

## Our Mission

The administration, faculty and staff at Westglades Middle School are dedicated to providing an innovative education program in which all students will be actively engaged in learning, incorporating the most recent technology into the curriculum, in a positive environment where students will experience academic and personal growth.



## Philosophy of Westglades Middle School

At Westglades Middle School we believe that through the active involvement of our stakeholders - administrators, teachers, staff, students, parents, business and community partners - we can prepare our students for the demands of the workplace of the coming centuries.

Through our challenging and innovative curriculum, incorporating the most recent technology, students will be actively engaged in a wide range of performance-based learning experiences.

Our students will benefit from the resources of distinguished guest speakers. Educational field trips will also provide students with hands-on experiences. Through the use of the latest technology, our students will experience electronic field trips to distant places and communicate with students in classrooms around the country.

In response to the unique characteristics of the middle school child, multi-level learning activities will be provided to assure a solid foundation of skills to satisfy each student's academic, physical and social needs. Students will be assigned to an interdisciplinary team of teachers who will provide cohesive units of

study, discussions of developmentally appropriate social issues and the security inherent in team membership.

We believe that learning should be fun. We will provide a nurturing environment in which all students can achieve their personal goals and experience success. At Westglades Middle School, students will learn to appreciate cultural diversity, develop respect for themselves and others, and form supportive peer relationships. Our teachers are learners; involved in active learning communities with the goal of enhancing student achievement.

We are certain that every student can learn. With the knowledge of individual learning styles, teachers will incorporate a wide variety of teaching strategies into daily lessons. Students will be coached in problem solving and decision making skills. Through participation in the challenging interdisciplinary curriculum, students will become self-directed, self-motivated, life-long learners.

We believe that by studying the past and learning the valuable lessons of today, our students will build a strong foundation for a successful future.



## Announcements

Morning announcements are an important way to communicate news items to the entire school.

Staff members, coaches, club sponsors, etc. may submit items for the announcements to the Media Specialist by 3:15 PM for the following morning. Please indicate how many days the item should be read. In addition to the extensive morning announcements, brief announcements may be made at the end of the

day. **It is important for all classes to pay complete attention to the school-wide announcements.**

### Assemblies

Assemblies will be conducted throughout the year in the auditorium or gym. Teachers are required to stay with their students and are responsible for the enforcement of the following rules of conduct for all assembly programs:

- Prior to attending the assembly, teachers are asked to instruct their students thoroughly in proper behavior and courtesy during assembly programs.
- Teachers are asked to escort their class to the assembly. Students must stay together as a group and return to their room as a group.

### Afternoon Dismissal

**Teachers may not release students until the dismissal bell has rung.** Teachers may not hold a class or students in the classroom after the dismissal bell has rung, thereby causing students to miss their buses or transportation home.

### Bullying

“Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, nonverbal or physical behavior, including, but not limited to, any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.



### Bus Rider Rules

The bus driver has absolute authority over the students while they are riding the bus. Students are not permitted to change buses, or ride any bus other than the one assigned. Misbehavior can result in students being suspended from riding the bus.

### Cafeteria

Lunch should be a pleasant time of day when the students are able to meet and talk with their peers. **Teachers are expected to escort their classes to the cafeteria in a timely and orderly manner.** Please remind students that they must remain seated until they are called to line up for lunch. Students may not walk around the cafeteria except to empty trash. All food must be eaten in the cafeteria. The restrooms near the cafeteria may be used with permission from the administrators on duty. **Teachers are expected to pick up their students after lunch and escort them to class.**

### Calendar of Activities

Westglades Middle maintains a comprehensive calendar of student activities. If you are planning an activity that requires the use of an area other than your classroom, please complete a Request for Special Activity Form and submit to the appropriate administrator.

### Child Abuse Florida Statute

All educators and child advocates are held legally responsible under Florida Statute 827.07 for reporting suspected cases of child abuse and neglect to the Central Registry telephone 1-800-962-2873 (1-800-96abuse). The name of the reporter need not be given. All suspected cases of child abuse must be reported to the principal or designee who is then required to be in compliance with Florida Statute 827.07 and report alleged child abuse or neglect for investigation. Florida Statute 827.07

indicates that any person including, but not limited to, any physician, nurse, teacher, social worker or employee in a public or private facility-serving children must report all suspicions of children abuse.

Visiting teacher/school social workers and the school based Child Abuse Coordinator is available for consultation concerning the identification and reporting of child abuse and neglect. Clinical social workers are available for providing school personnel with in-depth consultation on an individual student. They also assist in providing linkage between school and community agencies. Finally, they are available to provide behavior management techniques for those students who have been identified as being abused and severely neglected.

According to the Florida Statutes, child abuse consists of any willful or negligent act which result in neglect; malnutrition; sexual abuse; unreasonable physical injury; material endangerment of mental health; or failure to provide treatment, attention, substance, clothing, shelter, or medical services. (See Florida Statutes Chapter 827) Mrs. Desrosiers, 8<sup>th</sup> grade Guidance Counselor, is the school's Child Abuse Coordinator.



### ***The RtI Team (Collaborative Problem Solving Team)***

The RtI Team is a core group of administrators, support staff, and staff members that meet on a regular basis to address identified student concerns referred to them by the interdisciplinary teacher teams. Through this approach to problem solving, a greater

understanding of the child can be achieved. The RtI Team provides the means for appropriate interventions that impact the student's academic, social, psychological and emotional development.

### **CORE Team**

The CORE Team is cadre of teachers, support staff, and administrators that provides suggestions for behavioral interventions for students who are referred to them by the Collaborative Problem Solving Team. In addition, CORE Team presents staff trainings and serves as a resource for school-based behavioral concerns.

### **Classroom Management**

Teachers take pride in the individual management of their classrooms, knowing that its total organization reflects on them. The teacher who lacks classroom control cannot function effectively since achievement is closely related to discipline. The student's attention, interest and application are prerequisites for learning.

- Standards of conduct, classroom rules, must be clearly established and posted. The enforcement of the rules should be done professionally, firmly and consistently.
- Know your students. Teachers should review cumulative records and student data to identify information about the student that might lead to a better understanding of the student.
- Be firm, fair, patient, and calm. All faculty and staff members should have their emotions under control at all times. Shouting at students is a poor disciplinary technique.
- Communicate regularly with the parents to prevent and/or discuss student concerns. Regular parent contact, through telephone calls, emails or the use of the Parent

Notification Letter, will keep them informed of their child's behavior.

- Good classroom management is often synonymous with good planning. The successful teacher recognizes the need for careful thought and planning before each class.

### Classes Unattended

In view of the liability laws wherein school and personnel may be held liable in case of negligence, it is mandatory that classes are not left unattended. If an emergency arises which necessitates your leaving the classroom, please call the office for someone to cover your class.

Note: If you move your class from your assigned classroom, (ex: To visit the library, computer lab, etc.) please: 1) notify the front office, prior to moving your students, 2) post a sign on the door of your classroom indicating the location of your class, 3) and write the same information on the board inside the classroom.

### Clinic

Teachers may send students to the clinic in the Front Office with a clinic pass. An administrator should be notified of serious accidents or illnesses. **Accident reports must be completed for all accidents occurring on campus, resulting in student injury.**

The clinic is the center for first aid and emergency care only. By law, no medication may be administered by school personnel such as aspirin, etc; therefore, students with minor headaches should be encouraged to remain in the classroom. Students may remain in the clinic for ten minutes for observation before returning to the classroom. If it is necessary for the student to be sent home, they will remain in the clinic until picked up by a parent.

### Copyright

There are very specific laws and School Board Rules, which govern copyright issues. School Board Policy 6318 deals with copyright as follows: "ALL SCHOOL BOARD EMPLOYEES SHALL CONFORM WITH ALL EXISTING FEDERAL AND STATE COPYRIGHT LAWS INCLUDING, BUT NOT LIMITED TO, PUBLIC LAW 94-533. THE COPYRIGHT ACT."

1. The regular legal and/or liability insurance protection provided by the School Board will NOT be extended to Board employees who knowingly violate copyright laws.
2. To avoid violations of copyright laws by Board employees, the Superintendent's designee(s) shall make available to employees appropriate guidelines, training and assistance with copyright compliance.

Information concerning copyright is located in the copyright section of this handbook. Please check **BEFORE** making copies of materials in question. A publication titled Library and Classroom Use of Copyrighted Videotapes and Computer Software is also available in the media center.

### Covering Classes

Occasionally it is necessary to have a teacher cover another teacher's class because of illness, field trips, sports events, or other emergencies. All arrangements for class coverage must be cleared with administration and Mrs. Higgins.

### Custodial Services

We encourage teamwork between all faculty and staff members at Westglades Middle School. All members of the school staff are asked to cooperate with the Head Facilities Serviceperson and his staff members to maintain our beautiful school.

Teachers are asked to assume the responsibility for the neatness and attractiveness of their rooms. The teacher who

uses a room the last period of the day is responsible for turning out the lights, assuring that all paper is off of the floor, and materials are in their proper place. Requests for additional service must be emailed to the Head Facilities Serviceperson with a cc: to the Principal.

### Detentions by Administration

Westglades administration supports a detention policy stating that students may be detained either after school and/or before school for disciplinary reasons. **Administrative detentions are assigned solely by Administration for actions violating the discipline policy and/or Code of Conduct.** Students are responsible for their own transportation to and from detention.

### Teacher/Team Detentions

It is suggested that special assignments be given for minor infractions of school and classroom rules. Detentions may be assigned for infraction of the rules as set forth by the classroom teacher or team.

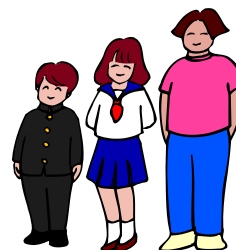
- Teachers must give the student at least a day's written notice before requiring attendance for detention so as to relieve conflicts of transportation.
- The teacher must complete the detention form prior to the day of the detention and present it to the student.
- The student must return the detention form signed by a parent or guardian on or before the day of the detention.
- A student may not serve a detention unless this form is returned to the teacher before the detention unless telephone contact is made with the parent.
- Repeated refusals to serve detentions shall be referred to the appropriate administrator for further action.

*Note - Teachers are reminded to keep an accurate record of detentions.*

### Discipline Policy

The School Board of Broward County and Westglades Middle School have an established standard of student behavior and discipline. Students will receive the district's Secondary Code of Student Conduct during the first week of school. Students and parents will sign and return a form enclosed in this booklet to verify their understanding of the student responsibilities.

Further, the Broward County School Board has established a district wide Discipline Matrix. This document specifies behavioral infractions and required consequences to ensure uniformity and equity throughout the district. The Administrators will utilize the Westglades Middle School Discipline Plan along with the Broward School Board's Discipline Matrix to determine appropriate consequences for behavioral infractions.



### Discipline (School-wide)

Good discipline creates conditions favorable to efficient learning. Its ultimate purpose is the maturing of the learners - accepting of responsibility for their actions and self-control. School policies and rules must be followed by all teachers to achieve consistency where everyone upholds guidelines.

- Each teacher is responsible for the conduct of any student, any place in the school, or on school grounds.

- A teacher does not have the authority to exclude a student from class for any reason at any time.
- Discipline will improve if control is consistent and continues throughout each day and throughout the entire school.

**Note: One important requirement is that teachers stand in their doorways during class changes.** This supervision greatly reduces hallway problems. All teachers are to enforce the Student Conduct and Proactive Discipline Code. Teachers should become familiar with the contents of the codes.

### Discipline (Classroom)

Teachers are reminded to follow all the steps of the Westglades Middle School Proactive Discipline Plan **prior** to referring students to the administration. It is generally recognized that the most effective discipline is administered by the classroom teacher. Teachers should explore every avenue before referring students to the office. Please do not send students to the office. A student should not be sent to “sit in the office”. Once the administrators receive the referral, they will call for the student and determine the consequences. In cases of extreme misbehavior, call the office for an administrator or security to come to your classroom to remove the student.

### Dismissal

Students are dismissed by the teacher and not the clock or bell; they must remain seated after the bell until the teacher dismisses them. Teachers are required to keep students in the classroom until the appropriate time for dismissal.

### Duty Posts

Teachers will be assigned supervisory duty posts during the school year. Please refer to the Teacher Duty Roster for your specific dates and supervision areas. Teachers on duty

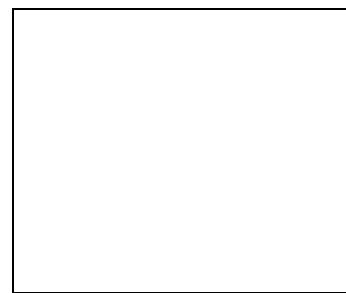
are asked to supervise their assigned area by assuring a safe and orderly unloading of the buses or supervising the students waiting to enter school. Please indicate the dates of your duty in your Substitute Plans. **If you are unable to serve your assigned duty, please secure a replacement and notify your Assistant Principal via email.**

### Dress Code

Westglades Middle School students are expected to comply with the Dress Code rules as stated in the Broward County Student Handbook. Students out of compliance with the dress code will need to call home for a change of clothing. In addition, repeated dress code violations will result in disciplinary action as per the Discipline Matrix.

### Equipment Checkout

It is very important that you properly check out all equipment leaving the school campus. This is done by completing the Property Pass form and receiving approval from the administration. One copy of the form remains with the piece of equipment in the event someone questions your use of the equipment outside of the school campus. This procedure is extremely important. Please refer to the Media Center procedures for on campus use of equipment.



For the safety and security of the students and staff, Westglades Middle School will conduct a series of building emergency evacuation drills once a month.

(District Safety Codes)

**Code Red** – No Movement. Threat/ Incident to the facility. Do not respond to fire alarms or anyone knocking at the door.

**Code Yellow** – Threat/ Incident. No movement in the building other than the Safe Team and their designees.

**Code Brown** – Chemical Threat  
No movement in the building other than by police/fire officials or their designees. Depending on the size or location of the threat there may be an additional call to evacuate the building.

Code Black – Bomb threat. Evacuate Facility

**Code Blue** – Medical Emergency

**Code Orange** – Evacuate. Situation warrants beyond previous codes

**Code Green** – All clear

A LOCKDOWN may be called for 3 codes (red, yellow, or brown).

An EVACUATION may be called for 2 different codes (orange or black).

Teachers are asked to follow these procedures:

1. Instruct students to leave and return to the room in a single file.
2. Students should remain silent and walk fast, but not run, during the entire drill.
3. Classes must remain together leaving the building and while waiting for the "All-Clear" bell.
4. The teacher will bring up the end of the line and carry a roster of students in that class. When safely outside, the teacher should call roll to assure all students are safely outside of the classroom.
5. An Evacuation Route Map has been placed in each classroom. This map identifies the most direct exit route from the classroom.

Please familiarize yourself with this information and discuss the procedures for exit with each class. The map must remain posted throughout the school year.

### **Federal Drug Free School Act**

The Federal Drug - Free Schools and Communities Act (PL101-226) requires the School Board to notify all employees about the following facts:

1. School Board Standards of Conduct for its employees prohibit the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol on school premises or as part of any of its activities.
2. Any employee who violates the Standards of Conduct listed in #1 above will be subject to immediate disciplinary action up to and including termination of employment and referral for prosecution. Disciplinary action may include the completion of an appropriate rehabilitation program.
3. Information about drugs and alcohol counseling rehabilitation are available through the School Board's Employee Assistance Program (754-322-9900).
4. Board employees must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. All of the above provisions are also required pursuant to School Board Policy #2400 (Drug-Free Workplace)

### **Field Trip Procedure**

Field trips provide the opportunity for our students to receive an enriching experience often not available from basic classroom instruction. Teachers are encouraged to plan field trips with their classes providing that the numbers of trips are within reason, and that the

purpose of the trip is educationally sound. Field trips may not be taken during the district's Black-Out Dates or prior to the administration of the FCAT. Please consult your grade level administrator to assure a field trip is not scheduled during that time frame.

The teacher/team should first establish the feasibility of the trip including: method of transportation, cost per student, dates/time, chaperones, class coverage, and calendar conflicts.

A Field Trip Activity Request Form must be completed and submitted to the Grade level Assistant Principal. This should include the purpose of the trip and transportation arrangements. Upon approval, you will receive a Procedural Steps Form to help you monitor the field trip procedures.

**Only after the request for field trip has been approved**, should the teacher begin planning with students. A parent authorization is needed for each student and kept on file. For out of county trips, emergency phone numbers should also be obtained from each student with a copy provided for the administration office. Special arrangements must be made in advance

**Meet with the bookkeeper** before collecting any money for specific procedures and a receipt book. **All money must be turned in ten working days prior to the date of the trip.**

Out-of-county trips require written approval from the area superintendent. **Please plan your trip well in advance (at least one month) to receive approval.**

Bus transportation is secured by submitting a written request to the Transportation Department at least ten days in advance of the trip. Specific directives from the Transportation Department must be adhered to completely. The sponsoring organization pays the expenses for bus use. Use of school buses

shall be confined to the counties adjoining Broward County and/or a maximum of 100 miles.

When contracting for a **private bus company**, you must choose from a company that is included on the list of pre-qualified companies. Those companies will be required to quote their price on the School Board Quote Form. The school will confirm the reservation by signing off on the Company Quote Form.

**Notify the cafeteria manager** at least ten days in advance of any field trip that will necessitate students being absent during lunch.

A typed **alphabetical list of the names** of all students participating must be distributed to all teachers, administrators, front office, and guidance office, at least three days prior to the field trip. All permission slips must be given to the Bookkeeper three days prior to the field trip.

Teachers are to have at least three school days written notice, with lists of students going on the field trip. Prior to the field trip, for good and sufficient reason, a teacher may refuse to permit a student to attend a field trip. Administrative advice should be sought in these instances.

Several students at Westglades Middle School are authorized to take medication during the school day. This medication is kept secure in the clinic area of the front office. **It is the sponsoring teacher's responsibility to gather and administer medication for students going on their field trips.**

**Teachers attending the field trip must complete Temporary Duty Authorization (TDA) forms** and submit them to your grade level administrator at least two weeks prior to any activity. Chaperones must be secured and volunteer registration forms completed.

The teacher/team sponsoring the field trip will be responsible for the general conduct of the



students while riding the buses and at the location. Supervision must be well planned. No swimming is permitted on school-sponsored trips. The State of Florida **does not allow** schools to rent, lease or purchase the service of a "van" to transport students on any school-sponsored trip. Failure to follow this field trip procedure may result in the denial of the field trip and future field trips.

### Food and Drinks

Food and drink should not be consumed by teachers in the presence of students during classes. Students should not be sent to the cafeteria to bring food or beverages back to the classroom. All student recognition activities involving food must be held in the cafeteria and not interfere with the breakfast or lunch schedules.

### Fund-Raising Drives

All fund raising activities must receive prior specific permission from their administrator. All sponsors and club treasurers must complete the training program provided by the bookkeeper. Failure to use the proper accounting practices and procedures will cause the organization to have their fund raising activities suspended and/or the activity cancelled.

### Guest Speakers

All requests for guest speakers must be submitted to the grade level administrator through the use of an Activity Request Form two weeks prior the date of the class visit. Some guest speakers must be approved by the Superintendent's Screening Committee and require additional time for approval.



### Hall Passes

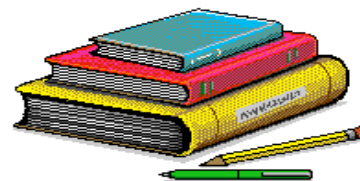
Hall passes must be **hand written** on the approved pass. Please do not use laminated or permanent passes.

A. Once students enter the classroom, they may leave only with the permission of the teacher. Hall passes should be issued only during independent work time; otherwise students are to remain in class.

B. Teachers may not cause any student to be absent or tardy from class without the prior approval of the teacher whose class the student will miss.

C. Teachers shall not deny a student admission to class because the student is late. Permit the student to enter and record an unexcused tardy.

D. Students may not be issued a hall pass or permitted to leave class during an emergency (Lockdown, Code Red, Code Yellow, etc) During that time, students are to remain in class until the emergency has cleared and the Administration has given clearance to resume movement in the building.



### Homework

Homework should be assigned to students when and where appropriate, to enhance the learning situation and to provide for skill reinforcement. The type and amount of homework should be consistent with the ability of the student, the subject, grade level and SBBC Homework policy. Homework should be an extension of the school activities. Student projects should be coordinated within academic teams.

The interdisciplinary team of teachers should collaborate when assigning large projects, homework assignments, tests and reports throughout the marking period so as not to overburden the students.

Teachers should explain when, how and to what extent the parents can participate to make homework a meaningful experience. Home activities can serve to broaden experiences, stimulate new interests and create a bond between home and school.

### Student Planner

The Westglades Student Planner has been designed to strengthen the study skills of our students. Students are taught to write daily and long term assignments in their planners. Teachers are expected to utilize the Planner to reinforce home-school communication. Parents are requested to sign the planners weekly to maintain communication with the classroom teachers. Important dates and activities are listed in the planners. Flexible use of the Homework Planner by the interdisciplinary teams is encouraged.

### Student Injuries

#### A. School Board Policy:

When a student is injured on school property, the teacher or person in charge may render such aid as is advisable under the circumstances and within the limits of their knowledge for treatment of such injury. If possible, the administration and parents must be notified immediately. As soon as possible after the student has been treated or placed under competent care, a written report shall be made to the principal; copy of the report shall be forwarded to the Risk Management and Safety department.

#### B. Accident Procedure

In the event of serious or extensive injury, the teacher to whom the student is assigned or the first teacher upon the scene shall adhere to the following procedures:

#### B. Accident Procedure (continued)

1. **Do Not Move** the injured person.
2. Render first aid **Only** if necessary.

3. Notify the Front Office and Administration by the most expedient method possible, providing them with the student's name and nature of the injury.
4. After the student has received the appropriate attention, complete an accident form and submit it to the Front Office. The form is completed by the teacher who was in charge or witnessed the accident.

### Intercom

Every attempt will be made not to interrupt classes during the day with intercom announcements; therefore, any use of the intercom must be cleared through the administration. Administrative announcements will be made only when absolutely necessary. All teachers are responsible for maintaining order during these announcements. When a bus arrives late, an announcement will be made giving the number of the bus arriving. First hour and last hour teachers are to record bus numbers by the names of all bus students.

### Sick Leave

A teacher who is unable to perform his duty in school because of illness, or other board approved reason, shall be granted sick leave. "Illness" for sick leave is defined as: 1) Illness of the employee, 2) Illness of a member of the employees' household, 3) Illness or death of a close relative requiring the employee to be absent from duty on a workday. Such leave may amount to ten days for each school year; these days are cumulative according to board policy. Personal leaves must be arranged in advance and approved by the administration. Certain restrictions may apply to these leaves.

If you are going to be absent from work, you must notify SUBCENTRAL according to the established substitute procedures.

### Leaving School Grounds

Staff members shall not leave the campus during the school day without the specific permission of the administration. Whenever a teacher needs to leave school during contract hours, the following procedure should be followed. Sign out on your

designated sheet in the Sign-Out Book in the Office Manager's office. Indicate the time, date, and reason for leaving. Secure the signature/approval of an administrator. Sign in when you return.

### Lesson Plans

Planning for effective classroom instruction is a task required of all teachers. Classroom management is virtually impossible and learning is difficult for students if the teacher approaches a lesson in a disorganized manner. Lesson plans should be located in the classroom during instruction and prepared at least one week in advance. Lesson plans are subject to periodic inspection by an assigned administrator and department chair.

### Emergency Lesson Plans

Emergency Lesson Plans should be prepared each nine weeks and cover at least three days of instructional time. Updated emergency lesson plans should be located in your Substitute Folder. It is important to revise the emergency lesson plans after each use. Please make every attempt to provide timely and meaningful assignments for inclusion in the emergency lesson plans.

### Liability

The primary test for determining liability of a teacher for injury to a pupil is **foreseeability**. If a reasonably prudent person could have foreseen the harmful consequences of his act, a teacher, in disregarding the foreseeable consequences, is liable for negligent conduct. When a person is doing anything in which a person or ordinary prudence can foresee danger or harm to others, the law imposes upon him a duty to exercise reasonable care. Because of the teacher-pupil relationship, the test of foreseeability for a teacher should be based on what a reasonably prudent person could have foreseen under the circumstances.

If a teacher is negligent in the performance of his or her duties, there is no legal power that can protect them from the consequences of

negligence. However, if a teacher exercises due care to foresee harmful consequences and to provide reasonable safety measures, the burden of proof of negligence is placed on the accuser. The courts have upheld teachers who exercised reasonable care in handling students under their supervision. There are no statutes in Florida that grant immunity to teachers from suits for injuries sustained by pupils. However, the courts have interpreted the law to mean that a teacher is not liable for injuries to a pupil unless the teacher is negligent in his duty.

The best course of action for any teacher to take is to follow known safety rules, to instruct students in the best way of carrying out a specific assignment, and to exercise reasonable caution in the performance of regular school duties whether they are in the classroom, on school grounds, or on a field trip. In other words, teachers should use sound judgment and exercise reasonable care at all times.

### Lunchroom Faculty & Staff

Faculty and staff members are expected to eat lunch on campus. Lunches may be purchased in the cafeteria. Leaving campus for lunch is not permitted without specific permission from the administration.

### Interschool Mail

Carrier service (the pony) is provided to transport reports, communications, and supplies to and from all the county departments and from school to school. Mail is delivered and picked up from the front office on Monday, Wednesday and Friday. This mail service may be used for school business only. Other use of the service is in violation of Board Policy and Federal Laws.

### Mailboxes

Teacher mailboxes are located in the Teacher Planning area. Teachers are requested to check their mailboxes in the morning and before leaving school at the end of each day.

Please do not send students to retrieve your mail. **Students are not permitted in the teacher planning area at any time!**

### Email

Westglades Middle School utilizes the CAB (Communicating Across Broward) System for email. The CAB has been installed throughout the district. Email is a powerful tool to maintain communication on school related issues with your colleagues. Teachers are asked to check their email several times during the day for important announcements and updates. Important general information is listed on the Westglades Conference section of the CAB desktop. Training is available from our Technology Specialist. All use of email is governed by School Board Policy #5306 and is not intended for private/personal use. (see copy in appendix)

### Media Center Procedures

Westglades Middle School maintains a state-of-the-art media center. The media center, with an extensive selection of printed and multi-media materials, serves as the informational hub of the school. The media center's policies and procedures are outlined in the Westglades Middle School's Media and Technology Handbook. Please see Mrs. Haneski, the Media Specialist with specific questions or for technical support.

### Money Collection

Westglades Middle School maintains a specific procedure for the collection of money. No monies are to be collected by any teacher unless the collection and disbursement of this money has been discussed, planned, and **approved by the administration and the bookkeeper.**

All monies collected must be documented by an official receipt. All monies must be deposited into the internal accounts of Westglades Middle school through the bookkeeper by 1:00 p.m. on Monday - Thursday, no money will be collected on

Friday. **No money is to be left at any time in any classroom or office desk, whether locked or unlocked.**

Staff members who do not follow approved collection procedures will be required to put in writing their exception and document these exceptions with the auditor.



### Newsletter

The Westglades Wolf Tales newsletter is distributed monthly during the course of the year. Each month we will collect newsworthy items of interest from the staff. Coaches, club sponsors, parent groups, etc. may submit articles for the newsletter. All articles should be submitted in a final corrected form or by email. The Wolf Tales newsletter is also available on our web site: [www.westgladesmiddle.com](http://www.westgladesmiddle.com).

### Parties

The administration discourages classroom parties during the instructional day. Student recognition activities must receive administrative approval.

### Planning Period

All instructional personnel are assigned a period of time for instructional planning. This time should be used for the improvement of classroom instruction. In most cases, grade level, interdisciplinary teams have been assigned common planning time.



### Parent Conferences

Parent teacher conferences are an effective means of communication and an integral part of effective teaching. Any team may request a conference by asking the grade level Guidance Counselor to contact the parents and schedule the meeting. Parent conferences are normally scheduled from 8:45 to 9:10 A.M. Teachers attending conferences are expected to be on time. Teachers unable to attend a parent conference are required to leave conference notes with a team member.

### Parent Groups

Westglades Middle School is fortunate to have active, supportive parent groups. Meetings of the Parent Teacher Association (PTA), the Parent Advisory Forum and The School Advisory Council (SAC) will be conducted on a monthly basis. Teachers are encouraged to support the efforts of these groups and attend meetings of interest.



### Progress Reports/Interim Reports

On designated dates, midway between marking periods, an interim report shall be sent home to parents of all students. The interim reports are generated electronically and indicate the student's academic progress and behavior in every class.

**You must contact the parents either through a personal conference or by telephone if their student is receiving an "F" and/or has dropped two letter grades in**

**your class.** Teachers are also encouraged to notify parents of positive improvements made by students.

### Report Cards/Grades

Reports cards will be distributed to students on the fifth school day after the end of each nine-week marking period. Please refer to "Dates to Remember" for specific dates. Any student who has been enrolled in school at least 23 days during the nine-week period must be issued a grade. The final report card will be mailed home. All others will be distributed to the students during the last academic block on the specified dates.

The State of Florida and the Broward County School Board have adopted the following grading scale for use in all schools:

90 - 100	A	Superior Progress
87 - 89	B+	Outstanding Progress
80 - 86	B	Commendable Progress
77 - 79	C+	Above Average Progress
70 - 76	C	Average Progress
67 - 69	D+	Below Average Progress
60 - 66	D	Lowest Acceptable Prog.
59 or below	F	Failure
	I	Incomplete Grade

### Incomplete Grades:

In case of illness, a grade may be withheld until all assignments are completed. All work must be made up by the student within a time period equivalent to twice the number of days absent. Teachers are responsible for grades marked **incomplete** and must submit a grade to the IMT within two weeks.

### Change of Grades:

If an error is made in recording a grade or if an incomplete grade has been given, the teacher should notify the IMT and complete a Change of Grade Form indicating the correct grade.



## Records (Employee & Student)

The 1988 Legislature has re-enacted the following exemptions to Florida Statute 119, The Public Records Law. These are the items that **are not** subject to review by the public.

### Personnel Records

1. Complaints against teachers and administrators will be investigated by the Commissioner of Education who will determine if there is probable cause to take action or the investigation becomes inactive.
2. Employee evaluations are not available until the end of the school year immediately following the school year in which the evaluation is made. (Example: an evaluation done in March of 2008, will be open to the public the end of June in 2009)
3. Derogatory materials until 10 days after the employee has been notified the material exist and have had a chance to respond.
4. Payroll deduction information.
5. Employee medical reports.
6. Examination and related materials pertaining to certification of instructional employees.

### Student Records

1. Students' cumulative records.
2. Personally identifiable records and reports of students.
3. Identity of exceptional education students who need post-school services offered by an appropriate state agency.
4. Students' records and juvenile justice records exchanged by agencies participating in dropout prevention programs.
5. Students' examination and assessment instruments including developmental materials and work papers related to the assessment instruments.

6. Records of hearings challenging the content of student records

### Other Records

1. Identify all information identifying donors and prospective donors to direct-support organizations established by the school board.
2. Information related to appraisals, offers and counteroffers for the purchase of real property by the school board.
3. Materials generated during the development or implementation of an industry services training program under contract with the State Department of Education.

This information was taken from a memo from the Associate Superintendent of Government Community and Employee Relations and the School Board of Broward County, Florida. Copies of re-enactment legislation are available from that office by calling 754-321-0000.

### School Advisory Committee (SAC)

Westglades Middle School's philosophy endorses participatory management. A School Advisory Committee (SAC) composed of representatives from all stakeholder groups (Teachers, Administrator, Staff, Students, Parents, Community and Business Partners) will meet regularly to determine the school's short and long range goals. This group will provide advice regarding all major endeavors, forming sub-committees to research and report on various topics of interest. The SAC monitors the progress of the school's goals and determines future objectives. The School Improvement Plan will be discussed at faculty, parent, and community open forums and voted on by all stakeholders. All faculty and staff members are encouraged to participate in the activities of the School Advisory Council.



## School Security

Westglades Middle School is protected by an electronic alarm system that is activated when the custodial staff leaves in the evening until the building is officially opened the following day. During school hours a sophisticated video surveillance system monitors the campus. Both the Parkland and Coral Springs Police Departments provide support for the school. A School Resource Deputy and Security Specialist are assigned to the school to provide security for the students. Teachers are asked to notify the office immediately if they observe any trespassers or strangers on campus.

**Please review the Westglades Safety and Security Plan located in this handbook.**

## Sexual Harassment

### **Definition:**

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

## Sexual Harassment

- Submission to such conduct is made either implicitly or explicitly a term or condition of employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

## **School Board Policy & Procedures:**

Each and every employee has a right to work in an environment that is free from discrimination and/or harassment. Each and every employee has a responsibility to conduct themselves in a manner that is nondiscriminatory and/or harassing - Policy 4001.1 - Nondiscrimination Policy Penalties:

A substantiated charge against a board employee shall result in disciplinary action, including but not limited to warning, suspension without pay and/or termination of employment, subject to applicable procedural requirements.

## **Employee's Rights & Responsibilities**

### **Victim's Rights:**

- A) Any student/employee/volunteer has the right to file a sexual harassment claim and expect it to be fully investigated in a timely manner.
- B) The right of confidentiality, both of the complainant and of the accused, will be fully protected. Retaliatory or intimidating acts against any individual who has made a sexual harassment complaint, testified, assisted or participated in any manner in an investigation are specifically prohibited and grounds for a separate harassment complaint.

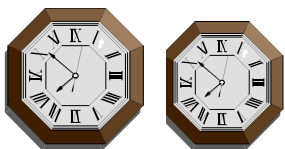
**Additional materials relating to Sexual Harassment are located in a separate section of this notebook.**



## **Smoking**

Westglades Middle School is designated as a "Smoke Free Work Location". This means that smoking is not allowed in the building at any time or in any location. Teachers can assist in setting high standards. Smoking is not allowed in any part of the building, including but not

limited to the restrooms, planning areas, parking areas, etc. Please help monitor this policy by reporting any violations to the administration.



### Staff Hours

Teachers are employed to work 196 days each school year; 180 days must be devoted to instruction. Teachers must work at least seven and one-half (7 1/2) hours each day - not including a 30-minute duty-free lunch period. At Westglades Middle School the official teacher day begins at 8:15 A.M. and ends at 3:45 P.M. Everyone is expected to report for work on time. In addition to the Staff Duty Roster, teachers are asked to assist with supervision during the change of classes and at dismissal. Please be highly visible in the hallways during this time. Please know that the administration is flexible in working with each staff member in times of emergencies.

### Stairways

Stairways have been incorporated into the floor plan at Westglades Middle School to accommodate the second floor classrooms. Students are instructed to **stay to the right** hand side of the stairwells while using the stairs. Running, skipping and jumping from steps is forbidden. Teachers are asked to strictly enforce this rule as they monitor the hallways in these areas.

### Student Council

The Student Council is a student run organization designed to develop leadership skills while providing service to the school and community. Each homeroom will elect a representative to voice the concerns of the students to the council. Four officers (President, Vice-President, Secretary, and Treasurer) will be elected from the

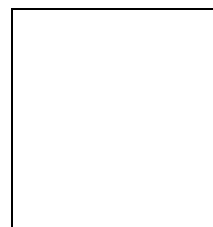
representatives to represent the student body at large.

### Substitute Teachers - Hiring

Funding for substitutes comes directly from our local school budget and when used excessively can affect the funds available for instructional programs. It is hoped that each teacher will carefully weigh the necessity for being absent from work.

The number of professional employees in Broward County makes the availability of substitute teachers critical. **It is imperative that teachers arrange for their own substitutes at the earliest possible time.**

1. Once you have received verbal commitment from the substitute of your choice to cover your classes - call Sub Search at 754-321-0050 to record your absence, enter your substitute, and receive a Job Number following the procedures outlined in the Sub Search Reference Guide.
2. Give the date of your absence, the substitute's name, and job number to the Office Manager.
3. If you are unfamiliar with the Sub Search System, call the Help Desk Central phone at 754-321-2340.



### Substitute Teachers - Preparation

The following teacher preparation will assist your substitute.

1. A substitute folder must be completed and returned to the Office Manager, in the front office, prior to any absence. This



folder should contain all pertinent information for the substitute.

2. When leaving assignments, give titles and authors of texts and laboratory manuals, page numbers, and item numbers. Leave copies of texts, answer books, and manuals for the substitute.
3. Leave meaningful assignments for the substitute to give the students. Busy work results in a waste of time.
4. Maintain an up-to-date seating chart listing the full name and grade of each student. Insist that students always occupy their assigned seats.
5. Whenever possible, prepare your students for a substitute by instilling good work habits and a code of conduct that is conducive to order and achievement.

### Supplies

Department Chairpersons are responsible for submitting requests for instructional materials and supplies for their departments to the budgetkeeper. Each teacher will complete their individual order forms and give them to the Department Chairperson for administrative approval. Orders for basic classroom supplies and art supplies will be done in January and May. If you require a unique item please see the budgetkeeper for catalogues.

### Sunshine Committee

The Sunshine Committee is composed of members of the faculty and staff to sponsor and promote faculty activities and special events. The committee collects dues at the beginning of the school year to finance their

activities. School wide support of the Sunshine Committee is encouraged.

### Technology

Westglades Middle is fortunate to have a state-of-the-art campus with computer labs, lap top computers for teachers and many classroom computers with the latest components and printers. Many of the classroom computers have multi-media capabilities - all have CD-ROM drives. One computer in each classroom has been designated as the Internet PC, with access to the world wide web. In addition to the classroom computers, teachers may sign-up to take their classes to the Learning Resource Lab. Teachers may contact the Technology Coordinator at ext.#2037 with technology related questions.



### Telephones

At Westglades Middle School each classroom is equipped with a standard telephone for emergency use. Teachers may use the telephone during their lunch or planning time. An outside line can be accessed by dialing 99 and the local number. Long distance and directory information services cannot be accessed from the classroom telephones.

In order to maintain the instructional momentum of the classroom, at no time will calls be forwarded to the classroom from the main switchboard. **Teachers are not permitted to make personal telephone calls during class time.** Students are not permitted to use the classroom telephones unless supervised by the teacher. Additional telephones are available for teacher use in the planning area.

### Teacher Cell Phones

To insure continuity of instruction without interruption, and in keeping with classroom telephone guidelines, **teachers are not permitted to make personal telephone calls during class time.**

### Textbooks

Each teacher must assume the responsibility for the textbooks they receive. Teachers are asked to write their names and the year in ink in all textbooks.

All lost or damaged textbooks must be paid for before a new textbook will be issued. Textbooks must be returned to the assigning teacher in the event of a schedule change. All withdrawing students must return their textbooks before a grade is issued. At the end of the term teachers must collect textbooks from all students. If all attempts to retrieve textbooks fail, submit the list of student names to the Textbook Coordinator for further action.

### Virtual Counselor

The district provides Virtual Counselor, an online database of student records, for parent and student use. The site contains student attendance information, test scores, student schedules, marking period grades and graduation information. Virtual counselor can be accessed through the Westglades web site. Another service available to parents is the **Pinnacle Internet Viewer** – a program that allows parents to view a student's current grades. The Pinnacle Parent Viewer can also be accessed through the WMS web site.



### Web Site

<http://www.westgladesmiddle.com>

Westglades Middle School's web site is an outstanding representative of our school, programs, teachers, and activities. Each team is encouraged to maintain up-to-date information on their web page link on the site, and to update daily/weekly assignments, tests and projects. The Wolf Tales newsletter, important dates and other relevant information are located on the site.