



# WELLEBY ELEMENTARY SCHOOL



## Faculty/Staff Handbook



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Broward County Public Schools  
The School Board of Broward County, Florida

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# Broward County Public Schools

## VISION

Educating today's students to succeed in tomorrow's world.

## MISSION

Broward County Public Schools (BCPS) is committed to educating all students to reach their highest potential.



# Welleby Elementary School

## VISION

“The Welleby Elementary Community ignites a passion for learning to achieve academic excellence for lifelong learners.”

## MISSION

“Our mission is to empower all students to reach their highest potential by making learning a top priority. As a community, we will promote academic excellence and personal success through data driven decision-making. Building a foundation of high expectations, we will prepare students to succeed in tomorrow’s world.”



### **ABSENCES – STAFF**

All staff member are required to sign in no later than to 7:20 daily. Teacher hours will be 7:20 a.m. – 3:00 p.m. Teachers are to be in classrooms, ready to greet their students, at their doors, by 7:40 a.m. when the first bell rings.

When you expect to be absent, teachers and paraprofessionals are to notify Sub Finder as soon as possible (<https://sems.browardschools.com/>). Sub-finder is available 24 hours a day. Please be aware that the closer the call to Sub Finder is made to the teacher report time, the harder it will be to secure a substitute for the class. All other staff members expecting to be absent from work must notify the Office Manager.

Sick leave and personal reason days may be taken in full (7.5 hours) or half-day (3.75 hours) increments. Therefore, 7:20 am - 11:05 am comprises an AM half day; 11:05 am - 2:50 pm comprises a PM half day.

Early leave is discouraged except in emergency situations. Should it be necessary to request an early leave approval must be given by administration. All staff must sign out in the Sign Out book located in the Office Manager's office.

When you return from a sick or personal day, you will find a reminder in your box to stop by the Office Manager's office to sign your "Certificate of Absence". This form must be signed in a timely manner for the completion of our daily payroll report.

Florida Statute 1012.67 Absence Without Leave states: "Any district school board employee who is willfully absent from duty without leave shall forfeit compensation for the time of such absence, and his or her employment shall be subject to termination by the district school board." Employees are expected to be mindful of their available sick leave and if necessary, contact the Leaves Department in Employee Relations to discuss their options. If an employee decides to take a personal leave, the employee must turn in their keys and Board issued laptop on their last day at school.

### **ACCIDENT – STAFF MEMBERS**

All staff member injuries must be reported to an administrator immediately. Staff injuries should be reported to the Broward Schools Comp Unit at 1-800-374-4810. If necessary, the employee will choose a doctor from the approved Worker's Compensation Doctors List. If an injury to an employee is not reported within twenty-four (24) hours, he/she may not be covered under Workers Compensation.

### **ACCIDENTS – STUDENTS**

All student accidents must be reported immediately in order to complete the necessary documentation and follow-up with required procedures. Accident reports must be completed by teachers accurately, thoroughly and immediately following an accident and submitted to the main office. Parents must be notified by the teacher or the health technician of any accidents as soon as possible. Copies of accident reports must not be kept in classrooms overnight and the original must be turned in to Ms. Ham. Accident forms are located in the filing cabinet in the front office.

## **ACTIVITIES**

All student activities (assemblies, field trips, presentations, etc.) must receive prior administrative approval. This involves activities during the school day, after school, and on weekends.

Please note the following requirements for planning a special activity during the school year:

1. All major activity dates are to be approved by administration one month in advance.
2. Practice dates and/or a list of chaperones must be established at the time of request.
3. The event must be posted on the master calendar by sending an e-mail to the office manager as soon as the event is approved.
4. If you will need special assistance, e-mail the necessary team member (Head Facilities, Support Team, etc.) prior to the date of the event.
5. Notify the Food Service Manager, at least two weeks in advance, if this event will affect the lunch schedule, or if the cafeteria will be used.

## **AFTER SCHOOL PROGRAM**

Welleby Elementary School offers an After School Program. Any staff member, who desires to work, will need to notify the After Care Director.

Students participating in the After School Program are to be dismissed to their designated area on time. Please do not keep aftercare students in your classrooms without notifying the Aftercare Director. Younger students will be picked up from their classrooms and escorted to day care.

The After School Program will be from 1:50 p.m. – 6:00 p.m., Monday through Friday, except on holidays. Hours for Early Release are 12:00 p.m. – 6:00 p.m.

## **A.M. DUTY ARRIVAL**

Paraprofessionals, support staff, administrators and safety patrols provide student supervision before school at major points of entry/exit, at the bike racks, and at the drop off/pick up area. Special teachers will be responsible for supervision in the main traffic areas prior to the 7:50 a.m. bell.

Students are not allowed into the main building until 7:20 a.m., when supervision is provided. Breakfast is served at 7:20 a.m. – 7:50 a.m. and will be supervised by assigned paraprofessionals.

## **ASSEMBLIES**

Programs will be scheduled throughout the year. Teachers are asked to discuss proper behavior with their class prior to attending the assembly. Teachers must sit with their students during assemblies and monitor their behavior.

## **ATTENDANCE PROCEDURES**

The presence or absence of each student must be recorded each school day. Teachers are to follow district guidelines in coding unexcused/excused absences and tardies. All teachers must record attendance each morning using Pinnacle, the District electronic

gradebook and attendance reporting system. Each morning, Ms. Ham must upload our school's attendance into TERMS. This database is what is monitored by the State Attorney's Office as a part of the Broward Truancy Intervention Program. Therefore, it is imperative that you maintain accurate attendance records at all time.

All absences are initially marked unexcused until a phone call and/or note is received from the parent indicating one of the excusable absences. District attendance reporting procedures state that "failure to provide required documentation within three (3) days upon the return to school will result in an unexcused absence."

School Board Policy 5.5 defines Excused School Absences as:

1. Illness of student
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's own faith.
5. Required court appearance or subpoena.
6. Special event. Examples of special events include important public functions, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need.
7. Scheduled medical or dental appointment.
8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of five excused days absence for each infestation of head lice.
9. Students on field trips and students who attend alternative to suspension programs or in internal in-school suspensions are not considered absent.

#### **B. UNEXCUSED ABSENCES**

Absences not excused as defined in the previous section, are considered unexcused.

1. Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused. (F.S. 1003.22(1))

2. For students transferring into Broward County, including but not limited to foster care students, or homeless students, a temporary 30-day waiver of both health examination documents and certificates of immunization must be granted. (F.S. 1003.22(1) (5) (e))

3. Students who have been externally suspended may be offered an opportunity to participate in an alternative to suspension program. If they do not attend, the assigned days, the absences will be considered suspensions. For a student with a disability (SWD) if FAPE (Free and Appropriate Public Education) is provided and the student does not attend, the student will be marked absent based on this attendance policy. The SWD will be permitted to make up work whether they attend the alternative to suspension program or not.

#### C. MAKE-UP WORK

(This does not apply to specific homework provided under FS 1003.01 to certain suspended students.)

##### 1. Excused Absences and Field Trips:

Student shall be given an opportunity to make up work for credit and grade for ALL excused absences and field trips.

##### 2. Suspensions:

Make-up work for credit and grade is allowed for all students. It is the student's responsibility to get the missed work. All work is due on the day of return from the suspension. Student is NOT allowed to participate in any school activities during the suspension period.

#### D. TARDINESS

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

1. Parents must follow the same process to excuse a tardy as they do to excuse an absence.

2. Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.

3. Tardiness to any class without documentation may be considered unexcused.

4. Habitual tardiness is defined as being tardy 5 times within a marking period.

5. Principals have the discretion to excuse tardiness for extenuating circumstances.

6. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b))

#### **AVOIDING PERSONAL INJURY OR LOSS IN SCHOOL**

Staff members should plan their schedules so that it is not necessary to work in the evenings when they may be alone or isolated in the school building. Staff members should

exit the school building in small groups or pairs to ensure safety in the parking lot areas. Visible jewelry and other expensive items should not be worn to school. Staff members should also avoid arriving too early to school.

### **AUDIO VISUAL EQUIPMENT**

Teachers have a variety of technology and multimedia equipment to use in order to accommodate various learning styles of students. The micro-tech person is responsible for coordinating distribution of all equipment. Please ask for instruction in the use of unfamiliar equipment. Teachers who check out equipment must sign a property pass and are responsible for this equipment and may be held liable if it is lost or stolen.

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

Each teacher is issued numbered pieces of equipment that may be kept in the classroom until the end of the school year. Requests for repairs should be made via email to the micro-tech. DO NOT swap assigned audio-visual equipment between teachers because serial numbers are recorded on the room inventories and property passes.

Staff members must complete a property pass for all equipment that will be used off campus and will be held responsible for the return of this equipment. School Board insurance will not pay for items lost, damaged or stolen while signed out to staff members. Be sure that your homeowner's insurance policy will cover such loss or be prepared to pay for damages or loss yourself, prior to signing a property pass.

### **BADGES**

Please wear your Welleby/District Identification Badge at all times for security purposes.

### **BIRTHDAYS/PARTIES STUDENTS**

Birthday/Party invitations are not allowed to be distributed in the classroom. Parents of students Pre-K through grade 5 may send a class set of cupcakes, cookies, or donuts only, to be distributed at lunch. Goody bags, balloons, party favors, or anything else that will be disruptive to the learning environment are prohibited. All food items are to be store purchased. Homemade items are NOT allowed. Teachers need to remind parents that school is a PEANUT FREE environment.

### **BULLETIN BOARDS**

Bulletin boards should reflect student generated work and are to be updated on a regular basis. Although commercially produced materials may be attractive, student work is more representative of classroom instruction. Bulletin boards should never be outdated (that is, welcome back boards still up in November).

### **CAFETERIA**

Students are to enter the cafeteria in a quiet line with their teachers. At no time are students allowed to enter the cafeteria unattended. Students are to remain in their seats at all times. When students are picked-up, teachers must come into the cafeteria and dismiss students one table at a time. Prior to leaving the cafeteria, teachers must insure that students clear their tables and pick up trash off the floor. Students will not be

permitted to go to the restroom during lunch unless it is an emergency. Students are not to be sent out of the cafeteria into the hallway without their teacher being there to supervise them. Students should be reminded of cafeteria rules on a daily basis prior to leaving for lunch.

### **CALENDAR EVENTS**

All special activities, whether individual or team, should be included in the Welleby Event Binder located in the front office. If the event impacts the entire school (field trip, assembly, practice, etc.) it must be emailed to the Office Manager to have the activity added to the Welleby CAB calendar. Request for calendar postings need to include date, time, description, location and whether parents/guests are invited.

### **CELL PHONE-STAFF**

The use of personal cell phones by staff members are for absolute emergencies only. Cell phones should not be displayed and are not to be used during instructional and supervision periods. However, all staff members should have a cell phone on them when out during physical activity in event of an emergency.

### **CELL PHONES/STUDENTS**

According to the Code of Student Conduct, possessing a cellular phone is not a violation of the Code of Student Conduct. However, the following rules must be followed:

- Students shall avoid classroom disruptions, by not displaying, using, or activating wireless communication devices during the instructional day. This includes during class, in the library, during lunch breaks, during class changes and during any other structured activity.
- Students must ensure that devices are turned off during the instructional day.
- Students shall not use wireless communication devices while being transported on a school bus.
- Students must conceal wireless communication devices in a backpack, pocket, purse or other container during the instructional day.
- The school is not responsible if a student's wireless communication device is lost or stolen.

The possession of a cellular telephone that disrupts the educational process, the use of the cellular telephone during school hours, use of a cellular phone to commit a crime, and the possession or use of a cellular telephone that disrupts or interferes with the safety-to-life issue for students being transported on a Broward County Public Schools bus, are infractions of the Code of Student Conduct.

### **CERTIFICATION-TEACHERS**

It is a teacher's responsibility to insure that a copy of his/her most current certificate is on file with Ms. Steffen, Office Manager. According to Florida Board of Education rules, it is a teacher's responsibility to keep their certificate current.

### **CHANGE OF NAME/ADDRESS**

If you have any changes in your name, address, etc., please notify the Office Manager to complete a new Personnel Data form and you should update your information on ESS.

### **CHARACTER EDUCATION**

The School Board adopted a resolution in support of the Character Education Initiative for all grade levels. The Eight Character Education Traits should be integrated into the curriculum and taught to all students. The Character Traits are: Responsibility, Citizenship, Kindness, Respect, Honesty, Self-Control, Tolerance, and Cooperation.

Teachers will select a Student of the Month who demonstrates the characteristics of the trait for that month. Student of the Month names should be submitted to the Guidance Counselor as directed.

### **CHILD ABUSE REPORTING**

Florida Statute requires educators to report any alleged or actual child abuse/neglect to the Department of Children and Families (DCF). If you suspect a student is being abused or neglected, you must directly report the case to DCF by calling the Child Abuse Hotline at 1-800-96-ABUSE.

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

### **CHILDREN OF STAFF MEMBERS**

Staff members who have children on campus must be responsible for their supervision before and after school hours. After care is provided to staff members at a reduced rate. All rules and regulations that apply to the student body also apply to children of staff members. Children may not sit in faculty meetings.

### **CLASSROOM CARE**

All teachers are responsible for the physical condition of the classroom. Only School Board approved and purchased furniture, rugs, and equipment are allowed in the classroom. Displays and bulletin boards should be pertinent to classroom instruction and should be changed frequently. Always turn off the lights when leaving the room. It is the responsibility of instructional personnel to establish a neat, attractive environment for learning, and organized methods for student cleanup. This will encourage proper pupil respect for neatness and order.

Teachers should have all books, workbooks, scraps of paper, or pieces of crayons picked up by students before dismissal time. Teachers should maintain an orderly classroom by having students keep books and materials off the floor. While students are not to do deep cleaning, they certainly may wipe up spills and pick up after themselves. All chairs should be stacked and papers picked up off the floor before students leave. This is part of teaching respect and responsibility. Counters and desks need to be neat and clean.

Maintenance requests should be in writing using email. Only ask for immediate assistance in an emergency.

## **CLASSROOM PARTIES/HOLIDAY CELEBRATIONS/QUARTERLY REWARDS**

Holiday celebrations and quarterly rewards should be consistent within the team. Food consumption in the classroom should be minimal and the front office must be notified if parents are invited.

## **CLINIC**

Students who become ill or are in need of medical attention should be sent to the clinic with a clinic pass and their backpack, escorted by 2 other students. When necessary, the office will contact the parents and the teacher will be notified if the child is to go home. **Staff members are not to call parents and report a student's illness and/or ask a parent to pick up a sick child.** Names of all students who are sent to the clinic will be entered on the clinic log. The type of treatment/medication will be noted.

Any child who is dismissed early because of illness must be picked up in the office and signed out by a person whose name appears on the registration form. The teacher will be notified if a student is being dismissed.

No medication (including cough drops) for students should be kept in the classroom. The health technician or administrative designee in the front office may only dispense medication. This is done only upon written consent from the student's parents and physician on an authorization for medication form.

General first aid, for an emergency situation, is available for any student or employee of the school. Universal Precautions must be used when dealing with body fluids and dealing with any student injuries.

## **CRITICAL INCIDENTS**

The emergency information packet with all code definitions must be posted in each room in an accessible location. In the event of a code, an announcement will be made and you should refer to the information in the critical information packet.

## **COLLECTION OF MONEY**

All requests to collect money from students must be approved by administration prior to the collection. Teachers will not be collecting any money campus. The school will use the on-line payment store and payments may be made at [estore.browardschools.com](http://estore.browardschools.com). Only in rare circumstances will cash payments be accepted for events. In this case, please refer to specific and strict guidelines provided by the Business Support Center regarding collection of money. Monies collected for PTA must be placed in an envelope labeled with student's name, grade, and teacher and placed in the PTA box as soon as possible after received.

## **CLOSING OF SCHOOL**

The emergency closing of school for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

## **COMMUNICABLE DISEASES**

Teachers should be alert for any evidence of illness throughout the school day. Children obviously ill should be sent to the clinic to minimize spread of the illness and protect the child from developing further health complications. Teachers should report all cases of potential communicable diseases to the Health Technician and Administration.

If a parent reports that his or her child has lice, the teacher must send that child to the clinic. Once a child in a class has been identified as having lice, all students in the class will be checked. A child identified as having lice cannot return to class or be marked as present until the child has been cleared by the clinic as no longer having lice or nits.

## **COPYRIGHT**

All teachers must strictly adhere to all copyright laws.

## **CUMULATIVE FOLDERS**

Cum folders and pupil progression records must be maintained in compliance with School Board Rules and Policies. These are documents, which if subpoenaed, would provide information in court concerning the child's academic progress, educational history, and attendance. These records are legal documents and should be prepared and protected as such. Each teacher must verify that we have a cumulative folder for each student enrolled in his/her classroom. Requests for records of students transferring from public schools in the county or within the state are made through the school office. A Florida Cumulative Record must be completed for students enrolling from out of the State of Florida.

Administrative Designee will be reviewing all cum folders as soon as they are received. They will check to make sure all records are in order and complete. When taking cumulative folders from the record room, you will notice that all folders are in alphabetical order by grade, which makes easy access for locating your specific individual. It is imperative to return the folder back in alphabetical order so that the next person can retrieve the cum folder without difficulty. Please also understand that cum folders are open to parents' scrutiny as such, teachers should be mindful when writing information that goes inside them such as interim reports and/or conference forms.

When a student officially withdraws from your class, please complete the cum folder within two (2) school days. The completed cum will be reviewed for completeness and accuracy before sending it to another school.

Included in the CUM folder should be:

- Cumulative record report
- Standardized Test Results/School Assessments
- Health Records – Immunization record, physical exam, height/weight chart, and vision/hearing screening forms, and clinic forms
- Parent conference forms/interim reports
- Student conduct and discipline code signature page
- All registration sheets

## **DAILY SCHEDULE**

All teachers should make sure that the front desk has a copy of their most current daily schedule. Any changes to the schedule requires that a new schedule be completed and submitted to the front office.

## **DISCIPLINE REFERRALS**

All students are required to follow Broward County Student Code of Conduct and the Welleby Positive School-wide Behavior Plan. Students should not be referred for administrative disciplinary action unless it is a situation that endangers the student or others or is serious in nature.

Teachers are responsible for maintaining control and discipline. The Administration, if necessary will help the teachers and provide support in maintaining appropriate school conduct. It is important that you read Broward County's Elementary Code of Student Conduct. This book tells you what is expected of students and parents as well as the consequences if school policies are not followed.

At the beginning of the year each team should design a list of class rules and consequences to be posted in each class. In the case of severe discipline problems please contact administration. Discipline referrals will be completed online after discussing behavior with administration or guidance. When a behavior occurs that is disruptive to the learning environment, please contact administration to have the student removed. Students should only be sent to the office when requested by administration and/or guidance.

### **Administrator needs to be called immediately for the following misbehaviors an:**

1. Fighting
2. Major disruption to the learning environment

### **CHAMPS school wide discipline procedures:**

1. Establish efficient orderly routines for attendance, classroom jobs, and cleanup, passing out supplies, and collecting papers.
2. Have children walk in straight, quiet lines. Position yourself so that you can watch the front and the back of the line when walking the class from place to place. The class should be quiet and under control before leaving or entering a room, cafeteria, etc. Escort your class to each destination on time. Be prompt in picking up. Do not leave your students until they are under the direction another adult.
3. Command students' attention. They should raise their hands before speaking. Don't allow students to call out.
4. The CHAMPS signal for instant silence is the raised hand.
5. Make smooth transitions from one activity to another
6. Walk around the room when not working with a group.
7. Students should know what activities they can work on when assignments are completed.

8. Greet the children at the door when they arrive in the morning. Have an organized activity for students to do when entering the classroom each morning.
9. Be consistent when enforcing classroom rules.

Corporal punishment will not be utilized to discipline children by anyone employed by the School Board of Broward County.

During the first week of school, teachers should review the rules and the Broward County Student Code of Conduct. Parents are required to complete and return the Student Code of Conduct signature page. Please be sure you have a signed copy for each student on file.

### **DISMISSAL**

Teachers and students should be prepared for dismissal five (5) minutes prior to the designated dismissal time. At no time should classes be out in the car loop area prior to the dismissal bell. Be sure that your clock is synchronized with the main office.

Classroom teachers will walk parent pick-up/car line students and walkers to the designated parent pick-up/car line area and supervise students during this time. At 2:05 p.m., the remaining students will be escorted to the main entrance of the school where monitors will provide supervision. Monitors will make calls to parents regarding pick-up which is why it is vital that all students have a completed emergency card on file.

Special area teachers and support staff personnel will be assigned supervisions posts to assist with school-wide dismissal and bus supervision. Supervision dismissal posts are scheduled from 1:50-2:10 p.m.

The support and consistency of every staff member during dismissal time is of utmost importance. Please do not schedule parent conferences or meetings during dismissal times as everyone is expected to be assisting with dismissal.

Students may not return to the building after dismissal to wait for friends or siblings, visit with teachers, or retrieve forgotten items.

### **DRESS CODE – STAFF MEMBERS**

It is extremely important that all staff members dress appropriately and professionally. Remember first impressions are lasting impressions.

### **DRESS CODE – STUDENTS**

The Broward County Code of Student Conduct contains the most recent requirements regarding dress code for students. Welleby Elementary has a mandatory unified dress code where school uniforms must be worn everyday. Any student who has a uniform waiver will be required to adhere to the Broward County Code of Student Conduct dress code. A list of students with uniform waivers will be provided to classroom teachers after the tenth (10<sup>th</sup>) day of school.

Welleby Elementary School has a mandatory unified dress code. School uniforms must be worn everyday. Teachers must consistently enforce the dress code.

#### **REQUIRED SCHOOL UNIFORMS AT WELLEBY INCLUDE:**

Uniform colors are: navy blue, light blue, or white for tops; navy blue or khaki bottoms  
Acceptable items are as follows:

SHIRTS: Solid color "Polo style" shirt (short or long sleeve). Optional: Welleby T-shirt.

PANTS: Long, straight leg pants - no jeans, no cargo pants, no emblems or logos.

SHORTS: Knee length, walking shorts - no jeans, no cargo shorts, no emblems or logos.

SKIRTS, SKORTS, OR CULLOTTES: Knee length.

JUMPERS/OVERALLS: Knee length or long pants.

SHOES: Closed toe athletic shoes/sneakers must be worn at all times

Welleby T-Shirts, purchased through the PTA, may be worn as part of the uniform at any time.

#### **EARLY DISMISSAL PROCEDURES**

Teachers are not to dismiss students early from school unless they are called by the main office and asked to send the child to the main office for early dismissal. The office will not send parents to classes to pick up students. School board rule does not allow students to be dismissed during the last 30 minutes prior to dismissal i.e. 1:20-1:50 p.m.

#### **ELECTRONIC GRADE BOOK**

Each teacher must record daily attendance and grades for all subjects taught in the electronic grade book. Grades are to reflect the following: (1) Date and source of grade and (2) At least one grade per subject, per student, per week.

#### **EMAIL**

Staff members should regularly check their email as many operational information is given to the staff via email. Email should be checked at a minimum before and after school. When sending emails both internally and externally, staff members need to be aware that email contents and addresses are public records and need to govern themselves accordingly.

#### **EMERGENCY PROCEDURES**

If an emergency situation should occur on or around the school campus, staff members are to follow District and School Safety Procedures. These procedures are in the Emergency Procedures Handbook provided to staff members and were reviewed at the Opening of School meeting.

### **EMERGENCY STUDENT CONTACT CARDS**

An emergency contact card must be returned by all students. Completed emergency contact cards are to be forwarded as follows: The yellow card is to be forwarded to the main office. The blue card is to be retained by the homeroom teacher. It is imperative that 100% of all emergency cards be returned for each classroom to the main office. Any changes that a parent makes to cards must be done in the main office.

### **EMPLOYEE ASSISTANCE PROGRAM**

A wide range of problems not directly associated with an employee's job function can have an effect on an employee's job performance and/or attendance. Assistance will be provided to such employees and their families who are suffering from such persistent problems as may tend to jeopardize an employee's health and continued employment. The program goal is to help individuals who develop such problems by providing consultation, treatment, and rehabilitation to prevent their condition from progressing to a degree which will prevent them from working effectively. Appropriate measures will be taken to ensure the confidentiality of records for any person admitted to the program. If assistance is needed, the employee may call the Employee Assistance Program at (754) 322-9900. They are located in the Atrium Executive Plaza at 499 NW 70<sup>th</sup> Avenue, Suite 112, Plantation, Florida 33317.

### **EMPLOYEE DIRECTORY**

All staff members are responsible for making sure that their current address and phone numbers are accurate. If any changes should take place during the school year, staff members are to update the information on the employee portal and notify Ms. Steffen if there is a change. If you do not wish for your information to be listed in the school directory, please notify Ms. Steffen within the first 10 days of school.

### **ENERGY CONSERVATION**

Please make sure to turn off the lights when the class exits the classroom in an effort to conserve energy.

### **ENGLISH LANGUAGE LEARNER (ELL) PROCEDURES**

It is imperative that all procedures related to ELL students are followed and that documentation requirements are met. All teachers, including special area teachers, should pay particular attention to the following:

- (1) Teachers must know their ELL students.
- (2) Lesson plans must reflect ESOL strategies.
- (3) Lesson plans must reflect alternative assessment techniques for ELL students as necessary.

### **EVALUATIONS FOR CLASSROOM & NON-CLASSROOM TEACHERS**

The School Board of Broward County has adopted the use of the [Marzano Art and Science of Teaching Evaluation Model](#). The Talent Development Department has developed these additional resources to be used with the Marzano Framework.

Please visit <http://www.marzanoevaluation.com/> for comprehensive information. Observations may be done from August until May using the i-Observation online tool. Refer to Employee Evaluation website for more information.

### **EVALUATIONS FOR CLASSROOM & NON-CLASSROOM TEACHERS**

Clerical, facilities, and BTU-ESP will be evaluated in accordance with guidelines set forth within their bargaining unit.

### **EXCEPTIONAL STUDENT EDUCATION**

It is the responsibility of school personnel to help screen and identify exceptional students. Parents and teachers may refer students with suspected exceptionalities, however, documented and dated anecdotal records must accompany RTI referral forms. There must be documented evidence of two interventions tried with the student. A minimum of two parent conference forms must be completed along with graphs signed by parents. Referrals and related data must be completed promptly so that testing is not delayed.

### **FACULTY MEETINGS**

Every attempt will be made to hold faculty meetings on Tuesdays. All full-time instructional personnel and paraprofessional are to attend faculty meetings. Appointments should not be scheduled on Tuesdays. When possible, advance notice will be provided of the dates of the meetings and any changes that may be required.

### **FIELD TRIPS**

The procedures outlined in the District and Business Support Center Field Trip Procedures Manuals must be followed.

### **FLEX TIME**

Flex time is given for working outside of the school day. There are many opportunities to earn flex time: attending family nights (both on and off campus), PTA meetings, Parent University Trainings, participating in after school events, or attending meetings where you do not receive a stipend and/or inservice points. A sign in sheet will be maintained at school events for staff members to document their attendance.

Flex time may be used after 1:50PM on a regular school day or during an early release or teacher planning day provided that the staff member has already signed in for the day. When signing out, you must indicate that you are using flex time.

### **FOOD DELIVERIES**

All money for delivery orders must be placed in an envelope with the name of the person(s) ordering, the name of the restaurant, the amount of the order, the amount of the tip, and the amount of money in the envelope. All orders for cash should be sent with the exact amount as the front office cannot be responsible for providing change or handling change. If it is a credit card order, please state that on the envelope, and indicate if the tip is on the credit card or in the envelope.

All orders will be delivered to the front office and then placed on the counter in the mailroom for you to pick up at your convenience. The office will not call you when the

order is delivered and please do NOT call the front office to see if it was delivered. Food orders will NOT be sent with students, staff members are responsible for picking up their own orders.

### **GRADE REPORTING**

Academic grades are to reflect the student's academic progress based on the competencies/ benchmarks for the grade level/course in which the student is enrolled. Grades must be consistent and fair. Communication with parents is vital in their understanding their child's grade in an effort to minimize surprises.

### **HALL PASSES**

For the safety of students and to maintain an orderly school environment, all students walking through the hallways must carry hall passes. This includes students sent from special area classes or from the cafeteria. Students should always be accompanied by a fellow student.

### **HOMEWORK: FREQUENCY & QUANTITY**

We will follow District guidelines regarding homework (Policy 6306). All homework given should be meaningful, purposeful, and appropriate. Please do not assign homework for the sake of giving homework. Students should have homework daily (Monday-Thursday) and part of that homework should be independent reading to build not only comprehension skills but fluency as well. Students do not have to complete pages of math problems to demonstrate fluency or understanding. Any work sent home should be reviewed as soon as possible with specific and actionable feedback given. Caution should be used when assigning i-Ready and/or Front Row for homework.

### **HONOR ROLL**

Students in grades 3-5 will be able to be acknowledged for achieving honor roll. There are two categories of Honor Roll: Gold Honor Roll (for students achieving ALL As in the marking period) and Silver Honor Roll (for students achieving As and Bs in the marking period). Students on Honor Roll must have only 1s and 2s on their report card. Honor Roll lists are to be submitted to administration along with the report cards.

Additionally, student names are to be sent electronically to Mr. Bellevy each quarter so that Honor Roll certificates can be printed for the Honor Roll assemblies. Honor Roll assemblies will be held each quarter. Please check the Welleby Calendar for dates and times.

### **INTERIM PROGRESS REPORTS**

Progress reports are generated by the electronic grade book (Pinnacle) and are to be issued to each student the first marking period. Parents are to sign and return notices. Copies of progress reports must be kept on file. No student may receive a "D" or "F" in academics or conduct or "3" in effort unless an unsatisfactory progress report has been sent home and was signed by parent acknowledging receipt. After the first marking period, if a student has satisfactory grades and/or conduct (A, B, or C) or effort (1 or 2) when progress reports are issued but then goes down to a D, F or 3, teachers must send

a “revised/updated” progress report to the parent(s) as soon as grade, conduct or effort becomes unsatisfactory.

### **KEYS**

All teachers will be issued two keys: one for their classroom and one for opening exterior doors. All other staff members (with the exception of facilities staff) will be issued a hallway key. It is a violation of District procedures to duplicate school keys. Any keys that are lost or stolen must be immediately reported to the office manager. Staff members may be financially responsible for replacement keys.

### **LEGAL DOCUMENTS**

Any legal document (i.e. court papers) submitted by a parent cannot be accepted by a teacher. All legal documents must be submitted directly to the main office by the parent and must be reviewed by an administrator.

### **LESSON PLANS**

Lesson plans must reflect Florida Standards objectives, activities, evaluation and home learning assignments. Appropriate ESOL strategies are to be included for each subject area. Lesson plans are to be on teachers’ desks each day. Teachers are responsible for maintaining lesson plans for the entire school year.

### **LONG DISTANCE PHONE CALLS**

There are limited school phones available for making long distance phone calls. These phones are located in the following offices: assistant principal, office manager, clinic, guidance, ESE specialist, and principal. If it is necessary to make a long distance call, these calls will be logged onto a long distance phone call log and turned in monthly for audit purposes. Additionally, teachers can use their own cell phones and block their number by dialing \*67 prior to dialing the phone number if that is more convenient.

### **LOST AND FOUND**

The lost and found is located in the cafeteria. Students who find items should take them to the bins located in the cafeteria. Please encourage your students to check the bins for any lost items. When going out for physical activity, please encourage your students to leave their jackets and sweaters in the classroom. Before leaving the playground area, the area should be checked for any items left outside.

### **LOUNGE**

The appropriate maintenance of our lounge areas requires the cooperation of all staff members. Personal items stored in the refrigerator should be removed by Friday. **All items not removed by Friday will be cleared out by custodial personnel and thrown away.** Students are not to be sent to retrieve items from the lounge.

### **MATERIALS AND SUPPLY ORDERS**

ALL requests for teaching materials will be submitted to your Team Leader on a quarterly basis. If a need arises for additional materials and/or supplies prior to the quarterly ordering, teachers should submit requests to their Team Leader, who will in turn, submit it to administration to be filled. Administration reserves the right to deny any materials

and/or supplies outside of the designated quarterly ordering.

A signed property pass must be on file with administration prior to removing any school board property from campus.

**ALL WELLEBY SUPPLIES WILL REMAIN AT WELLEBY ELEMENTARY. ANY TEACHERS TRANSFERRING OR LEAVING MAY TAKE ONLY THEIR PERSONAL BELONGINGS.**

### **MEDIA CENTER**

The media center is one of the most important, exciting and enriching learning areas for all students. To support the encouraging the love of reading, teachers across all grade levels will be assigned media as a special. In addition to scheduled times, teachers can send students in small groups to check out books during designated open library times.

### **MEDICATION**

Only office personnel who have attended district training or the school nurse may administer and/or dispense medication to students following the procedures approved by Broward County Public Schools. An "Authorization for Medication" form signed by the parent and doctor must be on file in the main office. A log must be maintained by the office documenting the date and time of each medication administer. No medication (including over the counter items) may be dispensed without having the required documentation or training. Students are not allowed to have any medication (prescription or over the counter) in their possession. If a staff member discovers that a child has any type of medication in their possession, the staff member must bring the medication to the office immediately or buzz the main office for someone to retrieve the item. For liability reasons, children cannot be asked to bring the medication to the office.

### **MORNING PROCEDURES**

Students will be seated outside of their classrooms each morning. They will be required to read a book while waiting to go inside. Teachers should have a container of books available for any student who does not have a book in their backpack. Safety patrols and staff will be monitoring areas to make sure students stay on task.

### **OPENING ANNOUNCEMENTS**

The effectiveness of our opening exercises, the attitude children develop towards them and the mood that is established for the day depends upon the importance that staff members place on morning announcements. It is expected that students and staff members are attentive to the information being provided. Staff members are responsible for listening to information given on the morning announcements.

### **PARENT TEACHER ASSOCIATION (P.T.A.)**

The support and participation of staff members in the P.T.A. is needed. Our P.T.A. is an organization dedicated to supporting the school in its efforts to give the best possible education to our students. Staff members are encouraged to join the P.T.A. and attend P.T.A. meetings and events. Encouraging parent participation in the P.T.A. is also important.

### **PARENT CONTACT/COMMUNICATION**

At a minimum, parents/guardians of each student should be contacted twice per school year. In cases where students are not progressing or behaving adequately, more frequent parent contacts are to be documented. A positive contact should always occur first whenever possible before contacting the parent with negative news. Parents must be notified in writing through the use of progress reports if students will be receiving a "D" or "F" in academics or conduct or a 3 in any social skills.

When a parent contacts the school to speak to a teacher, the teacher has the responsibility to contact the parent within 24 hours. Written notices or announcements that are to be distributed to all students in a class must be reviewed by the principal before being sent home.

### **PARENT/TEACHER CONFERENCES**

Parent conferences are to be scheduled either before or after school. Teachers are not to engage in parent conferences during instructional time period or when supervising students during morning or dismissal procedures. Please maintain the privacy of all students by conducting conferences in your classroom or in a private area in the front office.

When a parent arrives for a conference, they will be badged in, you will be called by front office personnel to inform you of the parent's arrival, and then the parent will be sent to the classroom. Please remind parents to badge out of the front office upon conclusion of the conference.

### **PARKING PROCEDURES**

Parking is provided for staff members. Please do not leave valuables in plain sight or in your vehicle.

### **PAYROLL PROCEDURES**

District payroll procedures require that employees sign-in when they arrive each day. This is also helpful in the event of an emergency so that we may give first responders a record of who is on campus.

### **PLANNING DAYS**

Work hours on planning days are the same as regular school days (7:20 a.m. to 2:50 p.m.). For safety and liability reasons, staff members are discouraged from bringing family members or visitors to work with them on planning days. Due to District policy, prior approval from the principal is needed before bringing a non-staff member on campus.

### **PLAYGROUND/RECESS SUPERVISION**

In order to ensure the safety of our students while in the playground and at recess teachers are responsible for supervising students at all times. Students are not allowed behind portables or in areas where their teachers cannot see them. Paraprofessionals are not to take students to the playground or remain with them outside the presence of the supervising teacher. Please refrain from engaging in personal conversations where your attention is diverted from supervising students.

### **PROPERTY CONTROL**

Teachers are accountable for equipment that is assigned to their classroom. Missing equipment must be reported immediately to the assistant principals or the principal. No equipment is to leave the school building without the appropriate form and authorization from the school principal.

### **RAINY DAY PROCEDURES**

During heavy rain and/or lightning, dismissal will be coordinated over the public address system. Teachers will hold students in classrooms until 2:00 p.m. or until the weather improves. Students who walk or ride a bike must be aware in advance of the procedure they are to follow for rainy days. Please discuss this with them so they know what to do whenever it rains. When directed, bus students will report/be escorted to the media center for dismissal.

### **REPORT CARDS**

Report cards are issued four times yearly. If there are questions about proper procedures for completing report cards refer to School Board Policy 6000.1 or speak with an administrator. All teachers must submit their completed report cards to administration by 3:00 pm on the day indicated on the Interim/Report Card Schedule.

If a child has been in attendance in a Broward County Public School for 25 days or more, the child must receive a graded report card. It is the current teacher's responsibility to obtain the necessary grading information from the child's previous Broward County School. This information is to be averaged with your grades to obtain a final grade.

Keep the envelope the parent signs and returns in your until the end of the year when they are sent home with the last report card.

### **RESPONSE TO INTERVENTION**

A Response to Intervention (Rtl) provides multi-disciplinary services to the teachers and students in order to help ensure greater success on the part of students. The Rtl team meets on a weekly basis to address identified problems and suggest possible interventions. The team may include the Principal, Assistant Principal, School Psychologist, Social Worker, District personnel, Guidance Counselor, Exceptional Student Education Specialist, Curriculum Specialist, and other school personnel as the need arises.

Any staff member, a parent, or anyone who has observed a need can make a referral to the Rtl team.

Rationale for the referral may include but not be limited to:

- Academic concerns
- Behavioral concerns
- Emotional concerns
- Health concerns
- Need for social services

- Possibility of retention
- Improper placement of a student

### **ROOM CARE**

Please regularly check your room for conditions that are unsafe and/or inoperable and report any safety issues or inoperable items in an e-mail to the Assistant Principal. For security reasons, rooms **must** be locked at all times during the day.

Encourage students to help with maintaining a clean and orderly classroom. At the end of the school day, students should stack their chairs. Please ask students on a regular basis to check the floor for trash and place it in the trash can.

### **SCHOOL-WIDE DISCIPLINE PLAN**

Welleby Elementary School has an established school-wide discipline plant that is to be followed in all classrooms. The school-wide discipline plan is to be reviewed with students, posted in all classrooms and communicated to parents.

### **SCHOOL SOCIAL WORKER**

A School Board employee who works with attendance problems and welfare serves our school. The Social Worker will investigate truancy and other problems of children at the request of the principal. Please see the Guidance Counselor or Assistant Principal if you need the services of the School Social Worker.

### **SIGN-OUT BOOK**

The sign-out will be located in the Office Manager's office. All staff members must sign-out whenever they leave the building and sign-in when they return. At times other than lunch, approval from the principal is required before leaving campus. In the principal's absence, the assistant principal is the designee. Please do not get permission from any other staff member.

### **SNACK**

Students should be encouraged to bring snacks to school. Snacks should not interfere with instructional time and should be healthy. Only water is allowed as a drink during class time.

### **SUPPORT SERVICES**

The Speech Language Pathologist will give therapy to those students who qualify for the program. Teachers having concerns about children in this area should complete an RtI referral for testing.

The Varying Exceptionalities Teacher (ESE Support Facilitator) will service students who meet requirements, are tested, and properly staffed for these programs. Any teacher desiring to refer a pupil for placement in these special programs should contact the RtI team in order to follow the proper referral procedure.

The Guidance Counselor serves in many capacities. The Guidance Counselor may counsel students and parents, participate in parent conferences, and refer students and parents to community services in dealing with special issues.

The Literacy Coach and Math Coach will assist in testing, pupil progression, parent conferencing, and curriculum. The teachers should direct concerns in these areas to the designated subject area coach.

The ESE Specialist coordinates referrals, re-evaluations and staffings of exceptional students, participates in Rtl meetings, and assists regular classroom teachers with interventions and observations. The ESE Specialist also provides consultation services for certain ESE students.

The School Psychologist works at Welleby to evaluate students referred and conference with the teacher and the parents regarding results.

The School Resource Officer works collaboratively with district, area and school staff, parent groups, individuals, law enforcement agencies, municipalities, county governmental agencies and community based organizations in the development, identification and implementation of strategies and initiatives to reduce and deter youth crime in schools and communities.

### **STAFF HANDBOOK**

All staff members are required to become familiar with policies and procedures contained in the Faculty Handbook. Reference copies are available in rooms designated as homeroom classrooms, media center, PLC office, and in the main office.

### **SUBSTITUTE PLANS**

Substitute plans covering 3 days of instruction should be placed within the classroom using the Substitute Folder provided. When substitute plans have been utilized, teachers must supply new ones and place them in the folder. If unused, plans must be updated periodically.

### **SUPERVISIONS OF STUDENTS**

Under no circumstances should students be left unattended for any reason, no matter how brief a period of time. Teachers and staff members are responsible for supervising students at all times.

### **TEAM LEADER POSITIONS**

The position of grade level/department chairperson were selected at the end of the 2014-2015 school year. Grade level/department chairperson meetings will be scheduled after school throughout the school year on a monthly basis. Grade level meetings are to be scheduled bi-weekly.

### **TELEPHONE**

Please do not allow children to call parents to make after school arrangements, recreation arrangements, etc. Any change in a student's dismissal should be in writing from the parent. Students may only use classroom phones only with the permission of the teacher.

Employee telephones usage is not to interrupt the learning environment and cell phones should be on vibrate during the school day.

Discretion should be used when using personal cell phone to contact parents. Teachers are discouraged from sharing personal phone numbers with parents.

Students' cell phones must be turned off and remain in the backpacks until they leave campus.

All staff members should instruct their families that when calling the school for emergencies, they should identify these calls as such so that the call may be put through to the staff member. All messages of a more routine manner will be placed in the staff member's mailbox or emailed to them. Staff members should check their mailboxes (physical and email) frequently.

### **PARENT UNIVERSITY**

Parent University is a free, parent engagement and skill-building program being implemented at Welleby this year through Title I. The goals are to educate parents about the importance of their role; strengthen the family unit; unite families and schools; and inform parents of their rights, responsibilities, and the educational opportunities available to their children and to them personally.

In addition, Parent University will provide classes and workshops for parents/guardians; family learning events; coordinates the availability of District and community resources for parents/guardians and students; and provides professional staff development for school personnel on how to create parent-friendly schools.

### **TEMPORARY DUTY AUTHORIZATION (TDA)**

Before entering an absence for a Temporary Duty Authorization (TDA), teachers must speak directly to the principal at least one week prior to the desired date. No TDA submitted less than one week will be signed by the principal. A TDA must be completed when any staff member is attending workshops, seminars, field trips, or any school related activity during regular school hours and beyond. Teachers are responsible for indicating whether a substitute is required. Teachers are required to call the school the day of their TDA to be certain that a substitute teacher has arrived. If a substitute has not come in for the job, the teacher will be required to return to Welleby. Please write the Job Number on the top right hand corner and attach back-up information to the TDA (for example, copy of confirmation for workshop).

### **TEXTBOOKS**

Upon distribution of textbooks, teachers will be provided with an inventory control form. Throughout the school year, teachers are responsible for maintaining an accurate inventory of the textbooks in their classrooms and attempting to get reimbursement for lost books. Lost or stolen textbooks must be reported immediately to the Textbook Coordinator. Reimbursement monies are to

### **TOBACCO FREE WORKPLACE POLICY**

Broward County Public Schools has an approved policy which describes all School Board properties as Tobacco-Free. Welleby Elementary property, parking lot and surrounding sidewalks are considered tobacco-free areas.

### **TUTORING**

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

### **VANDALISM OF PROPERTY/DAMAGE**

All members of the instructional staff should report any incident of property damage by pupils or others so that restitution and repairs can be made. This pertains to the damage of equipment, material, furniture, or the building proper.

If a break-in has occurred, touch nothing and notify the office immediately. Do not admit students into the room without instructions from the administration.

Do not leave money in your room. Encourage children to prepay weekly or monthly and to bring correct change for lunch, and/or milk, and leave other monies at home.

### **VOLUNTEERS/ROOM PARENTS**

Those teachers wishing the assistance of a volunteer should relay this to the Volunteer Coordinator. All persons wishing to volunteer their time are to fill out volunteer information at [www.getinvolvedineducation.com](http://www.getinvolvedineducation.com). Work done by volunteers is to be coordinated by the classroom teacher. Volunteers are not to teach new concepts, but rather they are to reinforce what the teacher has already taught. Volunteers are never to be left alone to supervise students.

All volunteers are to sign in at the office using the STAR system before going to the classrooms and sign out before leaving campus. Volunteers must wear a badge at all times.

Each teacher is asked to select two parents at the beginning of the year to serve as room parents for their classroom. These parents must also follow the policies and regulations as a volunteer.

### **WORKERS' COMPENSATION**

The School Board is subject to the provisions of Workers' Compensation Act (Chapter 440 F.S.), the same as any other employer. This act requires that all work-connected injuries be reported promptly. Failure to do so will result in penalties. The fines and penalties will be assessed against the school or department responsible for the late reporting. If you are injured, report the accident that same day to the office manager. Any person going to a doctor not authorized by the employer and/or insurance carrier will be responsible for his/her own medical expense.