



**TTMS
FACULTY HANDBOOK**

2015 - 2016

**TEQUESTA TRACE MIDDLE SCHOOL
BELL SCHEDULE
2015 - 2016**

FIRST BELL 9:05

1st Period 9:10 – 10:05

2nd Period 10:09 – 11:02

3rd Period 11:06 Start Period 3 (**ALL STUDENTS**)
12:06 End Period 3 (**8th Grade**) **6&7Gr.**
8th grade class time 11:06 – 12:06 Per.3/Lunch
6th and 7th grade class time 11:06 – 12:40 { 6 & 7 grade
Per. 3/Lunch }

4th Period Class time for 8th grade 12:10 – 1:44
6th and 7th grade 12:44 – 1:44

ALL CLASSES END AT 1:44 { 8th grade/mixed
E, F, G see schedule }

5th Period 1:48 – 2:42

6th Period 2:46 – 3:40

**TEQUESTA TRACE MIDDLE SCHOOL
EARLY RELEASE DAY BELL SCHEDULE**

2015 - 2016

FIRST BELL 9:05

1st Period 9:10 – 9:35

2nd Period 9:39 – 10:04

5th Period 10:08 – 10:33

6th Period 10:37 – 11:02

3rd Period 11:06 – 12:06 (**Class Only – 8th grade**)

 11:06 – 12:40 (**Class and Lunch – 6th & 7th grade**)
See Lunch Schedule

(LUNCH SCHEDULE REMAINS THE SAME)

4th Period 12:10 – 1:44 (**Class Only – 6th & 7th grade**)
 12:44 – 1:44 (**Class and Lunch – 8th grade**)- **See Lunch Schedule**

(LUNCH SCHEDULE REMAINS THE SAME)

NOTE: DISMISSAL AT 1:44 PM

**TEQUESTA TRACE MIDDLE SCHOOL
LUNCH SCHEDULE
2015 - 2016**

3rd hour 11:06 – 12:40 (6th and 7th grade)

*3rd hour 11:06 – 12:06 (8th grade)

A	Lunch	11:06 – 11:38
	Class	11:40 – 12:40

B	Class	11:06 – 11:20
	Lunch	11:21 – 11:53
	Class	11:53 – 12:40

C	Class	11:06 – 11:36
	Lunch	11:38 – 12:10
	Class	12:12 – 12:40

D	Class	11:06 – 12:00
	Lunch	11:53 – 12:25
	Class	12:25 – 12:40

**4th hour 12:44 – 1:44 (6th and 7th grade)

***4th hour 12:10 – 1:44 (8th grade)

E	Lunch	12:10 – 12:42
	Class	12:42 – 1:44

F	Class	12:10 – 12:25
	Lunch	12:25 – 12:57
	Class	12:57 – 1:44

G	Class	12:10 – 12:39
	Lunch	12:42 – 1:14
	Class	1:14 – 1:44

* 4th hour ends 1:44

TEACHER EXPECTATIONS

EARLY MORNING CALL IN PHONE NUMBERS

The school phones are not answered until 8:05 am. In the event of an early morning emergency you will be able to reach a staff member at the following direct lines starting at 8:00am.

754-323-4400	Front Desk – Yamely after 8:00am and Mary Jo after 8:05am
754-323-4417	Jackie after 7:50am
754-323-4415	Ana after 8:05am
	Donna and Millie after 8:20am

If you are running late and will not be on campus by the **8:10 am** start time, please contact your Administrator - Mrs. Nissen, Mr. Gomez, Mr. Maddox, or Mr. Micensky at their cell phone numbers. (Please be sure you know who your administrator is and his/her phone #.)

ANNOUNCEMENTS

Morning announcements will be made via closed circuit television. Announcements regarding bus changes or emergencies will be made via the public address system at the end of the school day.

Frequently, a class set of written announcements for parents will be sent to teachers for distribution to students. Please urge students to take the notices home to their parents. Students often report that teachers do not always distribute these materials. Please know that the administration considers this information important and expects every teacher to cooperate.

Any teacher, coach, sponsor, or student who wishes to have an announcement read must submit an approved Announcement Request Form to Kathy Dillmeier. **Any afternoon announcements must be approved by an available administrator.** All staff members are encouraged to recognize the accomplishments of students, teachers and staff via morning announcements.

ATTENDANCE - STUDENT

Teachers are required by law to take attendance **every period** of the day and to maintain accurate records of attendance. Mrs. Nissen will be monitoring attendance taken by teachers. Please adhere to procedures as this is a legal document. Teachers are to carefully follow these procedures:

1. Teachers will take daily attendance on Pinnacle **every class during that period.**
First period's attendance is to be taken between 9:10 and 9:35.
Second through sixth period attendance needs to be completed within the first fifteen minutes.
2. Parents are to notify the school, preferably by telephone, on the morning of their child's absence, or with a note upon the day of the child's return. First period teachers are to collect these notes and forward them to **Yamely Franco** in the **Front Office.** Please check that the student's first and last name appears on the absence note, as many parents do not share the same last name as the student. The robot caller will be used to contact parents who do not inform the school of their child's absence.
3. **This is an audit item. Please follow all guidelines and timeliness.**

ATTENDANCE - TEACHER

A Certificate of Absence for each employee's absence is required to be kept on file for auditing purposes.

The procedure at Tequesta Trace Middle School is as follows:

1. The Certificate of Absence will be placed in your mailbox at the time of the absence. Please check it for accuracy and sign the bottom.
2. After completing, return the Certificate of Absence to the Principal's secretary **within 48 hours of your return**. **Due to this being an audit item, a letter will be filed if the deadline is not complied with.**
3. **If you wish to retain a copy, you need to make that copy prior to turning it in to Ms. Sayre.**

CLASS COVERAGE

If you are not on campus, YOU need to secure a substitute. You are responsible for getting your own class coverage. Administrators must approve any coverage. Please do not arrange for coverage on Fridays. When students are divided up among teachers, the grade level administrator and receptionist must be notified, **and the split student list must be given to the Front Office.** If an emergency arises, or a teacher becomes ill during school hours, the grade level administrator will assist in securing coverage.

CAMPUS SECURITY

Adherence to the following procedures will help provide for the security of personnel, buildings, and grounds and will help prevent opportunities for theft and vandalism.

- Students will enter the building in the morning through the cafeteria east doors, proceed to the courtyard and wait for dismissal to class at APPROXIMATELY 9:04 a.m. Students will be advised when they can be admitted early due to inclement weather.
- Students are not to be in the interior portions of the building before 9:04 a.m. unless they have been given a pass by their teacher the day before.
- Teachers are to be at their doors WELCOMING students into the classroom AND assisting with hall supervision by 9:04a.m. Students will be dismissed from the courtyard at 9:04a.m. Please be mindful that their safety is our #1 priority.
- Surveillance cameras have been installed throughout the main campus.
- Children of staff members will remain with other students unless directly supervised by the parent in the classroom. **No students or children of staff members are to be in the planning area, production room or front office - NOR ON CAMPUS AT ANY TIME UNLESS CLEARED BY MR. MICENSKY FIRST.**
- **Limit passes during the first fifteen minutes and the last fifteen minutes of class. Please wait that first 15 minutes before giving permission to leave class because the beginning is so often the most important to ensure engagement.**

- **All teachers should be at their assigned post or in the doorway of their rooms between class periods, as well as at the first and last bell. No teacher is to leave a classroom or students unattended.**
- No purses or valuables should be left unattended anytime. Personal articles should be secured under lock and key.
- Keys must be protected at all times. **Students should never be given keys.**
- No students are to be released from class early – ESPECIALLY AT THE END OF THE DAY. Teachers having problems containing students should contact an administrator.
- An administrator must immediately be informed whenever materials, equipment, property or possessions are stolen. The administrator will determine what steps should be taken upon notification of the incident.
- The sole possession of wireless communication devices, etc. is not a violation of the Code of Student Conduct. Refer to Code of Student Conduct to be completely clear of the policy. **“Sole possession of personal technology is not a violation of the Code of Student Conduct. Personal technology, should be turned off and kept out-of-sight during all instructional and class time activities. No cell phones or other personal technology may be used for communication purposes except under the direction of a teacher or administrator for instructional purposes. Using personal technology during all non-instructional or non-class time activities or during class time at the direction of a teacher will not be subject to discipline under this policy. Time before or after school, passing time between classes, or during lunch is not considered instructional time for secondary students. When personal technology is used, headphones, ear buds or other accessories must be used so that it cannot be heard by others. Violations of this policy will result in confiscation, and the device will only be released to the parent. Progressive discipline will apply for repeated violations.”** If a distracting item is confiscated, you are not to keep it. Turn in the electronic/distracting device to your grade level administrator with the student’s name and your name. The device will be released to the parent and progressive discipline will apply for repeated violations. Cell phone use is permissible before and after school.
- All visitors must report to administration, be cleared by STAR and must display a badge.
- Please be security conscious.
- **Students are not to be sent to the front office for disciplinary reasons without notification and consent of an administrator. In addition, students are not to be ejected from class and sent to another teacher for time out without consent. Please remember, you are responsible for the welfare and safety of students while they are scheduled to be in your class.**

CLASSROOM SUPPLIES

Teachers can receive classroom supplies by completing the classroom supply form available in the production room or teacher planning. Mr. Micensky will prepare your request. Please allow at least three days before picking up your supplies in the production room. **DO NOT SEND STUDENTS TO PICK UP OR REQUEST SUPPLIES.**

CLINIC PROCEDURES

WE MAY NOT HAVE A MEDICAL TECHNICIAN THIS YEAR!

The school clinic is located by the front desk in the administrative office. The clinic will provide services for the injured or seriously ill. Due to limited space and service personnel, it cannot serve as a refuge for students with headaches, over-exertion, exhaustion or other such maladies. We therefore require parents to assume responsibility for taking students home who are too ill to remain in the classroom. Students who have been injured at school, who are obviously in distress or who show symptoms of being seriously ill should be directed to first aid attention in the clinic. All others remain in class until parents pick them up. Please advise your students that **THEY ARE NOT TO COME TO THE CLINIC BETWEEN CLASSES.**

COMMUNICABLE DISEASES

No student who is infected with any communicable disease may attend school (School Board Policy 5012). This includes head lice, scabies, and ringworm, as well as, various childhood diseases. Written permission from a physician is necessary before such infected students may return to school.

MEDICATION

School personnel shall not administer medication to any student without the specific authorization of the Broward County Health Department (School Board Policy 6305). If such authorization is granted, a written request must be signed by a physician with the student's name and required dosage. Medication must be kept in a locked storage area in the office. Medication will be dispensed by GREGGY GREENBERG.

STUDENTS ARE NOT ALLOWED TO HAVE ANY MEDICATION IN THEIR POSSESSION.

CLASSROOM TEACHER EXPECTATIONS

- ◆ Establish the expectation with your classes that any student who is too ill to remain in class will report this condition to you.
- ◆ Call the front desk if you are sending a sick student to the office.
- ◆ If symptoms indicate an emergency, use the word "emergency" and request assistance.
- ◆ **Students will not be admitted to the clinic between classes. PLEASE COMMUNICATE THIS WITH YOUR CLASSES.**
- ◆ Anyone who is aware that an accident involving a student and/or a staff member has occurred, must notify an administrator immediately by intercom, phone or in person.
- ◆ The teacher is responsible for the supervision of an injured student until the student is released to an administrator or the front desk personnel. A teacher who witnesses an action which results in an injury must send a completed accident report form to the front office by the end of the day. Please fill out the forms completely including time, date, "Reported By" and witness information. These forms can be obtained at the front desk in the administrative office

COMMUNICATION

Teachers are expected to communicate with parents on a regular basis. This may be in the form of Pinnacle notes, emails, phone calls, or notes in the agenda. Please return parent phone calls/emails within 24 hours.

CONFERENCES

Conferences will be handled the same as last school year.

VERA SKINNER will be coordinating group parent-teacher conferences (i.e. 504's, parent requests for group conference and guidance request). Group conferences will be scheduled on the same days as previous years.

Parents requested or teacher initiated individual conferences need to be scheduled by the individual teacher. Individual conferences must be scheduled on days that are not reserved for grade level group conferences. You may also schedule individual conferences to take place during your planning period. The latter will be necessary in the event that you request an AP or guidance counselor to be present. Please ask the parents to meet you in the Administration office. Also, let the front office know the day and time of the conference as well as the student's name.

Remember, most parents conferences can be avoided by a phone call to the parent as soon as you or the parents have a concern regarding the student.

DISCIPLINE

All teachers must be aware of the SBBC Discipline procedures and Matrix as well as how to create (after the appropriate interventions) and monitor both DISCIPLINE referrals and Rtl referrals through B.A.S.I.S.

All teachers must be aware of the TTMS Discipline Plan that is in the front of the student agenda.

Furthermore, students are not to be sent to the front office for disciplinary reasons without notification and consent of an administrator.

In addition, students are not to be ejected from class and sent to another teacher for time out without consent.

Please remember, you are responsible for the welfare and safety of students while they are scheduled to be in your class.

EMERGENCY DRILLS/FIRE DRILL PROCEDURES

Florida Statute-Section 231.9 states: "To give instruction in and hold under the direction of the principal, such fire and emergency drills as may be provided by law, by regulations of the State Board and of the County Board, and as otherwise may be deemed necessary". In compliance with the laws of Florida and for the safety of our students, we are compelled to conduct a series of 10 fire drills and two tornado drills each year. The following procedures will be in effect for a fire drill, bomb threat, gas leak or any other emergency requiring evacuation:

1. A map and instructions of the evacuation plan, showing exit routes, is to be posted in a visible location in each room.
2. Teachers are to explain and rehearse the evacuation procedure within the first three (3) days of school.

3. Two (2) students should be identified as emergency assistants to assist with holding doors, checking windows, etc.
4. When the alarm sounds, teachers will accompany students in an orderly manner outside the school according to the map. Teachers should leave the classroom last and must carry the official class record book. ***The teacher is responsible for seeing that each student has left the classroom, the lights have been turned off, and the door has been closed.*** Silence is mandatory in order to hear directions.
5. Students are to remain with their group and walk fast, but not run or talk during the entire drill. Groups remain together on leaving the building and remain outside until the inspection of the building is completed.
6. Teachers are to check attendance outside the building and after returning to class. Report any discrepancies to an administrator immediately.
7. At the sound of a long, steady ring of the regular passing bell, the teacher must escort the students to the same classroom from which they evacuated.
8. Please use your emergency "sign" to help identify your students.
9. Contact MR. GOMEZ or Mr. Wurtzberg if you need maps, signs, attendance sheets, etc. or clarification on procedures.

FIRE DRILL/ CAFETORIUM

Should evacuation be required during a lunch period, all teachers who have students at lunch will report immediately to the evacuation holding area (basketball courts for fire alarm) to supervise and take attendance for their students. Lunchroom supervisors will assist with the orderly evacuation.

The students will leave their lunches on their respective tables and will resume their meals upon returning. Students should keep valuables with them during the evacuation.

Students and staff will be directed by the Assistant Principal in charge where to exit the cafeteria.

TORNADO PROCEDURES

At the time a tornado warning is received, the faculty and staff will follow these procedures:

- ◆ The principal or lead administrator will go on central public address system and announce the following: "This is an actual tornado emergency. All students and personnel are to immediately take cover by moving to the wall or area which is farthest away from the windows. You are then to cover your heads with your arms and remain still until further instructions are given from the administration."
- ◆ The principal or lead administrator will then hang up to allow teachers to call in urgent or emergency conditions resulting from the tornado warning.
- ◆ The principal or lead administrator will be manning the radio contact with the support staff by calling for a status report. The report sequence will be:

Ed Gomez	Carol Nissen
Cedric Maddox	Davie Holness/Gary McGee

- ◆ Information update will be announced by the principal or lead administrator as needed, but at intervals not longer than five (5) minutes apart.

8/4/2015 7:46:05 AM

FACILITIES SERVICES

Teachers have the right to expect a clean room for themselves and the students. Teachers can assist the facility servicepersons by:

- Having each class period pick up papers from the classroom floor.
- Informing the custodian of any problems regarding your assigned room.
- Science classrooms should have all chairs on tables at the end of the day.

If you have any concerns regarding the way your room is being cleaned, please contact in writing Mrs. Carol Nissen via CAB.

GRADES

Teachers and/or departments are responsible for assigning grades that accurately reflect the student's progress. The criteria for grades should be communicated to the students, parents and grade level administrators as soon as possible at the start of the school year. The middle school uses letter grades which are equal to the following:

GRADING SCALE

90% - 100%	=	A	= 4 pts. Superior Progress
87% - 89%	=	B+	= 3.5 pts. Outstanding Progress
80% - 86%	=	B	= 3 pts. Commendable Progress
77% - 79%	=	C+	= 2.5 pts. Above Average Progress
70% - 76%	=	C	= 2 pts. Average Progress
67% - 69%	=	D+	= 1.5 pts. Below Average Progress
60% - 66%	=	D	= 1 pts. Lowest Acceptable Progress
Below 60%	=	F	= 0 pts. Failure
		I	= 0 pts. Incomplete

ACADEMIC GRADES ARE NOT TO BE LOWERED BECAUSE OF STUDENT BEHAVIOR.

However, UNSATISFACTORY (U) grades are to be included for those students showing consistently poor self- control. Interim Reports should also indicate unsatisfactory behavior.

INTERIM REPORTS

Tequesta Trace Middle School sends interim reports home for each student. School Board policy requires that no later than midway through each marking period an Interim Report shall be sent to parents of students who are:

- ◆ Failing or in danger of failing by grades
- ◆ Dropping two or more letter grades from the previous marking period
- ◆ Demonstrating unacceptable behavior
- ◆ Excessively absent

Interim Reports will also be used to inform parents that their child has demonstrated Satisfactory or exemplary behavior or progress.

Teachers must send an interim report at any point after midway through each marking period if a student falls into any of the above categories.

GUIDANCE SERVICES

The goal of the counseling staff at Tequesta Trace Middle School is to serve as resource and support persons to the entire Tequesta Trace Middle School family, students, staff, parents, and community.

See your grade level counselor for assistance concerning:

Student's suspected drug involvement

Students with attendance problems

Visiting teacher/school social worker service

Crisis intervention

Referrals to tutors/community agencies/private counselor

Students with 504 accommodations

Providing support for students on character development and social skills

Promoting and supporting academic achievement

Group Counseling

Counseling groups (on various topics) will be offered to students throughout the school year. Anytime a group is formed, a list of participants and the group's schedule of meetings will be placed in staff mailboxes. While we request cooperation in allowing students to attend counseling groups, it is the right of the classroom teacher to refuse permission of a child to attend.

Individual Counseling

Individual counseling is available to students on a self-referral basis through the use of guidance help sheets which can be found in the Front Office. Individual counseling is also offered to students referred by parents and teachers. Teachers should use the GUIDANCE REFERRAL found on CAB or in the Guidance Office.

Counselors will call for or will pick up students from classrooms for counseling appointments. Except in emergency situations, students may not walk in to the guidance office without a prearranged appointment time. Being "in guidance" is not an excuse for students missing class or for being tardy to class.

Multi-Tiered System of Supports/Response to Intervention

Counselors focus on providing support to teachers in their efforts to assist students experiencing difficulty (learning or behavioral/social) in their classroom. Assistance with the three tiered process will be provided.

Achievement Testing - School-wide achievement testing takes place in the spring of each year. A printout of scores will be made available to the teaching staff or it can be viewed in virtual counselor. As students enter school throughout the year, test data will be available in the Student Services office. Anytime test scores for a student cannot be located, check the cumulative record or see the grade level counselor for assistance.

Registration and Withdrawals

The registrar is available to assist you at any time with information concerning students who are new to Tequesta Trace Middle School or who are withdrawn.

KEYS

Keys will be issued to each teacher for his/her use. Ms. Leavy will be in charge of issuing and collecting all keys. Keys must be protected at all times. **Students should never be given keys to use.** Please make sure that you sign the Key Issuance Form and abide by its provisions.

LATE BUSES

Teachers will be notified via CAB or announcement of students who arrive late to school on a bus. **These students will be marked Excused Tardy. Students with late breakfast passes should also be marked Excused Tardy.**

MASTER ACTIVITIES CALENDAR

TEACHERS MUST SUBMIT A MASTER CALENDAR DATE REQUEST FORM TO CAROL NISSEN, FOR ANY SCHOOL SPONSORED ACTIVITIES THAT WILL BE HELD DURING OR OUTSIDE OF THE REGULARLY SCHEDULED DAY.

Once approved, all school sponsored activities will be posted on the Master Activities Calendar. The monthly calendar will be posted on the school web site.

Do not schedule any activities on Fridays or Early Release Days without permission from administration.

School sponsored activities may include, but not limited to:

Field Trips	Guest Speaker(s) for a class or classes
School assemblies	Try-outs for teams/Sporting events
Meetings for any school organization	Club meetings or club sponsored events
Plays/Concerts/Performances/Rehearsals	Special Class Presentations or Activities
Athletic/Drama/Band/Chorus practice schedules	

A Master Activity Calendar Date Request form can be obtained from Donna Leavy.

FIELD TRIP PROCEDURES

Mr. Gomez is the Field Trip Liaison to the Area Office. Please see him for any information. Field trips are an excellent way to bring students into the real world experience with facts and concepts taught in the classroom. They should be well planned and have an educational value linked to the subject matter being discussed in class.

Your Field Trip date must be cleared with Mrs. Nissen and the ACTIVITIES Calendar found on CAB in the SCHOOLHOUSE. If you do not have the computerized field trip packet downloaded to your desktop, please notify Donna Leavy and she will send it to you.

AFTER SCHOOL DETENTION/ACTIVITIES CALENDAR

The Tequesta Trace Community School keeps a Master Calendar of facility usage beyond the middle school hours. Please see the Tequesta Trace Community School secretary to schedule activities that require use of a classroom, courtyard, gym, cafeteria, or athletic area. Make sure that you also notify Mrs. NISSEN so that she can post it on the Master Calendar. Teachers are to notify the Community School secretary of all detentions, school-sponsored activities and professional meetings held on campus after 3:40 pm along with a list of participating students

RULES FOR AFTER SCHOOL ACTIVITIES-MASTER CALENDAR

Teachers must wait for students to be picked up after the conclusion of the activity. ***Do not leave students unattended.***

Make sure that you notify Mrs. NISSEN so that she can post it in the Master Calendar.

Additionally, PARENT NOTIFICATION MUST BE COMPLETED AND IN YOUR RECORDS.

PASSES

In order to keep better track and be able to identify students abusing passes, the last pages of the student agenda have been formatted to be used as passes.

NO STUDENT IS TO BE DISMISSED OUTSIDE YOUR CLASSROOM FOR ANY REASON, WITHOUT THE SIGNED AGENDA BOOK OR YELLOW PASS.

THE ONLY APPROVED PASSES ARE THE STUDENT AGENDA OR THE OFFICIAL YELLOW PASS. DO NOT USE ANY OTHER ITEM AS A PASS.

The information on these pages must be completely filled out. Any student seen in the hallways or in the office without the proper agenda will be returned to class immediately and the teacher will be contacted.

Limit passes during the first 15 minutes and last 15 minutes of class. (This means – do not allow students to leave your room for any reason other than being called by administration or to the front/guidance office.)

Peer Counseling

The Peer Counseling program at Tequesta Trace Middle School provides tutoring and counseling services on an individual and group basis. Mrs. Sikorski, Peer Counseling Coordinator, will arrange for students to assist their peers with tutoring, conflict mediation, and decision-making.

PINNACLE

Pinnacle will be used for attendance daily and for **each period**. It will also be used for grading purposes. By contract, each teacher will input a minimum of 3 grades into Pinnacle by the Interim period. By the end of each quarter, the grade book will reflect a minimum of 9 grades. **(Giving children as many opportunities to succeed is vital. Please be aware of your grading weights.)** **REMEMBER – At the end of the year, you will be supplying a hardcopy of your grades and attendance – You might want to print this out each quarter.**

PRODUCTION/COPIES

A large copying machine, which is only to be operated by office personnel, is located in the administrative office building. Request forms are available in the production room. Mrs. Nissen will be making copies again this year. If the request is not educationally rigorous, it will be returned to you. Allow one week for copying. Please do not use the copy machines located in the office area. Filled requests need to be picked up by the teacher in the production room. **Do not send students to deliver or pick up work. Plan ahead please.**

Remember, it is not legal to reproduce copyrighted materials except within strict regulated guidelines. In 1978 Public Law 94-533 took effect. Please do not ask office personnel to violate the law.

SCHOOL BOARD POLICIES

All personnel are encouraged and expected to be familiar with the policies of the Broward County School Board. In fact, you sign the Staff Acknowledgement that you have reviewed them. All policies are available online at www.browardschools.com.

POLICY 2400 & 2401: TOBACCO-FREE and DRUG FREE ENVIRONMENT

Policy prohibits ALL tobacco use ANYTIME, ANYWHERE, BY ANYONE on and district-owned property. This includes all school-sponsored events after regular school hours. (The full Policy language is in the CAB Schoolhouse in the Important Staff Information and is included in the sign off procedure.)

The unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited at all BCPS locations and school activities. Employees are also prohibited from reporting to work or being on any duty while under the influence of alcohol and/or a controlled substance. All employees are required to self-report in writing to the Broward District Schools Police Department within 48 hours of any arrests, citations or charges involving the sale and/or possession of a controlled substance.

SIGN OUT LOG

The Sign-Out Book is located in the office of the Principal's secretary. Staff members who need to report late or leave school grounds at any time during the regular school and work hours must receive clearance from an administrator **prior** to signing out. (Be sure you have your administrator's approval. Know who your administrator is, please.)

Student Records

Cumulative records are available for teacher use in the records room located in the Student Service office. Folders may not be removed from the records room except to a counselor's office when the counselor is present.

STUDENT TARDINESS

- ◆ Students will be considered tardy if they arrive at school after 9:10 am
- ◆ Students arriving between 9:10 – 9:35 am **without an excused note will be sent directly to class, without a pass and are to be marked Unexcused Tardy**. Those excused will have a blue pass marked Excused.
- ◆ Students arriving after 9:35 am will be given a TARDY PASS indicating Excused or Unexcused. Please mark Pinnacle appropriately.
- ◆ **Parents of students with three unexcused tardiness MUST be contacted by the teacher and documented. Upon the fourth unexcused tardy, a discipline referral should be written.**

Student Teacher Aides

If you are interested in having a student teacher aide, please email CAROL NISSEN as soon as possible. Let her know which period you want an aide

SUBSTITUTE INFORMATION

Substitute Search (754-323-0050) is an automated voice response system that allows teachers to report absences 24 hours a day. In each transaction "Sub Search" gives a list of choices and the number to select the response you want. All information you provide is entered via the telephone keypad.

You can also log on to sems.browardschools.com to report or to cancel absences, 24 hours a day. For further information regarding this substitute procedure, see Mrs. Jackie Gonzalez or call her at ext. 2008.

Please, if you know that you are going to be out, plan in advance and call in a sub as soon as possible. If you are on a TDA and coverage is not available, you may be asked to return to school.

A DATED up-to-date split list is required by all teachers. It is your responsibility to submit your split list to your Department Head at the beginning of the year and when your roster changes throughout the year. Department Heads are responsible for ensuring that Jackie Gonzalez has the most current split list.

TEACHER TELEPHONE USAGE

- Courtesy regarding use of phones in the planning area is always appreciated. Please ask in advance before using an office phone.
- The only phones with the capability to make long distance calls are in the front office.
- *Students may not make personal calls on telephones located in classrooms.*

USE OF TELEPHONES BY STUDENTS

- ***STUDENTS ARE NOT PERMITTED TO USE CLASSROOM TELEPHONE FOR ANY REASON EVEN IF THEY ARE SICK.***
- Students sent to the office to use the phone should procure an administrator's approval prior to making the call. Teachers should use the same discretion and reasoning as handling student illnesses when calling the office.

FROM THE DISTRICT OFFICE:

This is a reminder that revisions to the District's Nondiscrimination Policy Statement 4001.1 were approved on March 1, 2011. Please use the revised statement on all printed materials (brochures, flyers, websites, etc.) other than stationery. This replaces any other statement of nondiscrimination which you may be using.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

In addition to this statement, under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA), the District is responsible for notifying job applicants, employees, students, parents and the public of our obligation

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to provide accommodations to otherwise qualified individuals with disabilities. Therefore, any notice inviting parents, employees, students or the public to apply for vacancies, register for classes, or attend functions, meetings, conferences, training or any other District or school-based event, must include the following statement:

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

SCHOOL FORMS

The following forms are available in the teacher planning area:

Announcement Form	After School Activity Form
Computerized In-service Registration	Request for Use of Film/Video
Detention Letter	Supply Request Form
Room Maintenance Request Form	Telephone Conference Form

**TEQUESTA TRACE MIDDLE SCHOOL
UNIFIED DRESS CODE**

- ◆ **TOPS** Polo style shirts with a collar, short or long sleeved in any solid color. Shirts may not be form-fitting, lycra or spandex, and must be long enough to cover the midriff.

- ◆ **BOTTOMS** Bottoms must adhere to one of the three color choices: **black, navy blue or tan** made of cotton or cotton/polyester blend material. Hemmed shorts and skirts must reach the end of the first row of knuckles beyond the hand when the arm is held down at the side. All trousers must be secured at the waist. No saggy pants revealing undergarments allowed. ***Blue Denim jeans, sweat pants, nylon athletic pants, or oversized pants will NOT be permitted.***

- ◆ **FOOTWEAR** Shoes must be worn at all times. For safety reasons, *zories, flip flops, and thonged sandals are discouraged.* Backless shoes are acceptable. Students must adhere to the Broward County School Code of Conduct.

- ◆ **OUTERWEAR** Jackets and sweaters may be worn but not in the place of an appropriate top. Athletic Jerseys are not considered a jacket, sweater, or sweatshirt.

- ◆ **HEAD COVERINGS** Caps, hats, and bandannas may not be worn unless they are worn for religious or medical reasons.

- ◆ **ACCESSORIES** Any articles of clothing or jewelry including, but not limited to, belts, bracelets, or collars with spikes, heavy link chains, and wallet chains that may cause injury and are not allowed.

All students are required to adhere to the dress code requirements of Broward County School Board Policy #5309 at all times.

Failure to follow this code will result in disciplinary action.

**TEQUESTA TRACE MIDDLE SCHOOL
TELEPHONE CONFERENCE FORM**

DATE: _____

TEACHER(S): _____

A telephone conference has been requested by the parents of:

Please call them at : (W) : _____

(H): _____

RESULTS OF CONFERENCE:

