Tequesta Trace Middle School 2015-STAFF INFORMATION ACKNOWLEDGEMEN

2016

My signature below certifies that I have:

REVIEWED THE CONTENTS OF THE LEGAL MANILLA FOLDER given to me on 8/17/2015

Manilla Folder

Pre-planning Calendar Open House Memo Bell Schedules

Regular Early Release Lunch

Payroll Calendar Personal Data Sheet - Ana Sayre

TEACHER TOOLS Article "If he is in danger of failing, at least 3 people need to know" Discipline/Contact Log Sub Plan Template

Leadership Responsibilities Support Staff Responsibilities Administrator/Teacher Assignments Morning Conference/PLC Schedule Morning Duty Post Assignments/Map

Maps:

W/ Names W/ Room #s W/ Both Lunch Schedule/Times

> **Staff Information** Acknowledgement Due to Donna Leavy By Friday, August 21, 2015



- ACCESSED, read, understand, and agree to abide by the policies expressed in the Tequesta Trace Middle School Handbook, the School Board of Broward County Policies at http://www.broward.k12.fl.us/sbbcpolicies/ and the Florida State Educational Statutes at http://www.leg.state.fl.us/Statutes/ especially: TITLE XVI Teachers' Retirement System and TITLE XLIII K-20 Education Code:
- ACCESSED AND READ the "STAFF SIGN OFF INFORMATION" folder on TTMS CAB Conference and have reviewed the following:

Main Garfield Window

MANTI-BULLYING

Revised Manual/Policy/Forms

DISCIPLINE/STUDENT CODE OF CONDUCT P5.8 STUDENT CODE OF CONDUCT Final/JULY2015 15 – 16 Agenda and Discipline

P2304.001 Weapons REVISED

ESOL Instructional Strategies Defined ESOL Instructional Strategies Matrix Chart

>>HEALTH

HIPPA

P4019 protected student health information

P5012 treatment of students w/ HIV

P2301 reporting injuries

FLU Season Preparedness Memo

MIMPORTANT POLICIES

Dress Code/Student Progression/SIP guidelines/Nondiscrimination/Nepotism Instructional Material/Gifts/FIELD TRIPS/Employee Discipline Guidelines Attendance Procedures/CODE OF ETHICS/ADA Brochure/Your classroom Should be left like/Avoiding Legal Issues/Absence W/out Leave State Statute TDA/Sick Leave/Self-Reporting/Technology usage/Personal Leave CHILD ABUSE/NEGLET MANDATORY REPORTING Homework Procedural Manual/Popup Blockers

SEXUAL HARASSMENT

EEO Internal Brochure/Guide for school personnel/Policy4001.001/ Preventing Sexually Inappropriate.../Recognizing&Preventing Sexual Harrassment Sexual Harassment 2015

TEACHER TOOLS

Contact Log/Discipline Log/Sub Plans

2015-2016 STATEWIDE ASSESSMENT CALENDAR

△2015-2016 FACULTY HANDBOOK

EEO/SEX HARASS VIDEO EMAIL

ESS UPDATE ADDRESS OR PHONE ESS UPDATING Email or WORK TEL

FINAL Code-of-Conduct-2015-16

►P3.2.1 Universal Free LunchREVISED.pdf

- I also understand that periodically, there will be additional information posted to the "STAFF SIGN OFF INFORMATION" folder on TTMS CAB Conference. I will be notified via email when this occurs.
- I also understand that I can find lesson plans, policies, ESOL and ESE strategies at http://beep.browardschools.com. (This is where you can find SO many resources!)
- I also understand that I can find Common Core State Standards at http://www.cpalms.org.

Staff Member's Signature	
PRINT NAME	Data
PKINI NAME	Date