chair and/or other teachers who teach the student.
6. Administer disciplinary action, such as detention or request a parent conference. It is strongly advised that all teacher/parent conferences include a guidance counselor or administrator.
7. Students should not be sent to the Administrative offices unless called for by their assistant principal. Only the principal/assistant principal(s) have the right to temporarily exclude a student from class or to suspend him/her from school.
**Detention**
Detentions may be assigned for infractions of the rules as set forth by the classroom teacher. In order to avoid problems, teachers are to furnish students with a WRITTEN COPY OF THEIR CLASSROOM RULES AND PROCEDURES. **Parent contact of a discipline problems is stressed.** Please allow students up to four days (teachers shall give students a day’s notice before requiring attendance for a detention, so as to relieve conflicts of transportation, jobs, etc.) to serve their detention. This will allow the student time to inform their parents and make arrangements for transportation. We will provide a detention monitor for administrative detentions. However, **EACH teacher is responsible for scheduling and monitoring any detentions they assign.**

**Class Cuts**
The teachers will be directly responsible with the help of the attendance on Pinnacle for determining class cuts. Students with excessive absences (3 or more excused or unexcused) should be referred to the appropriate administrator for clarification.

**Tardiness**
A PUPIL IS TARDY TO CLASS IF HE IS NOT IN THE CLASSROOM, WHEN THE TARDY BELL RINGS.

A. Any student coming to school after first period must report to Student Affairs I to be admitted to class.

B. If the student is tardy to class (i.e., if he has attended a previous class) he is to report to his class. Students with unexcused tardies are to be issued detentions. Please issue the detention and do not send students for a pass. Students may also be referred to the Administrator with a referral after EXCESSIVE tardiness (4) during any nine-week period and after other disciplinary methods have proven unsuccessful.

**Permitted Absences (Non-School)**
*This absence may be granted in advance BY THE ADMINISTRATION for a reason other than illness. It is the student's responsibility to make arrangements for make-up work prior to this absence and to be prepared to participate in class work on the second day of his return to school. However, previously assigned work is due the day of his/her return.* (This absence counts against exam exemption!)
Suspected Student Alcohol or Drug Abuse 232.277

REPORTS OF SUSPECTED SUBSTANCE OR ALCOHOL ABUSE; EXEMPTION FROM LIABILITY.

All school personnel shall report to the principal or principal's designee any suspected unlawful use, possession, or sale by a student of any controlled substance as defined in s. 893.02(3); any counterfeit controlled substance, as defined in s. 831.31; any alcoholic beverage as defined in s. 561.01(4), or model glue. All school personnel shall be exempt from civil liability when reporting in good faith to the proper school authority such suspected unlawful use, possession, or sale by a student. Only a principal or his designee shall contact a parent or legal guardian of a student regarding this situation.

American Citizenship Instruction
Students should receive instruction in the principles of democracy, how to preserve and advance democracy, and how they may contribute to the general welfare of the American way of life. Good citizenship is recognized at J. P. Taravella through various programs and should be encouraged.

Citizenship and Discipline
The best discipline is from within. The great majority of high school students are capable of discovering their own abilities and shortcomings while making the necessary corrections. This will encourage to become an active, cooperative, responsible citizen at J. P. Taravella High School. Observance of the following regulations is expected by the entire student body:

A. Students are to dress with good taste and neatness. Ostentatious wearing apparel is considered very much out of place at J. P. Taravella High. The clothes worn by the student reflects the taste of the student and also that of his family. Students are expected to wear appropriate clothing to school at all times. Clothing should be of the type that will not give offense nor cause embarrassment. Shoes must be worn by students while on campus. Refer to the "Student Conduct and Discipline Code" booklet for more specifics if necessary.

B. Any student not in his assigned class must have a pass. It is the student's responsibility to secure permission and a pass before leaving any assigned class.

C. Students are not allowed to go to cars during school hours nor exit the building. Administrators only give passes to go to the student parking lot during the school day.

D. Students are to be prompt and should be in their class when the tardy bell rings.

E. Students are to use good manners and judgment at all assemblies. STUDENTS MUST REPORT TO CLASS BEFORE GOING TO AN ASSEMBLY UNLESS OTHERWISE INSTRUCTED.
F. Students are responsible for necessary equipment and/or clothing for classes.

G. Any student, club member or athlete who at any time behaves in such a way as to bring discredit to himself, his organization, his group, and the school, will automatically jeopardize his club membership, his awards (even if already given), and may be assigned suspension.

H. Detentions must be given by the Administrators for infraction of the rules. Suspensions may be invoked for serious infractions. (See the "Student Conduct and Discipline Code" booklet.)

I. Students are to respect the authority of all teachers at all times—in corridors, cafeteria, auditorium and at all school functions as well as in the classroom.

J. Students must identify themselves when identification is requested by school personnel.

K. MP3 Players, I-Pods, cell phones, or other electronic devices are to be off and out of sight while on campus, during the regular school hours.

L. Young children are not permitted on campus.

When a student must be removed from the classroom at once:

1. Call ext. 2054 and request for security. Follow up with the appropriate administrator.
2. As soon as possible, before the school day comes to an end, fill out a referral on the Discipline Management System. Please indicate what the student did and the corrective measures undertaken by the teacher.
3. Should the student refuse to leave the room, buzz the main office and ask that security and/or an administrator come to your classroom.
4. Disciplinary action will not be completed until both the teacher and pupil have presented the problem.

When a student requires disciplinary action but no emergency exists:

1. Please contact parent/guardian prior to submitting referral.
2. Fill out a referral on DMS stating the problem objectively and indicate what you have done about the situation. Clearly state classroom interventions taken.
**Internal Suspension**

The philosophy of our "Behavior Change Program" is to not only provide an educational setting for students, but to provide evaluation and individual assistance when needed. Students who are temporarily placed in this program are encouraged to maintain their regular class assignments and grades. FSA type skills and learning strategies can also be introduced with the BC Program.

The Guidance Department, Peer Counselor, and instructors, all provide assistance and guidance when requested.

If a student is placed in the “BCP” Internal Suspension, teachers are required to send assignments to the student. Internal Suspension will be used on an “as needed” basis by the appropriate grade level administrator.

**Referrals**

When initiating a referral, be very specific about the behavior(s) or situation that prompted the referral. Document exactly what the student did and said including profanity, if appropriate. Information should be typed verbatim. **You are then to make parent contact and explain the situation to them.** Once you have spoken to the parent/guardian you must complete each section of the referral document on the Discipline Management System located in Virtual Counselor. Referrals that are submitted without documentation of parent contact will be sent back to the initiator. Once contact has been made the referral can be resubmitted for administrative action.

If a referral requires immediate action, please make personal contact with the appropriate administrator.
SECTION 10: MAINTENANCE PROCEDURES

Each classroom will be cleaned daily. Teachers, however, must keep white boards clean, REQUESTS FOR ADDITIONAL SERVICES MUST BE PUT IN WRITING TO THE HEAD CUSTODIAN or FACILITIES ADMINISTRATOR. Any room condition OR problem should be reported on the facility form and copies given to the head custodian and the facilities administrator.

We must properly care for our buildings and facilities. One of the important lessons we hope our students will acquire is thoughtful appreciation and careful use of public property.

Teachers must be constantly alert to detect any defacing of desk tops, writing on walls, loosening of screws and bolts, etc., and report this immediately to the Head Custodian via CAB. Each teacher is responsible for the area in which he/she is assigned. Periodically during the year a survey of the school plant and equipment will be made to evaluate the care of the area. Teachers are required to inform the Head Custodian, in the event property has been damaged, defaced or misplaced.

Care of Building and Furniture
Since several teachers may use the same room, it is important to maintain a careful check to see that the room is neat at the end of the period. Do not allow any writing on desks. A definite seating arrangement will help the teacher in supervising the room. There is to be no food, candy or drinks brought into the classroom.

Under no circumstances are students to open or close removable walls. This is the teacher’s responsibility.

Any vandalism or breakage should be reported immediately to an assistant principal. In order to conserve electricity, teachers are asked to keep doors closed and to turn off the lights when leaving the room.

School Parties

CLASSROOM PARTIES CAN ONLY BE HELD WITH THE PRINCIPAL’S PERMISSION. In addition, there is to be no food or drink in the classroom while class is in session (unless a student has provided a doctor’s note to the school and it is on file). If there is a physical problem, which necessitates food or drink while class is in session, a written request must be submitted to the principal.
**Facilities and Equipment**

Use of the school's facilities and/or equipment is permitted provided the following conditions are met:

1. Permission is secured from administration for use of facilities and is put on the facilities/activities calendar, which is maintained in the Supervising Assistant Principals' Office.
2. Permission is secured from the instructor and/or department head for use of any School Board equipment. A sign out card must be completed and approved by the Assistant Principal in charge of facilities before signing out equipment.
3. Advance written notification of facility use is given to the administrator in charge of facilities. Please advise the Head Custodian in advance whenever a microphone or other special equipment is needed.
SECTION 11: TECHNOLOGY INFORMATION

Technology Assistance Requests
If you are in need of Technology assistance please call ext.2062 and leave a message detailing your needs.

Copyright Information

ALL SCHOOL BOARD EMPLOYEES SHALL CONFORM WITH ALL EXISTING FEDERAL AND STATE COPYRIGHT LAWS INCLUDING, BUT NOT LIMITED TO, PUBLIC LAW 94-533, THE COPYRIGHT ACT.

The regular legal and/or liability insurance protection provided by the School Board will not be extended to Board employees who knowingly violate Copyright Laws.

"To avoid violation of copyright laws by Board employees, the Superintendent's designee(s) shall make available to employees appropriate guidelines, training and assistance with copyright law compliance."

Taping Off-Air

A. Taping commercial television for instructional purposes is permissible.
   Use of Taped Material
   • May be used up to ten days after tape date.
   • May be used only on individual TV sets, not closed-circuit.
   • After 45 days, tape must be erased.
   • Taped material may not be altered or merged.

B. Taping cable television is not permissible. (Example: Disney, HBO, Showtime, etc)
   However, programs approved by Cable in the Classroom are. (A copy of Cable in the Classroom guidelines is available in the media)

C. Purchased or Rented Tapes – Audio/Visual materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal. When available, the MPAA (Motion Picture Association of America) ratings should be used to guide decisions about audience appropriateness.
   * The tape must be written into the teachers' lesson plan book.
   * The tape may not be shown through the closed-circuit system.
   * The tape may be shown only to students (not to PTA etc.)
   * The tape may only be shown for the purpose of education- NOT AS A REWARD SYSTEM (good behavior) OR FOR ENTERTAINMENT or RECREATION.
D. Penalties for infringement
1. $250 - $10,000
2. One to two years imprisonment

E. How can I get caught?
1. Disgruntled employees
2. Visitation by publishing companies, and/or representatives
3. Students and/or parents
4. Stupidity (making a copy and returning it to the company instead of the original).

Copyright Law states the material is protected for the life of the author plus 50 years

Administration will review all video approval requests and deny or grant approval based on the abovementioned district criteria.
SECTION 12: FIELD TRIPS

The School Board believes trips, both in and out of the County, can be an integral part of the learning process in many areas of education for purposes of this policy. A field trip shall be defined as a district-approved trip away from a school board site. Field trips shall not exceed five (5) consecutive school days. Please see the administrator over field trips for detailed county instructions and forms.

Field Trips (JP Taravella School Policy)

1. A field trip authorization form for field trips within the tri-county (Broward, Dade, Palm Beach) area must be submitted to the assistant principal in charge of student activities at least four weeks prior to the date of the trip. Field trip authorization request forms for trips out of the tri-county area must be submitted six weeks in advance in order to obtain approval from the area director and have time to make the necessary arrangements. The superintendent's signature is required for out-of-country trips and special provisions apply (See Board Policy 6303).

2. Prior to submitting the field trip request form for authorization by the principal, the teacher must clear the field trip with his or her department head and with the assistant principal over field trips by obtaining their signatures on the field trip form. The form will then be reviewed and submitted to the principal/area director. A copy of the approved form will be returned to the teacher's mailbox at which time the teacher may proceed with arrangements for the trip. Do not collect money or send parent permission slips home prior to obtaining final approval for the trip.

3. If the field trip is approved, follow the procedures for the activity event.

4. If a teacher disapproves of a student's participation he/she should notify the sponsor of the event and refer the concern to the appropriate assistant principal. A final decision will be made by administration.

5. The teacher marks the student absent and attendance will enter “FT” if the student was indeed on the field trip.

6. Release of liability forms are to be secured from Administration and returned upon their completion.

7. An alphabetized list of participating students must be submitted THREE (3) days in advance of a field trip to all school personnel including attendance secretaries, cafeteria manager, and all administrative assistants.

8. A TYPED ITINERARY, STUDENT ROOM ASSIGNMENTS, AND EMERGENCY TELEPHONE NUMBERS MUST BE ON FILE IN STUDENT AFFAIRS FOR ALL OVERNIGHT FIELD TRIPS.
9. The J. P. Taravella High dress code should be in effect on all field trips.

10. The Broward County "Student Conduct and Discipline" code applies to all field trips.

11. A school activity bus may be available.

12. Special forms are to be completed when it is necessary for students to drive on school field trips.

13. Temporary Duty Assignment (TDA) forms and field trip forms must be signed by the principal **FIFTEEN school days** prior to the event. You **MUST** secure class coverage. If not, the TDA will not be approved. **POOR PLANNING IS NOT AN EXCUSE FOR SUBMITTING TDA'S LATE!** Please complete your TDA's at least two weeks in advance in order to allow time for the principal's approval. **TDA's must have the "Estimated Expense" area completed prior to submitting to the principal.**

14. Transportation forms for use of a county activity bus must be sent to the transportation office ten (10) days in advance.

15. Students should be reminded that the purpose of the field trip form is to notify your teacher and, also, to alert the student to find out what work will be missed and what will be expected of the students the day of their return. It is the student's responsibility to keep his/her work up-to-date. Make-up work problems which may arise due to lengthy trips should be discussed prior to the trip by the student with all of the student's teachers. **SCHOOL WORK MISSED DUE TO A FIELD TRIP IS DUE THE DAY OF RETURN TO SCHOOL UNLESS PREVIOUS ARRANGEMENTS HAVE BEEN MADE.**

16. Field trip forms are also required for overnight/out-of-county athletic activities. For district/regional/state trips it may be necessary to put TBA (to be arranged) in some blanks in order to insure they are approved well in advance of the trip.

17. Field trips may not occur within two weeks of semester examinations and are not permitted after May 1st unless approved by the Principal.

18. **On-campus events that will result in a student missing another teacher’s class or classes are to be scheduled in the same manner as off-campus field trips, i.e. Approval obtained, list published, etc.**
SPECIFIC GUIDELINES FOR OUT-OF COUNTRY/OUT-OF-STATE OVERNIGHT FIELD TRIPS ENUMERATED IN SCHOOL BOARD POLICY 6303 ARE AS FOLLOWS:

1. Discuss the trip FIRST with the school principal's designee and all paperwork must be submitted 45 SCHOOL DAYS prior to the planned trip.

2. Present the following to be Area Superintendent for approval:
   a. Detailed plan of trip
   b. Objectives
   c. Number of chaperones
   d. Cost

3. Following administrative approval the trip may be discussed with students and parents.

4. A trip outside the United States MUST also have the approval of the Superintendent.

CHAPERONES: Teachers and other invited chaperones represent the school and our School Board. The rules that we expect our students to abide by are to also be followed by our chaperones.

Field Trip Packets are available in TREKKER.
SECTION 13: FINANCIAL INFORMATION

Anticipate your needs! Clubs, classes, sports, and organizations MUST operate on a purchase order system. No purchases will be honored without a previously approved purchase order. If purchases are made without prior approval, it will be the obligation of the purchaser to be responsible for payment. DO NOT expect to bring in invoices for reimbursement. No charges of any kind to vendors will be honored.

When monies are turned into the bookkeeper to be receipted, the teacher, sponsor, or student MUST allow himself or herself enough time to wait for the monies to be counted and receipted. No monies are to be left and counted at a later time.

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

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

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

Financial Regulations

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

A. All actual receipts and expenditures of money are handled through Internal Accounts. All business transactions of this nature must clear through the bookkeeper's office. ALL MONIES COLLECTED BY THE STUDENTS OR TEACHERS MUST BE DEPOSITED IN THE APPROPRIATE ACCOUNT. ALL EXPENDITURES ARE MADE BY CHECK.

B. DEPOSIT OF FUNDS WITH THE BOOKKEEPER

1. For collecting monies, THE TEACHER SHOULD SECURE A RECEIPT BOOK FROM THE BOOKKEEPER (Monies Collected form if under$15).

2. Receipts are to be written in triplicate, the original to the student, the duplicate filed by the teacher (when returned by the bookkeeper with a receipt attached), and the triplicate left in the book for the auditor.
3. All monies are to be deposited intact (you are not to exchange cash for a check you may write and then wish to deposit).

4. Monies and receipt books must balance when turned in to the bookkeeper.

5. The bookkeeper will issue a receipt showing the total amount of money deposited.

C. **Students are not permitted to charge any purchase to the school on behalf of clubs, classes, etc. Sponsors should allow two days for a purchase order to be signed by the Principal. Students are not to make cash purchase.**

D. **Responsibility of the Teacher**

1. No money is to be left, at any time, in the classroom, desk or office, locked or unlocked. Collected money is the responsibility of the teacher until it is deposited with the bookkeeper and a receipt is obtained.

2. **ALL RECEIPT BOOKS MUST BE TURNED IN WITH ANY MONEY COLLECTED BY THE NEXT DAY IF $200.00 OR MORE AND NO LATER THAN THREE DAYS IF UNDER. NO EXCEPTIONS MAY BE MADE TO THIS RULE.**

3. All receipt books are accounted for by number and must be returned to the bookkeeper for county audit.

4. All duplicate fee receipts, bookkeeper receipts for total deposits, and general payment lists must be filed for two years for future auditing reference.

5. The teacher-sponsor is responsible for the work of the student treasurer. The student treasurer's account book must balance with the bookkeeper's record.

6. The teacher-sponsor is responsible for the accurate recording of money and merchandise turned in by students in their organization.

E. **Personal checks**

1. County policy forbids cashing of personal checks by the school.

2. Only checks made out to J. P. Taravella High School may be used for the payment of fees. Teachers are not to accept checks made out personally to a teacher.

F. **Collection of Monies**

1. Collection of class equipment, obligations, fines, etc., is the responsibility of the teacher in charge.

2. A delinquent account list will be maintained and outstanding bills will be collected.
School Monies

FINANCIAL RESPONSIBILITY: No money is to be left at any time in any classroom or office desk, whether locked or unlocked. COLLECTED MONEY IS THE RESPONSIBILITY OF THE TEACHER IN CHARGE UNTIL IT IS DEPOSITED WITH THE SCHOOL BOOKKEEPER AND A RECEIPT IS OBTAINED.

Money left in a desk, classroom, or building is a temptation for students to break into the building. TEACHERS WILL BE HELD RESPONSIBLE not only for any money stolen but for such damage as occurs if students break into the building to steal it.

NO MONIES ARE TO BE COLLECTED BY ANY TEACHER UNLESS THE COLLECTION AND DISBURSEMENT OF THIS MONEY HAS BEEN PREVIOUSLY DISCUSSED, PLANNED AND APPROVED BY THE DEPARTMENT HEAD AND THE PRINCIPAL.
SECTION 14: FUND RAISING

A. STUDENTS AND FACULTY MEMBERS REPRESENTING CLASSES, CLUBS, OR DEPARTMENTS MAY NOT ENGAGE IN MONEY RAISING DRIVES (SOLICITATION OF ADVERTISING, SELLING MATERIAL THINGS OR SERVICES, VENDING MACHINES, ETC.) UNLESS PRIOR APPROVAL IS GIVEN BY THE ADMINISTRATOR OVER FUND RAISING.

B. No such approval will be given if the proposed project is in conflict with sound educational philosophy. Nor will approval be given if the proposed project is to be sponsored by a group of students who will also be the direct beneficiaries thereof. A community service project must accompany any proposed fund raising activity request.

C. Student organizations shall not conduct or participate in money-raising activities of any kind on Sunday. Money raising drives, such as March of Dimes, Red Cross, Tuberculosis, or United Fund shall not be conducted by or in Broward County Schools.

D. Sponsors of organizations conducting money raising drives are responsible for proper supervision of funds, sales and accounting. A Financial Report will be filed with the bookkeeper immediately upon conclusion of the drive (within 10 days). No additional fundraisers will be approved until the financial report is cleared by the bookkeeper. Sponsors should check monthly with the bookkeeper to determine the financial status of the club.

ORDERING AND PURCHASING

ALL PURCHASES REQUIRE A SCHOOL ACTIVITY PURCHASE ORDER PROPERLY PREPARED AND SIGNED PRIOR TO ALL PURCHASES.

The department chairperson or Sponsor will fill out the purchase order and present it to the bookkeeper for the principal's approval. When signed by the principal, you should mail the original to the company or call in the order. The duplicate should be given to the department chairperson or Sponsor, and the triplicate retained by the bookkeeper. Individual teachers desiring to purchase materials must do so through their department chairpersons.

AN ORDER HANDLED IN ANY OTHER MANNER WILL NOT BE PAID FOR BY J. P. TARAVELLA HIGH SCHOOL.

Prior to picking up supplies locally and/or paying cash, the teacher must have a PURCHASE ORDER from the office. The invoice covering this purchase must show all costs, including taxes (except for items purchased for cash after prior approval was given), for instructional use only, and each purchase itemized. To secure reimbursement for items purchased for cash after prior approval was given, the teacher must present an itemized receipt addressed to the school.
SECTION 15: ATHLETICS

Students interested in sports should see the coach or the Athletic Director.

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<tr>
<th>Basketball</th>
<th>Soccer</th>
<th>Baseball</th>
<th>Swimming</th>
<th>Cheerleading</th>
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**Items Needed to Participate**

1. **Birth Certificate**
   a. All athletics must have their birth certificate recorded by the athletic director. Once it has been recorded, it does not have to be brought in again.
   b. Authorized agencies are state, county, city Bureaus of Vital Statistics, hospitals, State Department of Washington D.C., Canadian church records, and passports.
   c. Baptismal certificates are not acceptable except from Canada.

2. **Insurance Forms**
   a. Parents are responsible for carrying accident insurance on their child and signing a notarized form. A copy of the policy or card must accompany this notarized insurance form.
   b. Twenty-four hour school insurance will be accepted EXCEPT for tackle football where a special insurance is needed. All parents must check with their insurance company to make sure tackle football is covered in their policy. If not, Broward County School Board does offer a one-season policy for football. Check with the head football coach for the form and price.

3. **Medical Forms**
   Each year athletes must undergo a physical, which clears them for participation in a sport. This form must be signed by the parent, the physician, and be notarized. The medical and insurance forms, which are issued at the start of school, **MUST** be completed and returned to the coach **BEFORE** a student can go out for any sport, which includes cheerleading tryouts. These forms must be completed EACH YEAR of competition.

**Extra-Curricular Activities Eligibility Guidelines**

1. **Scholastic Requirements**
   There is no eligibility status change made at interims or the nine-week period. Eligibility is checked in August and not again until the end of the semester in January.

   Incoming ninth graders must have been promoted from eighth grade. After the first semester, these freshmen must maintain a cumulative unweighted grade point average of 2.0 to remain eligible.

   Sophomores and juniors must maintain a cumulative unweighted grade point average of a 2.0 or above in ALL courses taken since entering high school.
Summer school and night school may be calculated in this GPA. This grade will be added to their cumulative GPA. The night school credit must be completed by the start of the school year.

2. Residency Requirements
Students shall be eligible in the school in which he or she first enrolls each year. He or she could make themselves a candidate for an athletic team by engaging in a practice prior to enrolling in any member school. This rule for athletic eligibility does not supersede the authority of the school board to determine where a student attends school.

Reassigned students within the same academic school year shall not carry eligibility to another Broward County public school without a hardship waiver review by the FHSAA and the student’s right to due process. If a student’s domicile is changed, it is considered moving residency and the student will become eligible. If the student moves without his parents or other individual with whom the student has lived continuously for a full calendar year, then this will not be considered a corresponding change in residence.

3. Age Requirements
A student may participate in interscholastic athletics until reaching the age of 19 years and 9 months. Upon reaching that age the student shall be ineligible for further participation in athletic competition.

4. Eligibility Limitations
Student will be eligible for no more than four consecutive academic years upon successful completion of the eighth grade as defined by the pupil progression plan of the school in which the student is enrolled.
SECTION 16: PTSO

The purpose of PTSO is to raise money to supplement funds provided by the School Board to purchase needed programs, supplies, or necessary extras for JP Taravella High School. We want our children to have every advantage when it comes to education.

HOW:
The PTSO meets on a monthly basis to work with the administration and staff to plan activities, help with fundraisers, support school activities, and programs, etc.

MEETINGS:
TDA

MEMBERSHIP:
The PTSO would like every family to join and become involved in making JP Taravella the best it can be. Please consider joining. Membership information will be dispersed at the beginning of the school year.
SECTION 17: APPENDIX A-D
APPENDIX A

JP Taravella High School
Video Request Rationale Form

The Criteria specified by the school policy 6101, rules amended 6/4/91 must be followed. The criteria includes the following:

- Meets decency guideline that films shall not include “scenes depicting nudity, profanity, sexual activities, sadistic violence, degeneration of any ethnic or minority group, or that involve the use of drugs or alcohol.”
- Also: Films rated R, X, or NC-17 are prohibited in Broward County Public Schools.

Teacher’s Name: ___________________________ Date: ______________
Department: _______________________________
Name of Video you are requesting to show
_____________________________________________________________________________
Date requesting to show video
_____________________________________________________________________________
How does the video relate to the curriculum?
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
What is the projected impact on student achievement?
_____________________________________________________________________________
Signature of Department Head: _________________________________________________

For Administrative Use Only
Video Approved _____ Video Not Approved _____
Signature of Administrator: _________________________________________________
APPENDIX B

JP Taravella High School
Guest Speaker Rationale Form

Teacher___________________________ Department: ____________________________

Name of Guest Speaker _______________________________________________________

Date Requesting Speaker____________________________________________________

Purpose_______________________________________________________________________

Broward County Clearance ______________________________________________________

Topic_________________________________________________________________________

Impact on Students __________________________________________________________

Classroom activities pre and post ______________________________________________

Signature of Department Head: ________________________________________________

For Administrative Use Only

Speaker Approved _____ Speaker Not Approved _____

Signature of Administrator: ____________________________________________________
Please Help Support PTSO for JPT

J.P. Taravella Parent Teacher Student Organization (PTSO) supports the school community through purchases of classroom resources and student scholarships, provides leadership opportunities and community service hours for students, and serves as a link between the school administration, teachers, and students.

Learn how to...
❖ make J.P. Taravella a better school for ALL students (including yours).
❖ volunteer without embarrassing your teen.
❖ you can volunteer whatever you’d like—a little or a lot
❖ keep up with the evolving requirements for graduation and college and technical school admission.

--------------------------------------------------
Detach & Turn in with Payment-
--------------------------------------

No-Obligation Membership:
$10.00 Standard membership
$20.00 Standard membership with a PTSO T-Shirt
Your Donation Goes FAR “ Every Dollar Benefits JPT!

Parent Teacher/Staff
Student(s)

Name: ___________________________________________ Phone _____________________

Email: ______________________________________________________________________

Last ______________________________________________________________________
First ______________________________________________________________________

Beyond your Membership Donation, please consider contributing additional funds to help meet the many needs of JPT. Any amount will be greatly appreciated! $___________

T-Shirt Size____________

<table>
<thead>
<tr>
<th>Student Name (First and Last)</th>
<th>Grade</th>
<th>Student Name (First and Last)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

APPENDIX C
APPENDIX D

J.P. Taravella Morning Announcement Request Form

**All requests need to be submitted to Barbara Ledbetter in Room 315 at least 24 hours in advance**

**Announcements will be read for a maximum of 3 days**

**PLEASE LIMIT ANNOUNCEMENT TO 15 WORDS OR LESS**

PLEASE PRINT CLEARLY
Name of Sponsor: ________________________________

Start Date for Announcement: ________________________________

End Date for Announcement: ________________________________

Announcement to be made:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signature of Sponsor: ________________________________
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