



WEST BROWARD HIGH SCHOOL
Home of the Bobcats

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Faculty and Staff Handbook

Mrs. Teresa Hall
Principal

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Section 1

SCHOOL IMPROVEMENT and STUDENT ACHIEVEMENT

**The School Board of Broward County
MISSION STATEMENT**

The School Board of Broward County, Florida, is dedicated to meeting the educational needs of all students in a safe learning environment.

School Board Goals

1. All students will achieve at their highest potential.
2. All schools will have equitable resources.
3. All operations of the school system will demonstrate best business practices while supporting student achievement.
4. All stakeholders will work together to build a better school system.

Donna Korn
Chairperson

Dr. Rosalind Osgood
Vice-Chairperson

Robin Bartleman
Heather Brinkworth
Abby Freedman
Patricia Good
Laurie Rich Levinson
Ann Murray
Nora Rupert

Robert Runcie
Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, handicap, national origin, marital status, religion or sex.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities Department at
754-321-2150 or TDD# 754-321-2158

**West Broward High School
MISSION STATEMENT**

The mission of West Broward High School is to promote global awareness in a collaborative learning community of rigor and relevance, emphasizing academic excellence through critical thinking and character development in a technologically enriched environment.

School Improvement Goals and Objectives

The 2015-2016 School Improvement Plan will address the needs of all students preparing for End of Course (EoC) and FSA ELA Assessments. Students scoring below Level on the reading and math assessments will be enrolled in a course designed to improve subject area, critical thinking and study skills. Literacy and writing will be incorporated in all subjects across the curriculum. Tests will be designed using assessment-style questions.

**School Advisory Council (SAC)
and School Improvement Plan (SIP)**

The role of the School Advisory Council (SAC) is to facilitate the development and monitor the progress of the School Improvement Plan (SIP). The SIP includes components such as baseline data, educational goals and objectives of the school, indicators of school and student progress, and strategies and evaluation procedures to measure adequate progress for each goal. The majority of the school improvement plan will address student achievement data and the established Florida Comprehensive Achievement Test (FCAT) criteria for school performance grades set forth by the State Board Rules for the Florida System of School Improvement and Accountability. Refer to School Board Policy 1403 for additional information.

BOBCAT DESTINY

Destiny is not a matter of chance; it is a matter of choice. It is not a thing to be wanted for; it is a thing to be achieved.

- Goal 1: To become the Number One rated Public High School in the United States
- Goal 2: Excellence
- Goal 3: Treat everyone with respect and dignity
- Goal 4: Kinder and Gentler

BOBCAT PRIDE

Bobcat Pride means loyalty to the functions of West Broward High School. WBHS colors are Carolina Blue and Silver. You will want to proudly wear your WBHS shirt and/or school colors on Fridays, school spirit days.

CHARACTER
The Core of Our Lives

School pride is demonstrated through emphasis on Bobcat Values: Responsibility, Citizenship, Kindness, Self-Control, Honesty, Tolerance, Courtesy, Self Motivation, Character, Empathy, Respect, Cooperation, and Peacemaking

ALMA MATER

O' West Broward we sing this ode
To show thanks for what you've bestowed
Here is where our goals are set
With dignity, care, and respect
Each student present is unique
All reaching their highest peak
We're a pack, we stick together
We are bobcats now and forever
With silver and Carolina blue
Every student is kind and true
It's all for one, and one for all
United we stand, divided we fall
Know that as we sing this song
To West Broward, our hearts belong.

Section 2

SCHOOL SUPPORT

Assistant Principal	Department Coverage	Assignments
<p>Lisa Spencer</p> <ul style="list-style-type: none"> • Intern Principal • Main Office 	<p>Science, Guidance, ESE, ELL, Paras/Aides, & Non-Instructional</p> <p>11th Grade</p>	<p>Instructional: School Grade, Biology EoC, 2017 At-Risk Students, Master Schedule, FTE, CSR, NESS, Evaluation Coordinator, Credit Recovery/BVS/FLVS/Edmentum, Advanced Placement/Dual Enrollment, PERT/CELLA, PGP</p> <p>Operational: Certification and Compliance, Hiring and Clearance, Internal Accounts, Budge, Bell Schedules, Discipline Committee/Plan, Interim Reports, Pinnacle/Grades, Rtl Coordinator, Roster Verification – VAM, Substitutes, Announcements</p>
<p>Richard Gonzalez</p> <ul style="list-style-type: none"> • Asst. Principal • Room 215 	<p>World Languages, Social Studies, PE, Athletics, & Activities</p> <p>12th Grade</p>	<p>Instructional: School Grade, US History EoC, 2016 Graduation Rate (CCR), 2016 At-Risk Cohort, Minority Male Success Task Force</p> <p>Operational: Administrative coverage/major activities/events/athletics, Activity Calendar, Staff/Student parking, Textbooks/Destiny Tracking System, Transportation, Keys Distribution/Collection, Cafeteria, Exam Exemptions/Exam Schedules, Student Government/Activities, Free/Reduced Lunch, PTSA, Sponsor/Booster Handbook, Student Obligations, Customer Survey, Student-of-the-Month</p>
<p>Frank Jones</p> <ul style="list-style-type: none"> • Asst. Principal • Main Office 	<p>Reading, Math, JROTC, Custodial, Campus Security, & Testing Coordinator</p> <p>10th Grade</p>	<p>Instructional: School Grade, Math EoCs (AlgI, Geo, AlgII), 2019 At-Risk Students, Monitor SIP Math Goals, Monitor SIP Reading Goals, Capstone, CODE.org, Reading Retake, PSAT (National Merit Scholars), SAC/SAF</p> <p>Operational: Campus Supervision Plan, Safety and Security Plan, Emergency Preparedness Plan, Fire/Tornado Drills, Evacuation Maps, Facilities/Rental Leases, Marketing & Public Relations, Partners in Excellence, Vending Machines</p>
<p>Wendy Mola</p> <ul style="list-style-type: none"> • Asst. Principal • Room 715 	<p>English, CTE, Fine Arts, Media, & Technology</p> <p>9th Grade</p>	<p>Instructional: School Grade, ELA Florida Standards Assessment, 2019 At-Risk Students, Monitor SIP Writing goals, 9th Grade Center – PASL, In-service, Pre-planning Week Activities, Professional Staff Development (PLCs/MLP), Planning Day, ER, PSD Agendas; Sign-in sheets</p> <p>Operational: Graduation Ceremony, Technology, School Website, Perkins Grant, CAPE Funding, Open House, Faculty Handbook, Field Trips, Freshman Boot Camp/Orientation, Property and Inventory, Student Code of Conduct</p>

GUIDANCE DEPARTMENT Student Assignments

Mishele DiFede.....	Guidance Director
Lazaro Porto	Grade 9
Martha Fernandez	Grades 10-12 (A-Ga)
Keisha Nichols-Baker	Grades 10-12 (Ge-O)
Michelle Bellamy	Grades 10-12 (P-Z)
Lisa Solovay	BRACE Advisor
Alyson Laureano.....	ESE Specialist
Kim Fernandez	Registrar
Melissa Carroll	INT
TBD	Guidance Secretary
Linda Friedman	Social Worker

DEPARTMENT CHAIRS

Mishele DiFede.....	Guidance
Lisa Brown	Mathematics
Elizabeth Hart	Fine Arts
James Darr	Physical Education / Health
Gloria Basulto-Arencibia.....	Science
Alyson Laureano.....	ESE
Lorraine Liverpool.....	Language Arts
Jodi Tesser & Tara Terribile	CTE
LTC Kenneth Merkel.....	JROTC
Ariana Lozano.....	Reading/Literacy Coach
Jeffrey Buttell.....	Social Studies
Norma Tchir	Media
Eileen Torraca	World Languages

Section 3

SCHOOL

PROCEDURES

and

INFORMATION

ACTIVITY BUSES, SCHOOL OPERATED

1. Buses shall be operated by properly licensed employees and volunteers only. All activity bus operators shall undergo the same training and requirements as a regular bus operator including mandatory drug and alcohol testing. School bus operators must have a commercial driver's license class "B" with a Passenger endorsement and have successfully completed the Pupil Transportation Department's Bus Operator Training Course. The Pupil Transportation Department shall be reimbursed by the school for all training expenses of the activity bus operator. The Pupil Transportation Department shall be responsible for assuring that activity bus operators have all state-required licenses. The school principal shall be responsible to ensure that no one operates a school-based bus without the proper license and training.
2. Activity bus operators shall perform the pre-trip inspections and record all trips in the activity bus log. Pre-trip inspection forms and activity bus logs shall be forwarded to the Pupil Transportation Department on the first of each month. Schools shall return the activity bus to the Vehicle Maintenance Department on a monthly basis for the state required safety inspection.
3. A flat rate per mile shall be charged to the assigned school for use of the bus as determined by the Superintendent or designee.
4. Buses are to be used within the tri-county area (Broward, Dade, Palm Beach) only.
5. The assigned school must provide a secure parking space for the activity bus.
6. The assigned school shall be charged for damages resulting from vandalism and/or driver abuse.
7. School buses are strictly controlled by Federal and State specifications. Modifications or the addition of non-standard equipment is prohibited. No locking or additional securing equipment may be placed on any door or emergency exit of a school bus.
8. Abuse of the vehicle or of this policy shall cancel future use.
9. Replacement buses for activity bus being repaired or inspected will be issued subject to availability.
10. If an activity bus is returned to the Vehicle Maintenance department dirty, a clean-up charge will be assessed to the assigned school.

ADD-ADDHS, 504 PLANS, ESOL, AIP's

Meeting the individual unique needs of all students is our objective as educators. Federal and state law, as well as our district School Board policies require we follow laws and procedures related to certain populations listed above. Please review all IEP's, 504 plans and ESOL strategy documents. If you have any questions about an individual student's IEP, 504 Plan or ESOL needs, please see an administrator or counselor. Not following 504 Plans, IEP's and utilizing ESOL strategies leaves the individual teacher, school support staff, and school district open to grievances, court action and punitive damages to the individual and the district. Sample 504 accommodations are included in your appendix. The AIP Academic Improvement Plan is an initiative to meet the learning needs of all students with academic deficits.

ADVERTISING

Schools are not to be used as agencies for the distribution of advertising materials. Materials from outside of school sources should not be distributed to homes through pupils without the approval of the Superintendent.

Materials of sectarian nature should not be accepted.

Other free materials may, however, be accepted for classroom and school purposes under conditions that meet all of the following criteria:

1. The initiative for securing the materials should come from the school.
2. In other words, the materials should be of the type that teachers seek, not materials that are thrust upon them to promote the interests of an outside agency.
3. The material should fulfill a legitimate purpose of the school curriculum.

4. The selfish or private purpose of the sponsor should not be prominent or dominant in the material.
5. The advertising feature of the material should not be blatant.
6. Materials should not be used which violate recognized ideals of the school system or society.
7. Schools may use films of educational material which contains the minimum amount of commercial advertising.

NOTE: Any curriculum-related program(s) not initiated by the Division of Instructional Program Services which may contain advertising material from the program sponsor must be submitted for consideration to the Superintendent's Screening Committee.

ANNOUNCEMENTS

Announcements will be made over the LCD system within the last 10 minutes of the first class everyday. Teachers wishing to submit an announcement can do so by e-mail to the administrator in the main office by 2:40 PM the day before the announcement is to be published. Please cc the TV Production teacher on these requests. Announcements submitted after this time, are **not** guaranteed to be published. Announcement schedule may be changed due to testing.

ASSEMBLIES

We will be having assemblies throughout the year in the auditorium and gymnasium. Teachers are required to stay with their students and are responsible for the enforcement of the rules of conduct for all assembly programs. Students from each class must stay together as a group and return as a group. Teachers should instruct their students thoroughly in proper behavior and courtesy during assembly programs.

Pep Assemblies may be held periodically throughout the school year. Students do not have to sit with their class during pep assemblies. However, we do ask that staff members disperse themselves throughout the gymnasium during these occasions.

**More specific instructions will be given as necessary.*

ATHLETIC ACADEMIC PARTICIPATION

Students entering grade 9

1. All entering ninth graders who are "regularly" promoted will be automatically eligible for the entire first semester.
2. Students who are "administratively" promoted to grade 9 will be **INELIGIBLE** for the period of one semester.
3. At the completion of the first semester, a student's cumulative GPA will determine eligibility (a required minimum of 2.0)

Students entering grades 9, 10, and 11

Must have achieved a 2.0 GPA for all course work since entering grade 9.

ATHLETICS AND PERFORMING ORGANIZATIONS

West Broward High School will participate in football, basketball, baseball, volleyball, softball, track, tennis, golf, soccer, swimming, wrestling, cross-country, and female flag football competitions under the jurisdiction of the Florida High School Activities Association. The athletic program is an extracurricular activity and as such will be given its proper emphasis. Performing music organizations, including the drill team, are under the same jurisdiction as athletics.

Citizenship

High standards of citizenship are expected from the student-athlete at West Broward High School. These high standards must be demonstrated not only during the season of an activity but also during the entire year. Continued unsatisfactory conduct grades throughout the year would seriously affect the student's future in the athletic program at West Broward High School.

The school staff believes proper citizenship should be demonstrated by the student-athlete, both on and off campus. Therefore, if a student were involved in any incident that would be in contrast to the goals of athletics, or that would cast unwholesome reflection on the school and its athletic program. This would necessitate the removal of that student from the athletic program. Teachers are encouraged to discuss with the athletic director and coaches those athletes who are failing to maintain the above standards.

ATTENDANCE

Keeping accurate and up-to-date attendance records is the duty and responsibility of each teacher. Attendance must be taken everyday in every class. Attendance is recorded in Pinnacle. Make sure the date you are entering attendance is correct. **Students should not be permitted to take roll under any circumstances.** This is the most important “non teaching” duty you perform during each class period. You must follow the procedures outlined by the administration so as to insure that each student is credited for class attendance or marked properly when absent.

AUDIOVISUAL MATERIALS

Any audiovisual materials, including films and videotapes, purchased or borrowed from sources outside the Broward County School System for use in Board-approved courses of study must be approved by the department administrator. The approved list of films, videotapes or other audiovisual materials should be made available to all members of the department and appropriate administrator. To provide guidance both for the evaluation and for the approval of such media, the guidelines and procedures listed below shall be followed:

1. films or videotapes rated R, X, or NC-17 are prohibited in Broward County Public Schools
2. support and be consistent with School Board of Broward County policies.
3. be positive in approach
4. have literary, aesthetic or social value
5. impart social values consistent with core values as identified by a community-wide task force established by the School Board
6. be free of bias
7. help students gain awareness and understanding of the many contributions made to our society by minority and ethnic groups and women
8. be appropriate in content and in references
9. be accurate in content
10. be relevant to curriculum continuum
11. be timely
12. exhibit quality in language and format

BLACKOUT PROCEDURE

In the event of a power failure, open doors to provide outside lighting when possible. Staff located in conference rooms are to pass to the nearest outside corridor area. Students are to remain under the supervision of their teacher. Do not panic. The administration will establish methods of communication with you.

BOMB THREAT PROCEDURE

In the event that a bomb threat is received, the following procedures will be implemented:

- Use bomb threat checklist (CRM #84)
- **Recipient of call:**
 - o Immediately **write** “what” caller says. Log date, time, male or female voice, possible age of the caller and any other pertinent information.
 - o Remain calm, polite, listen, never interrupt, complete checklist and initiate call trace (if possible)
 - o **Immediately notify principal/designee & SRO**
- **Administrator** directs PA Call for “Code Black”

BUILDING AND EQUIPMENT CARE

We must properly care for our buildings and facilities. One of the important responsibilities that we want our students to realize is thoughtful appreciation and careful use of public property. In addition, the cooperative effort of all staff members in keeping the building as clean as possible will facilitate the care of our facility.

BUS RESPONSIBILITY

Teachers must not give a class or group permission to go to the bus loading area until the bell ending the session has rung. Teachers must not keep a class in the room after the final bell has rung, causing students to miss the buses.

CHEATING

If a teacher becomes aware of a student cheating which is defined as misrepresentation of one's own work, i.e. using unauthorized materials during testing, which include electronic devices, copying, and/or plagiarizing, the teacher should collect student test/work immediately. It is strongly recommended that parents be notified of the situation. A referral may be written to administrator. With regard to grade given, teacher's discretion will be upheld.

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 800-342-9152. The name of the reporter will be requested. Every effort is made by the Central Registry to avoid divulging the name of the reporter. All suspected cases of child abuse must be reported to the principal or designee who is then required to be in compliance with Florida Statutes 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 child abuse.

Visiting teachers /school social workers are 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 schools 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 acts 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).

COPY MACHINES

There are three copy machines located in the teachers mailbox room. There is NO drop-off service available from the front office staff. Please do not send students to the office or media center to have copies made. When using the copy machines, please observe the copyright law.

Administrative copying, such as newsletters, receives priority on the front office workroom copy machine.

Use of the copy machines is limited to instructional materials, which will be used in your classroom. Reproduction of any other materials must be approved through your assigned assistant principal. During "high use times" copy time is limited to five minutes.

Copyright Laws: 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.

The regular legal and/or liability insurance protection provided by the School Board will NOT be extended to Board employees who knowingly violate copyright laws. To avoid 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. All information concerning copyright is available through the media specialist. 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's class covered due to illness, field trips, sports events, or other emergencies. The teachers must contact the appropriate administrator so that coverage can be arranged. Classes will not be covered by other teachers to accommodate personal appointments. In the case of an immediate emergency, call the office, and an administrator will cover your class until other arrangements can be made.

CURRICULUM FRAMEWORKS

Curriculum Frameworks originate from the State Department of Education and are required to be utilized in the teacher's lesson presentation and should also be reflected in the teacher's lesson plans. Copies of the frameworks are available from Department Chairperson(s).

School Board Policy 6101

Curriculum Materials

Curriculum materials in all media developed within or purchased by the Broward County Public School System or borrowed from sources outside the Broward County School System to implement board-approved courses of study must be examined and reviewed by the administrator in charge of the school setting.

Rules

In order to give guidance for both the development and use of materials to implement Board Approved courses of study, the procedures listed below shall be followed.

The curriculum materials shall:

1. be consistent with School Board of Broward County policies
2. support and be consistent with the educational goals of Broward County schools and the objectives of specific courses
3. be positive in approach
4. have literary, aesthetic or social value
5. impart social values consistent with core values as identified by a community-wide task force established by the School Board
6. be free of bias
7. help students gain awareness and understanding of the many contributions made to our society by minority and ethnic groups and women
8. be appropriate in content and in references
9. be accurate in content
10. be relevant to curriculum continuum
11. be timely
12. exhibit quality in language and format

For additional details, refer to School Board Policy 6101 on the Broward Schools website.

DETENTION

The school has adopted the policy that students will be detained before or after school for disciplinary reasons by the classroom teacher. Detentions may be assigned for infractions of the rules as set forth by the classroom teacher. Teachers shall give students a day's written notice before requiring attendance for before or after school detention so as to relieve conflicts of transportation, jobs, etc.

Repeated refusals to serve detention shall be referred to the appropriate administrator for further action.

Administrative Detentions are assigned only by administrators, and will be held from 3-5PM, Tuesday through Thursday.

DISABILITY INSURANCE BENEFITS PROCEDURES

The Elimination Period is the period of time the applicant must be disabled before benefits become payable.

- The first 30 consecutive days of any one period of disability; or
- Expiration of sick leave/sick bank/vacation leave

Employee / Applicant's Responsibility

1. Contact Risk Management, Safety and Benefits Department for disability application.
2. Apply for disability benefits.
3. Inform the Principal/Administrator that application for disability income has been made.

Disability Specialist's Responsibility

1. Send application packet to the employee.
2. Send Job Analysis to be completed and mailed by Principal/Administrator to insurance carrier.
3. Complete Employer's Statement and mail to insurance carrier.
4. Notify Principal/Administrator of approval or denial of disability claim.
5. Verify the employee has been placed on the appropriate leave codes (Code 5; Code 10).

Principal / Administrator's Responsibility

1. When employee exhausts all sick/vacation leave, place individual on Code 10 (Short-term leave) not to exceed ninety (90) days and forward verification to the Risk Management, Safety and Benefits Department.
2. An employee on Code 10 will not be permitted to transfer to another location.
3. Upon notification that employee has been approved for disability, place individual on Code 5 (Disability) and forward verification to the Risk Management, Safety and Benefits Department.

Disability Carrier's Responsibility

- Issue a check to the employee only after notification by the Risk Management, Safety and Benefits Department.

DISCIPLINE

West Broward High School and The School Board of Broward County have an established standard of student behavior and discipline as outlined in the Student Code of Conduct and Broward County Discipline Matrix. In accordance with these guidelines teachers may establish a classroom discipline plan for their own classrooms, and should have this plan clearly posted for students on the first day of school. It is recognized that the most effective classroom discipline is administered by the teacher. When unacceptable student behavior occurs interventions should be taken prior to writing a referral to administration. These may include but are not limited to: Detention assignment, student conference, parent/teacher conference by telephone or in person, or guidance referral. If misbehavior persists an administrative referral may be written documenting all 'PREVIOUS TEACHER ACTION' taken.

Writing Referrals

1. Sign onto Virtual Counselor and complete the online referral, be sure to record prior actions taken by the teacher.
2. Be very specific about the behavior(s) or situation that prompted the referral. Write down exactly what the student may have said, including profanity, if appropriate.
3. If a referral requires immediate attention, please make personal contact with the appropriate administrator.
4. If you feel uncomfortable about placing information in writing, see the appropriate administrator.

Tardies

Do not send students to the office with tardy referrals. When a student is tardy, the teacher should call home and follow the Progressive Discipline Matrix. Assign the appropriate before school/after school detention (1/2 hour if less than 10 minutes or 1 hour if tardy 10 minutes or more). If a detention is not served it may be doubled. Non-attendance of detention will result in an Administrative Detention to be assigned by supervising administrator.

DISMISSAL FROM CLASSES

Teachers are required to keep students in the classroom until the bell sounds for dismissal. Students should remain seated until you dismiss them after ringing of the bell. All teachers must stand outside their door during the changing of classes and final dismissal.

DRUG FREE WORKPLACE

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance including alcohol is prohibited at all Board worksites and school activities. This also includes such activities as booster group banquets, etc. The Superintendent of Schools shall continue to provide district employees with information regarding the dangers of drug and alcohol abuse, the availability of drug counseling and the Employee Assistance Program. Each Board employee must refrain from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance including alcohol in the workplace.

The Board must take appropriate disciplinary action against affected employees who violate this policy, up to and including termination, or require the affected employee(s) to participate satisfactorily in a state licensed drug abuse assistance program. Board employees must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

EMERGENCY PROCEDURES








The State Department of Education requires educational facilities to conduct EMERGENCY EVACUATION DRILLS once a month for every month the school is in session. There shall be at least two evacuation drills held during the first two weeks of each school year. Additional evacuation drills will be conducted once a month throughout the year. Evacuation drills are also required as described during after school programs, summer programs at regular calendar schools, and super sessions of year round school.

Follow these basic procedures:

Leave the room single file. Students should be taken 300 feet away from the building. Keep a straight line when leaving, returning, and while waiting for return bell. Pupils should walk fast, but not run or talk during the entire drill. Groups remain together on leaving the building and remain together while returning to your room. Everyone remains outside until the inspection of the building is completed. Return to classes when the outside bell rings. The teacher will bring up the rear of the line. Each classroom will be supplied with individual instructions on evacuation. Be sure to familiarize yourself with these procedures and discuss them with each class. These instructions are to be posted conspicuously and must remain posted throughout the school year.

The district has composed an Emergency Preparedness Manual. The manual is available from the administrators in charge of facilities and the head of security. The following codes have been established by the district and will be followed by West Broward in the event of an emergency.

DISTRICT STANDARD CODES

Emergency Decision Matrix	Code Definition
RED (NO MOVEMENT) 	Threat/Incident to the facility when the best course of action is to keep everyone in place, to include the School SAFE Team. The following are sample incidents that could occur, but no limited to: <ul style="list-style-type: none"> • Drive-By-Shooter • Outside Disruption • Terrorist threat
YELLOW (LIMITED MOVEMENT) 	Threat/Incident to the facility, when the best course of action is to keep everyone in place but requires the School SAFE Team, or others depending on the situation, to react. The following are sample incidents that could occur, but no limited to: <ul style="list-style-type: none"> • Neighborhood Robbery • Suspect in neighborhood • Police Directed
BROWN 	Threat/Incident within the facility when the best course of action is to implement the school Shelter-In-Place protocol. <ul style="list-style-type: none"> • Accidental chemical or toxin release • Chemical, biological, radiological, nuclear, and/or high yield explosive
BLUE 	Incident when the best course of action is to notify SAFE Team of a medical emergency.
BLACK 	Evacuate Facility. <ul style="list-style-type: none"> • Fire • Gas leak • Bomb(s) detected or exploded • Bomb threat
GREEN 	All clear to return to classrooms and resume normal activities. <ul style="list-style-type: none"> • All Clear • Resume Activities
ORANGE 	Evacuate: when a situation warrants action beyond previous codes.

WEST BROWARD HIGH SCHOOL TORNADO/ HAZARDOUS WEATHER EVACUATION PROCEDURES

TORNADO WATCH SIGNAL: Listen for instructions over the intercom.

IT MEANS: There is a chance of dangerous weather later with damaging winds. Be on the lookout for the danger signs listed below and be ready to move quickly to safety if the Warning Signal is given.

WHAT TO DO: Remain indoors (Weather Lockdown)

TORNADO WARNING: Siren over intercom or continuous bells.

IT MEANS: A tornado has been sighted. Go at once to the area listed below. If you see or hear the tornado coming, do not wait for the Warning Signal- go to your shelter areas if there is time, if not, curl up on the floor and protect yourself as the boy in the picture below is doing. If a tornado comes while you are on the school bus, get away from the bus and go into a nearby ditch or ravine. Lie down, hands overhead.

DANGER SIGNS

SEVERE THUNDERSTORM

Thunder, lightning, heavy rains, and strong winds

HAIL

Pellets of ice from dark-clouded skies

ROARING NOISE

Like a hundred railroad locomotives; a crashing thunderous sound

FUNNEL

Dark, spinning "rope" or column from the sky to the ground

PROTECT YOURSELF

Lie face down, draw your knees up under you, cover the back of your head with your hands.

COMMAND FOR PROTECTIVE

POSITION:

"EVERYONE DOWN!"

"CROUCH ON ELBOWS AND KNEES!"

"HANDS OVER BACK OF HEADS!"

"FACE THE WALL!"



EMPLOYEE ASSISTANCE PROGRAM (EAP)

All of us experience situations at one time or another that are difficult to handle. These can be life's ordinary troubles or more severe problems. The more serious issues usually need a plan for change, not only good intentions.

The Employee Assistance Program (EAP) is a free benefit program for employees that can help you start to solve personal problems on a confidential basis. When employees seek help on their own, no School Board administrators and/or supervisors are notified and nothing appears in any School Board files beyond EAP files. These employees can be assured that their use of the EAP will only be known by the EAP staff itself. The EAP has worked with thousands of employees and their families since 1984. Maintaining privacy for our clients has not been a problem.

Now may be the best time to begin working on resolving problems in any of the following areas:

Stress	Marital and Family Issues
Relationship Problems	Child Rearing Problems
Emotional Problems	Problems with alcohol, cocaine, other drugs
Food Disorders	Coping with illness and pain

The EAP staff helps the employee:

- Gain a better understanding of the problem
- Learn about the services and fees, if any, of helping agencies and professionals
- Choose a plan of action

School Board insurance usually provides 100% coverage for counseling when counseling is needed. The EAP provides direct referrals to counseling professionals that have expertise with the specific problem employees are facing. The EAP will follow through with the employee, agency and/or professional to offer additional help as necessary.

You are invited to take advantage of this service and improve the quality of your life. The Program operates on a 12-month calendar, so the EAP office is open year-round.

To get started, call 754-322-9900 for an appointment.

EMPLOYEE / STUDENT RECORDS

Personnel Records

School board Policy 4016 states: The individual personnel record(s) of each board employee or applicant, as maintained by the school, department, or the division of human resources, shall be open to inspection pursuant to the provisions of FS.231.291 and the rules listed below:

Rules

1. Personnel files shall be limited to building files and files maintained by the Human Resources division. Other personnel files may not be created and/or maintained.

Special Investigative Unit may create files related to a complaint or an investigation of a complaint against an employee.

2. Each employee or applicant shall have the right, upon request, to review the entire contents of his/her own personnel file(s) maintained at the employee's work location or in the Division of Human Resources. A representative of the employee or applicant may be present at this review. The review shall be made in the presence of the administrator (or his/her designee) responsible for the safekeeping of these files.

Details available on Broward School Board website.

Student Records: Confidentiality and Family Educational Rights

Student records are official and confidential documents protected by Florida Statute 1002.22 and the Federal Family Educational Rights and Privacy Act (FERPA). FERPA, also known the Buckley Amendment, defines educational records as all records that schools or education agencies maintain about students.

FERPA gives parents the right to review, confirm, and question the accuracy of educational records. These rights transfer to the student when the student turns eighteen years old.

The primary rights under FERPA are:

The right to inspect and review records

The right to seek to amend educational records

The right to have limited control over the disclosure of information from educational records

EXCEPTIONAL STUDENT EDUCATION SUSPENSION AND EXPULSION

The revised Individuals with Disabilities Education Act (IDEA '97) and corresponding regulations have increased the safeguards provided to students with disabilities that exhibit behavior or discipline problems. The law specifically addresses the procedures for "removals" (i.e., suspensions) from the educational setting. The procedures, involving manifestation determinations, functional behavior assessments and behavior intervention plans, are quite complex and are confusing to educators and lawyers alike.

Even so, amidst all of the confusion, there is one theme in the law that is clear: schools should exercise extreme caution in removing students beyond the 10 days per school year limit. If a student is removed for more than 10 days, the student must continue to receive a Free and Appropriate Public Education (FAPE). FAPE means that the student must have the opportunity to make appropriate progress in the same curriculum as is offered to non-disabled students and make appropriate advancement towards the goals identified on his/her IEP.

In cases involving dangerous weapons or drugs, the principal does have the authority to place the student in an interim alternative educational setting for a maximum of 45 calendar days. The alternative setting must provide FAPE and, in addition, must provide services designed to prevent the misbehavior from occurring.

EVALUATIONS

The administration recognizes the ultimate goals of evaluation are to improve the quality of instruction. The Instructional Personnel Assessment System (IPAS) will be utilized this year. A sample assessment form can be found in the Appendix.

Each instructional staff member will develop an instructional goal addressing improving student achievement. The goal must have target areas, action steps and be measurable.

EXCUSING STUDENTS FROM CLASSES

Once a student enters the classroom, they may leave only with the permission of the teacher. The SIX (6) minutes allowed between classes should be sufficient for students to obtain a drink of water or go to the restroom. Students are to remain in class. Teachers will not cause any student to be absent or tardy from class without prior approval of the teacher whose class the student will miss. Any student out of a classroom must have an appropriate pass. The pass shall be available and must be presented upon request. Teachers should pick up the pass when student returns to the room.

Teachers shall not deny a student admission to class because the student is late. Record the student as UNEXCUSED TARDY, and issue a detention.

FACILITY LEASE

The rental or use of public school facilities shall be encouraged when not in conflict with regular or extracurricular school programs. Policy 1341 must be followed by all parties leasing the facility including, school-allied Booster clubs. Policy 1341 is located in the appendix of this handbook.

FACILITIES SERVICE PERSON SERVICES

Teachers and facility service persons will treat each other with mutual respect. Campus grounds and classrooms will be cleaned daily. Requests for additional services must be submitted by e-mail to head facility person.

FACULTY LUNCH

Faculty members are expected to eat lunch on campus. They may purchase lunch from the cafeteria or bring lunch from home.

FIELD TRIPS

The school board believes that field trips, both in and out of the county, can be an integral part of the learning process in many areas of education. For purposes of this policy, a field trip shall be defined as a district-approved trip away from a school board site. Field trips shall not exceed five consecutive school days.

Students are not allowed to transport any other student in their vehicle when on a school sponsored activity unless proper paperwork has been completed as part of the field trip packet. Students may drive their own automobiles only on rare occasions with the specific approval of the ADMINISTRATION and the completion of proper paperwork. Certain Van-type vehicles are permitted to transport students. Specific information regarding vans and models is available in the field trip handbook and in the main office. No field trips will be scheduled after May 24, 2014, unless the trip is for county, state, or national competitions.

General

- A. All proposed field trips must be first reviewed and approved by the affected principal(s) (designee)
- B. Overnight trips must be approved by the affected area superintendent (designee)
- C. All students participating in a district-sponsored field trip must provide, in advance, written permission from their parents to the affected principal on a form provided by a principal. The term "parent" shall be interpreted to refer to either or both parents, to a legal guardian, or to any person in parental relationship to any student.
- D. Any information intended for parents and students on a district-approved field trip must be printed on school/district stationery
- E. The use of any official School Board or individual school stationery to promote a non-district-approved field trip is prohibited
- F. The parents of all K – 12 students planning to go on overnight trips shall be advised that their son and/or daughter should be properly insured. They should be urged to provide "24-hour" or "around the clock" insurance (available through the currently authorized student accident insurer or their own agent) to cover their son and/or daughter. It shall be made clear to all parents that "at school" Student Accident Insurance will not cover overnight field trips under any circumstances. Further, an Authorization for Trip Form signed by parent must be on file at the school for each K – 12 student in order for him/her to make the trip
- G. On all overnight field trips, a list of all participating students and chaperones, dates of departure and return, itinerary and mode of travel must be submitted to the Director of Risk Management at least one week prior to departure.
- H. Students may be denied the privilege of participating in field trips, social and/or extracurricular activities if said student(s) have been disruptive, violate the student code of conduct or fail to conform with school rules and regulations. The final decision on whether or not the student may participate, shall be made by the principal with documentation and input from the affected staff.

FOOD AND DRINKS

Food and drinks should not be consumed by teachers in the presence of students during classes. Students should not be sent to the cafeteria, main office or any vending machine to get food or beverages and bring them back to the classroom. No classroom parties will be held without prior administrative approval. Squeeze bottles filled with liquid are not permitted in the classrooms. Students should be instructed that if they bring them for lunch, bottles should be placed in their backpacks until their lunch period. Although students may bring their lunch from home with them to school, they may not have food delivered to school by a vendor.

Serving Food From Unapproved Sources

Food prepared in a private home shall not be used or offered for sale to the public within a food service establishment. The definition of food service establishment includes schools according to

School Board Policy 6G X6 3.2 Sections 2,5, and 6 of Chapter 10 D-13 of the Florida Administrative Code.

FUNDRAISING DRIVES

Students and faculty members representing classes, clubs, or departments may not engage in money raising drives (solicitation or advertising, selling material things or services, vending machines, etc.) unless prior approval is given by the principal through the Activities Administrator. No such approval will be given if the proposed project is in conflict with sound educational philosophy. Money raising drives, such as March of Dimes, etc. shall not be conducted by students.

Board Policy 6Gx6-6206 speaks directly about “Panhandling” Activities. Students who are representing the Broward County school system in any manner shall be prohibited from participating in “panhandling” activities. This also includes activities sponsored by Booster Clubs.

Sponsors of organizations conducting money raising drives are responsible for proper supervision of funds, sales, and accounting. A Money Raising Drive Financial Report will be filed within ten (10) working days of the conclusion of the drive. Failure to complete the financial report in a timely manner will result in disapproval of all future fund raising events. Sponsors should check monthly with the bookkeeper to determine financial status of the club. 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.

Specific, updated information regarding fundraising guidelines and reports is available in the Sponsor’s Handbook.

GRADUATION REQUIREMENTS

Promotion

Promotion to the next grade is based on the student’s cohort year; the year the student entered high school as a 9th Grader. Each year the student will be promoted to the next year, but must participate and complete a credit recovery program for any credits not earned in order to meet the graduation requirement of that cohort by their graduation date.

SEMESTER GRADES

The semester grade for a course is determined based on the following:

28 or more points.....	A
24 through 27.999.....	B+
20 through 24.49 points.....	B
16.50 through 19.99.....	C+
12 through 16.49 points.....	C
8.50 through 11.99.....	D+
5 through 8.49 points.....	D
Below 5 points	F

To receive a passing mark for the semester grade in a subject, the student shall have previously earned at least a passing mark in:

- both nine-week grading periods, or
- one nine-week grading period and the semester examination.
- the weight of the final examination equals one-fourth of the semester grade.

Any student with a GPA below 2.5 shall have their parent or guardian notified that improved work is necessary to ensure that high school graduation requirements are met. Students will be assisted in meeting these requirements through a variety of options which may include, but are not limited to:

- forgiveness policy,
- summer school term attendance,
- special counseling,
- volunteer and/or peer tutors,

- school-sponsored help sessions,
- homework hotlines,
- study skills classes

REPORT CARDS

The grading scale used by Broward high school teachers to assign a letter grade is:

<u>Grading Scale</u>	<u>Letter</u>
90 – 100	A
87 – 89	B+
80 – 86	B
77 – 79	C+
70 – 76	C
67 – 69	D+
60 – 66	D
0 – 59	F
incomplete	I

1. An “I” is given as an opportunity for students to make up incomplete class work or for students who require additional time to demonstrate mastery of course standards. Class work should be made up prior to the 40th day of the next marking period. If the work remains incomplete or unsatisfactory at the end of this period, the “I” will revert to an “F”. The principal may extend the deadline.
2. The student’s attendance for the marking period shall be recorded in the space provided.
3. At the high school level, credit is granted on the semester basis. One-half credit is given for passing a semester’s work in a course. The semester grade for each course is determined by totaling the points earned in both nine week grading periods with the points earned on the semester examinations. The point values assigned to the letter grades for each nine week grading period and the semester examination are as follows:

Points Awarded for Quarter Grade and Exams

Grade	Quarter	Exam
A	12.....	8
B	9.....	6
C	6.....	4
D	3.....	2
F.....	0.....	0
I.....	0	0

**To receive a passing mark for the semester grade in a subject, the student shall have previously earned at least a passing mark in both nine-week grading periods, or one nine-week grading period and the semester examination. The weight of the final examination shall equal one-fourth of the semester grade.*

Specific information regarding graduation requirements is outlined in the curriculum guide available on the school’s website. See the Guidance Director if you have additional questions.

GUEST SPEAKERS

All requests for guest speakers must be submitted to the Activities Director two weeks prior to the date of the class visit. All guest speakers must be registered volunteers and check in through the STAR system in the front office. Please see the Activities Administrator for details.

HOMEBOUND STUDENTS

The homebound program is usually initiated when a student will be unable to attend school for a period of THREE WEEKS or longer. Due to health and emotional factors, each student presents an individual situation; therefore, the success of the program depends upon the cooperation of the

student, parents, classroom teachers, homebound teachers, and the Guidance Department.

Assignments and Books

Our guidance department is contacted by the county homebound teacher who requests books and assignments for the homebound student. The Guidance Counselors, in turn, will contact the classroom teachers for the student's assignments, preferably for a two-week period. The homebound teacher welcomes all instructional materials which will be helpful to the students.

Nine-weeks Grades

The method of determining the nine weeks grade of each student will vary, depending upon the length of time of homebound service. Time permitting, a conference with the homebound teacher and classroom teacher will be completed. On many other occasions, the homebound teacher will file a written progress report and estimated grade. The classroom teacher will make any necessary adjustments and record the grade. A student must be on homebound instruction for fifteen (15) days before the homebound teacher will file a report.

Tests and Semester Examinations

If a student is on homebound instruction during the time nine-weeks or semester examinations are being administered at school, the homebound teacher will secure copies of the exams from the student's classroom teachers to administer to the student at home. After the tests have been administered, they will be returned to the classroom teachers to be corrected and recorded; then the results should be reported back to the homebound teacher.

HOMEWORK

Homework shall be encouraged and assigned to individual students when and where appropriate to enhance the learning situation and to provide for skill improvement.

The type of homework and amount assigned should be consistent with the ability of the student as well as his or her age and grade level.

Homework is valuable when it meets the needs of the individual student and is usually an extension of his or her school activities.

There are many opportunities for gathering information for enrichment, or group projects which will serve the best interest of the student if done with the assistance of the home. Parents and teachers should work cooperatively to make homework appropriate for the student(s). Teachers should explain when, how, and to what extent parents can participate to make homework a meaningful experience. Home activities can also serve to broaden experiences, stimulate new interests, and create a bond between home and school. Students should be encouraged to do voluntary homework such as working on school projects, listening to worthwhile radio and television programs, reading good books, practicing music, assuming home responsibilities and participating in community activities. It is reasonable to expect the amount of homework to increase as the student progresses through the educational program.

HOMEWORK GUIDELINES

- Home Assignments should evolve from the needs and experiences of the student.
- Homework assignments should be carefully made and the teacher should follow up the assignments by integrating the material into the daily classroom procedure. Homework should be checked or graded and returned to students.
- A clear and concise explanation as to the contents of the assignment should be made at the time of the assignment. Homework should not be "busy work" or be used to replace or reduce supervised study.
- Conferences with parents regarding the purpose and extent of home assignments are advisable to bring about a better understanding as to the ways and means in which help at home can be offered.
- Homework should not be more than 10% of the final quarter grade.

IDENTIFICATION BADGES

Students are to have their identification badges available or on their person while on campus or at a campus event, everyday of the school year. Students may use the same ID badge for all four years

or may purchase a new one if necessary in the Media Center. It is suggested that teachers model this safety policy and wear ID badges when on campus.

INJURIES

Accident Procedure

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

Do NOT move the injured. Render first aid ONLY if necessary. Notify the principal or Student Services Office by the most expedient practical method possible. Give student's name, grade and possible extent of injury. An accident form must be filed in the principal's office and submitted to Student Services for all accidents whether the student has school insurance or not. This form is completed by the teacher who was in charge or witnessed the accident, as soon as possible, after the accident occurs. The insurance company will not honor claims unless this form has been completed.

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 his knowledge for treatment of such injury. The proper administrator and parents shall 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 and submitted to the Activities Director; copy of such report shall be forwarded to the Superintendent promptly.

Staff members must report injuries, no matter how small they may seem to be to the Student Services Office. Accident Reports must be completed on all injuries.

INSTRUCTIONAL AIDS AND SUPPLIES

Department Chairs are responsible for submitting requests for instructional aids and supplies for their department or individual teachers to the budgetkeeper.

INSTRUCTIONAL EVALUATION

A copy of the iObservation evaluation form may be found on www.effectiveeducators.com. The assigned Assistant Principal will review evaluation procedures with you.

INSURANCE FOR TEACHERS

A variety of insurance options are available to board employees. You also have other fringe benefits, which include, sick leave, workers compensation, retirement and disability leaves. If you have specific questions about any of these options, please contact the main office for additional information and the name of the district contact person.

INTERCOM

Every attempt will be made to not interrupt classes during the day with intercom announcements. Any use of the intercom must be cleared through an assistant principal.

INTERIM REPORTS

Interim reports will be available electronically on dates designated by the district. Paper copies are available upon request through the media center or guidance department. These dates fall no later than midway between marking periods. Parents will be encouraged to utilize the Pinnacle Viewer to keep up-to-date with their students academic progress, however teachers are encouraged to notify parents/guardians throughout each marking period of positive improvements made by students or express issues of concern. This can be accomplished with a phone call or an e-mail to the parents.

INTERNAL SUSPENSION

General Rules and Regulations

Students may be assigned to internal suspension ONLY by administration. The length of suspension to be determined by the Assistant Principal will be assigned according to The Discipline Matrix. A certified teacher will conduct the program. Students are to understand that Internal Suspension is a disciplinary alternative. They are disciplined through their isolation from the normal classroom atmosphere, their restricted periods of silence, and their strict observation of other rules. Students with continual disruptive behavior and nonobservance of rules while on internal suspension will be subject to longer internal suspensions, or external suspension from school.

Parent communication will be necessary to help create desirable behavior changes in the student as well as fostering a positive community awareness of this school program.

The classroom teachers of each suspended student will provide assignments to be completed under the supervision of the resource teacher. This classwork is to be graded by the regular teacher and credit given to the student, if completed satisfactorily. The classwork is to be turned in prior to dismissal from internal suspension to the resource teacher.

Students are to sign an AGREEMENT that they will conform to the Student Conduct and Discipline Code, West Broward High School Handbook and specific rules governing the Internal Suspension room.

LEAVING CLASSES UNATTENDED

In view of the liability laws wherein schools and personnel may be held liable in case of negligence, **it is mandatory that classes are not to be left unattended**. If an emergency arises which necessitates your leaving the classroom, another teacher is to be obtained to cover your class. The office should be notified as soon as possible of the emergency. If the emergency is such that the teacher must leave immediately and there is no time to find coverage, the office should be buzzed and an administrator will cover the class until other arrangements can be made.

LEAVING SCHOOL GROUNDS

Teachers wishing to sign out must first contact an administrator and then sign out in the Principal's Secretary's office. Signing out should be only utilized for educational business. Personal business is to be conducted after the contracted school day, and personal days are provided for the purpose of personal business. Teacher work hours are between 7:15 AM and 2:45 PM. Teachers with first period planning who find it necessary to be late must sign in to school by the Principal's Secretary's office. Teachers with 7th period planning must stay until 2:45 PM. Teachers CANNOT permit students to leave school grounds. This permission can only be granted by the administration, with parent approval.

LESSON PLANS

Educational goals, learning outcomes, and unit plans are important elements when facilitating highest student achievement. Every teacher is required to keep up to date lesson plans for each of the subjects they are teaching that school year. Teachers should access student data on Virtual Counselor and use this information to plan meaningful lessons that will reflect differentiated learning styles of students. These lessons must be revised each year and will be collected at the end of the school year and reviewed by the appropriate administrator. There should be a weeks worth of "emergency lesson plans" in each department chairs office in case a teacher is out and has not been able to prepare that days' lesson.

LIABILITY

The primary test for determining liability of a teacher for injury to a pupil is *foreseen liability*. 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 foresee ability 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 duties, there is no legal power, which can protect him from the consequences of his 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, which 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 his students as to the best way of carrying out a specific assignment, and to exercise reasonable caution in the performance of regular school duties whether they be in the classroom, on the playground, or on the field trip. In other words, teachers should use sound judgment and exercise initiative.

MEDIA CENTER PROCEDURES

Circulation of Printed Materials

Most materials are checked out to students for two weeks; some materials (reference books, periodicals, etc.) are checked out for overnight use only. The DATE DUE card must be returned with the materials.

Student Overdues

Individual notices will be given to the students' first hour teacher for distribution. If students have overdue materials, they will not be allowed to check out additional materials until obligations are cleared.

Faculty Procedures

Materials are checked out for an indefinite period but should be returned at the earliest date to be making the materials available to other teachers and students. Reminders will be sent periodically.

AV Equipment

AV equipment is checked out daily or permanently through the Media Center. Equipment is checked out permanently only if the supply outnumbers the demand. Otherwise, equipment is to be returned to the Media Center at the end of the day. Equipment may be reserved for a specific time period by contacting the Media Specialist.

Please learn to use the AV equipment properly. The Media Specialist will instruct faculty members and selected students in the proper use of equipment. Please schedule instruction with the Media Specialist.

AV Equipment Repair

The Media Center will supervise AV equipment repairs. Report any problems with the equipment to the Media Center immediately. Any accidental damage or theft must be reported in writing. This is required for the warranty or insurance to be valid. Do not attempt to repair equipment, films, videos, computers, etc.

AV Materials

Audio-visual materials may be checked out at any time but justification forms must be completed and signed by department heads. Forms are available in the Media Center.

Computers

The media center has computers available for student and staff member use.

Films and Videotapes

Films or videotapes rated R, X or NC-17 are prohibited in Broward County Public Schools. Curriculum

materials in all media developed within or purchased by the Broward County Public School system or borrowed from sources outside the Broward County School system to implement board approved courses of study must be examined and reviewed by the department chairperson.

Classes in the Media Center

Space may be reserved for classes. Two classes at a time may use the Media Center. Please see the media specialist when reserving space for class use. Teachers will accompany and remain with their classes until the end of the period. Students will not be permitted to line up at the Media Center door and wait for the bell to ring. Please instruct your students to remain in their seats until the bell rings. Your students are expected to work QUIETLY while in the Media Center. Excessive noise and talking disturbs other students and will not be permitted.

Passes to the Media Center

Teachers may send up to five (5) students from a class to the Media Center at one time. It is the responsibility of the student to leave his pass at the circulation desk upon entering the Media Center. Students on passes must remain in the Media Center until the bell rings. They may leave only if the teacher writes RETURN on the pass. A pass with more than one student's name on it will not be accepted. Passes will be placed in teacher's mailboxes at the end of the day.

Requests for New Materials

Requests for library materials to be purchased may be submitted to the Media Specialist at any time as orders are placed throughout the school year. Request forms are available in the Media Center.

Books on Reserve

It is the teacher's responsibility to see that materials are available for class units. The Media Specialist will pull books to place on reserve for classes. Please notify the Media Specialist at least a week in advance if books are to be placed on reserve.

Substitute Teachers

Substitutes are not to bring classes to the Media Center. If this presents a problem, please see the Media Specialist. Substitutes also are not to send students to the Media Center on passes.

Available Supplies

The Media Center carries the following supplies for instructional purposes: projection bulbs for equipment, laminating film, transparency materials.

Newspapers in the Classroom and Media Center

Teachers should review all supplemental materials before using with students. This review is especially critical when using the daily newspaper. Although a valuable tool, newspapers by their very nature carry advertisements, classifieds, and news stories which may not be appropriate for children. Many of these advertisements run in the sports section and are a direct reference resource for curriculum like SLAM DUNK – a geography curriculum provided by the [Miami Herald](#). Teachers should not assume that the district's endorsement of Newspaper in Education Programs absolves them of the responsibility of removing inappropriate material before classroom use.

MONIES

Financial Responsibility: No money is to be left at any time in any classroom or office desk, whether locked or unlocked and must be turned in the day it is collected. Collected money is the responsibility of the teacher in charge until it is deposited with the school bookkeeper. A receipt will be given when this money is deposited. Money left in a desk, classroom, or a building is a temptation for students to break into a building.

No monies are to be collected by any teacher unless the collection and disbursement of this money has been previously discussed, planned, and approved by the department head and assistant principal. All monies collected must be documented by an official receipt. All monies must be

deposited into the internal accounts of West Broward High School through the bookkeeper. The bookkeeper has developed a training program for any staff member who will be collecting money. You are required to use this procedure.

NEWSLETTERS

Newsletters will be available electronically through the school's website periodically throughout the year. "Newsletter type" information will be updated weekly on the school website. Due dates for newsletter information will be distributed to department chairs. Each department will be asked to provide items of interest to the parents and students. Department chairpersons will submit these items to the Assistant Principal in charge of the newsletter.

ORDERING MATERIALS

Department chairpersons are responsible for completing and submitting the purchase order forms to the budget keeper. This completed form must be used for each order for materials and supplies. Teachers will work with their department heads to complete and submit the order form. All information to complete the order is necessary: vendor, address, unit cost, and total cost.

All purchase orders and requisitions must be approved by the administrator in charge of budget prior to being presented to the budget keeper.

Any teacher picking up supplies locally and/or paying cash must have a purchase order from the office. The invoice covering this purchase must bear our tax exemption number and each purchase itemized. To secure reimbursement for cash purchases, the teacher must present an itemized receipt addressed to the school. Any staff member purchasing materials, equipment, or supplies without prior approval from the budget keeper/bookkeeper and principal (or designee) will not be reimbursed for the purchase.

PARENTS, DEALING WITH CONCERNS

When a teacher believes that there may be a conflict with a parent, the teacher should inform the appropriate administrator so that a solution can be sought for the problem. Do not allow the parent to be the first person to inform the principal about an incident which occurred under your supervision.

PARKING LOT

The School Board of Broward County, Florida, shall not be responsible for fire, theft, or other damage to automobiles or other vehicles while parked or operated on school property. Problems in the faculty parking areas should be reported to the administration. All faculty members must display parking decals.

PARTNERS IN EDUCATION

West Broward High Schools has many business and community partners providing support to our students and programs. See the Assistant Principal in charge of the program for more information.

PERSONNEL AUTHORIZED TO PURCHASE, CODE OF ETHICS

1. Grant all vendors equal consideration insofar as state and federal statutes and The School Board of Broward County, Florida policies permit.
2. Strive to obtain, without prejudice, the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities in exchange for favorable consideration.
4. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
5. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
6. Strive consistently to increase the knowledge about the goods and services purchased.
7. Make every reasonable effort to obtain an equitable and mutually agreeable settlement of any controversy with a vendor, insofar as State Statutes and The School Board of Broward County,

Florida, policies permit.

8. Accord a prompt and courteous reception insofar as conditions permit to all who communicate on legitimate business missions, whether by letter, by telephone, or in person.
9. Cooperate with professional associations and governmental agencies for the purposes of promoting and developing sound business practices.

PICTURES, CLASSES / CLUBS

Groups scheduling class/club pictures must contact the Assistant Principal in charge of activities to ascertain the name of the approved vendor for class/club pictures. Sponsors and coaches are responsible to communicate this information to their Booster clubs.

PLANNING DAYS

All faculty and staff will sign-in on the attendance sheet in the front office on planning days.

PLANNING PERIOD

West Broward's schedule is a 7 Period schedule that runs on an A/B Block. All instructional personnel are assigned a period of time for instructional planning. This time should be used to make one a more effective teacher in the classroom. Teaching is physically strenuous and there is no objection to teachers relaxing for a few minutes in the teacher planning area. The planning time should be used for the improvement of instruction. The following are recommended uses for the planning time:

- preparing instructional materials
- keeping pinnacle attendance and grade entry
- grading papers and preparing reports
- consulting with principal, assistant principal, counselors, department heads, and county supervisors, as well as studying cumulative records and analysis of student data available on virtual counselor
- exchanging viewpoints and information with other faculty members having the same planning period
- visiting other classes
- conferring with parents
- studying new materials in the Media Center
- reviewing course curriculum maps

PROFESSIONAL RESPONSIBILITIES

Each member of the instructional staff of the school, no matter what his/her class load assignment may be, shall carry their fair part of the concerns of the school, including: inservice training, administrative faculty meetings, policymaking, preschool and post school conferences, committee assignments and the entire category of professional duties and responsibilities necessary to make the school function as a total single unit. This will be performed under the leadership of the principal, the administrative staff, and department heads, and will take under consideration the most recent BTU contract.

PUBLIC VISITATION OF SCHOOL

Any individual or group desiring to tour this school shall receive permission from the school administration via the Single Point of Entry and the STAR System. Members of the general public, including parents, wishing to contact pupils during the school day must report to Student Services. Loitering by individuals not associated with the school will not be tolerated. All staff are asked to notify security. Star System Approved visitors to campus will have picture identification from the office.

RECOMMENDATIONS FROM THE OFFICE OF PROFESSIONAL STANDARDS

How to Use Common Sense and Professional Judgment to Avoid Legal Complications in Teaching

1. Maintain a professional barrier between you and students. You are the adult, the teacher, and the

- professional; act like the expert, not one of the kids.
2. Keep the classroom door open when talking with students.
 3. Refer students to the appropriate resource person for counseling and/or discussions about personal matters.
 4. Do not flirt with students.
 5. Do not discuss your personal life or personal matters with students. Do not discuss your husband, wife, girlfriend, boyfriend, or dates with students.
 6. Avoid leaving students unsupervised; have an alternate plan of action.
 7. Keep your hands and other parts of your body to yourself.
 8. Use verbal praise and reinforcement.
 9. Do not use any form of corporal punishment. Establish and follow a consistent behavior plan. Treat each student with respect. Know the students' rights.
 10. Chaperone only school sponsored functions. Do not socialize with students. If you chaperone a field trip, put in writing what your responsibilities will be. Do not drink alcoholic beverages in front of students. Do not take student home with you.
 11. Do not make telephone calls or write notes of a personal nature to students.
 12. Do not harass students; respect their differences.
 13. Do not speak about students of one class in another.

REMOVAL OF A STUDENT FROM CLASS

Legislation permits a teacher to remove a student from class if (A) the student has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the student's in the class or with the ability of the student's class mates to learn; or (B) the student's behavior is so unruly, disruptive or abusive as to seriously interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. A student removed from a teacher's class under either of these circumstances may not return to the teacher's class unless (1) the teacher consents to the return of the student, or (2) the student is returned to the teacher's class by a decision of the school's Placement Review Committee.

A. Removal from Class

A teacher shall be permitted to remove from the classroom a student who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. A student in this category is one who has been continually disruptive over a long period of time and interventions who have not resulted in behavior change. A teacher removing a student from the classroom shall send in a written referral and complete and personally file the attached "Notice of Intent to Remove Student from Class" form to the appropriate assistant principal prior to the next class meeting or within 24 hours. Documentation must have been compiled by the teacher of the repeatedly disruptive conduct of the student.

Documentation of interventions must accompany the student's Notice of Intent to Remove a Student From Class form to support the teacher's decision. (See attached Notice of Intent to Remove A Student From Class form)

Examples of documented interventions are listed below:

- Teacher-student conference(s)
- Parent-teacher conference(s)
- Detention
- Parent-teacher-administrator conference(s)
- Student behavior contracts
- Written referral to Assistant Principal or other support personnel
- Referral to Child Study Team
- Saturday Detention
- Internal Suspension
- External Suspension
- Parent Phone Calls

- Referral to Student Intervention Assistant Team

A teacher shall have the authority to remove from a classroom a student whose behavior is so unruly, disruptive or abusive as to seriously interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. An example of this type of behavior would be attempted or actual battery to a staff member. A teacher removing a student from the classroom shall send in a written referral and complete and personally give the attached "Notice of Intent to Remove Student From Class" form to the appropriate assistant principal prior to the next class meeting or within 24 hours.

B. Placement of Removed Student

When a student is removed from the class by a teacher, the appropriate assistant principal shall confer with the teacher concerning the student removal. The student will be placed in internal suspension until the conference occurs.

If the teacher does not consent at the time of the conference to the return of the student to the classroom, the assistant principal shall:

1. Decide upon an interim alternative placement for the removed student until a final decision has been reached by the school's Placement Review Committee or Eligibility, IEP, and Placement staffing committee within (5) five days of the removal or until the teacher consents with (5) five days of the removal to the return of the student to the classroom. Alternative placements may include temporary placement in another appropriate classroom, internal or external suspension, or an alternative to suspension program.
2. Refer the student to a Placement Review Committee to determine placement when the teacher withholds consent to the return of a student to the teacher's class. The Committee must render its decision within five (5) days of the removal of the student from the classroom. Committee membership must include a minimum of the following:
 - a. two faculty members elected by the faculty (the teacher who withheld consent to readmitting the student may not serve on the Committee); and
 - b. one staff member appointed by the principal.

The "Notice of Intent to Remove a Student from Class" form is included in the Appendix section of this handbook.

Provisions for Exceptional Education Students: All actions regarding exceptional education students must conform to federal and state statutes, rules, regulations, and policies. Interim alternative placements must take into account the student's needs for appropriate instructional strategies. Suspensions of students with disabilities, if used as interim alternative placements, must be in accordance with School Board policy 5006.1. For exceptional students, the Eligibility, IEP, and Placement staffing committee will serve as the Placement Review Committee.

SCHEDULE CHANGES

Students requesting a schedule change should make an appointment with their counselor. No schedule changes will be made unless approved by the Guidance Director and Assistant Principal in charge of scheduling.

Please do not indicate to students that the change can or cannot be made, but leave this decision to the counselor who will evaluate the students' transcript prior to making the decision.

SCHOOL SECURITY

West Broward High School is protected by an electronic alarm system that is activated from the time the custodial staff leaves in the evening until the building is officially opened the following day. The system is in effect twenty-four (24) hours on weekends and holidays.

Any teacher wishing to enter the building on school business during other time periods must make special arrangements with the Assistant Principal in charge of school facilities.

Keys will be issued through the Assistant Principal in charge of school facilities. These keys must never be duplicated or given to another person, especially a student. If keys are lost or stolen, you

must file a security report with the security office.

Teachers are asked to notify the office in case of emergencies (i.e. trespassers, disruptive students, etc.) Teachers are not to put a student out of class or seat a student outside of the classroom. This results in liability concerns for the teacher responsible for supervision.

SEMESTER EXAMINATIONS

Examinations must be administered to all students at the end of the semester. Examinations must be 1 1/2 hours long. One half of the semester examination must be devoted to essay or similar self-expression. Questions may emulate FCAT short and long responses. When measuring comprehension of quantitative learning problem solving, the examination may be in the form of specific questions in lieu of an essay.

It is a violation of School Board policy to advise students they do not have to report to class on exam days even if the exam grade will not pass or change their grades. Teachers advising students they do not have to report to class face liability issues.

Students must stay in the classroom for the full exam period. Students may not leave except for emergency reasons. Under no circumstances may students be excused early from exams.

Teachers must NOT start semester exams until the study period is over.

One copy of the semester examination shall be given to the department chairperson one week before administration. All examinations including question booklets and answer sheets, which have been completed by students shall be retained by the department chairperson.

Examinations for excused or suspended students who are absent the day of examinations may be administered at a time mutually agreeable. Administration of examinations for unexcused absentees may be undertaken only if written specified directions to do so are received from the principal.

Examinations for students who are absent from the second semester exams should have students name on them and be given to the Guidance Director for possible administration during the summer.

SEXUAL HARASSMENT RIGHTS AND RESPONSIBILITIES

All students, employees, volunteers and others shall have a right to an environment free from discrimination and/or sexual harassment.

All students, employees, volunteers and others have the responsibility to conduct themselves in a manner that is nondiscriminatory and or harassing.

Sexual harassment is defined as sexual advances and other forms of oral, written, or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term of or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting the individual; or
3. such conduct has the purpose or effect of interfering unreasonably with an individual's performance, or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment may include but are not limited to:

1. suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, unwanted physical contact of a sexual nature, sexual molestation or assault, impeding or blocking movement, gestures, display of sexually suggestive objects, posters or cartoons;
2. continuing to express sexual interest after being informed that the interest is unwelcome.
3. coercive sexual behavior used to affect the career of another employee, such as withholding support for an appointment or suggesting a poor performance report will be prepared.
4. offering favors such as reclassifications or favorable duties in exchange for sexual favors.
5. offering favors such as scholarship recommendations in exchange for sexual favors.

Discriminatory harassment other than sexual, shall be defined as physical or verbal conduct based on race, color, national origin, religion, age, disability, marital status, or gender directed toward an individual when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive academic or working environment.
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance.
3. has the purpose or effect of demeaning or otherwise disrespecting the dignity of an individual in the academic or work environment; or
4. adversely affects an individual's academic or employment opportunities.

A substantiated allegation of harassment shall result in appropriate disciplinary action.

Victim's Rights

1. Any student/employee/volunteer has the right to file a sexual harassment claim and expect it to be fully investigated in a timely manner.
2. The right of confidentiality, both of the complainant and of the accused, will be fully protected.
3. 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.

SICK LEAVE AND SUBSTITUTE TEACHERS

A teacher who is unable to perform his duty in school because of illness, or other board approved reason, shall be granted a leave of absence. Such leave may amount to ten (10) 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.

If you are going to be absent from work, use the automated SMART FIND system. SMART FIND may be accessed from any Internet location. Logon to the website: <https://sems.browardschools.com> and follow the instructions. It is operational 24 hours a day. An alternative method for obtaining a sub is to use the automated SUBSEARCH system at 754-321-0050

SMOKING

Smoking during the school day is a problem that involves both students and teachers. Teachers can assist in setting high standards. Staff smoking must be confined to the designated smoking areas before school starts, during planning periods, during lunch, and after school. Students are not permitted to smoke on campus.

STANDARDS OF SERVICE

The Standards of Service policy addresses increased expectations for all Broward students and responds to the heightened expectations of all graduates in a competitive global economy. It is intended to be a basis for ongoing innovative, programmatic, classroom-based change, which systematically improves educational opportunities, and achievement for all Broward students. The Graduation Policy (Policy 3106) has been merged with the new Standards of Service Policy to create a comprehensive policy on student performance. The policy assures that all students attain rigorous and relevant foundations and core curricula competencies and acquire salable skills as defined in a school to work plan for each student. The policy:

- establishes a more rigorous graduation requirement of algebra for all students
- embraces national, state and district standards of excellence for school performance
- recognizes that language arts (reading/writing/speaking/listening) and mathematics are the foundation for acquiring and applying knowledge.
- requires all schools to have a plan that addresses holistically, the reading, writing and mathematics skills of all students with a focus on the needs of students scoring below the 50th percentile in reading, writing and mathematics.
- establishes core curricula competencies for student performance which require students to demonstrate their ability in relevant ways.
- emphasizes the importance of directing resources towards student achievement.

TDIF

A Teacher Directed Improvement Fund (TDIF) is available through an application process for reimbursement up to a specified amount for attendance to conferences, university course work, career ladder stipend, etc. For information call Human Resources at 754-321-1840 or go to district website.

TEACHER CONFERENCES, Tape Recording

A person seeking to tape a private meeting may only do so with the consent of the other party. The term "private meeting" means a meeting where there is an expectation of privacy. Any time a parent is desirous of tape recording a teacher conference, the teacher must first advise the principal of the parent's request before any such conference takes place. A parent cannot audiotape a teacher conference without the consent of the teacher.

This information was obtained from a memo written by Edward J. Marko, Esquire, dated May 3, 1999.

TECHNOLOGY

Broward County School Board Policy 5306 (Section 5) describes the acceptable use of the Broward County Public Schools' computer network(s) and on-line communications. Users of these electronic resources agree to abide by the provisions and terms of this policy.

Acceptable use of Computer Network and Online Telecommunications

1. All use of telecommunication services and networks shall be consistent with the code of ethics for computer, network and on-line telecommunications users
2. Successful participation in a network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, safe, ethical, and legal manner while using the network.
3. Staff and students who are exchanging communication with others outside the school are representing The School Board of Broward County, Florida, and should conduct themselves appropriately.
4. Use of these services shall be properly monitored and to the extent reasonably possible, users of school sponsored telecommunication services and networks shall be protected from harassment or unsafe, unwanted, or unsolicited contact.
5. Upon receipt of written parental/guardian permission, students will be eligible to receive authorization to use computer network and online telecommunications from the appropriate supervisory unit (district office or school-based).
6. Technology owned or leased by the School Board shall not be used for advertising or otherwise promoting the interest of any commercial, religious, political or other non-district agency or organization except as permitted through board approved agreements, school board policies or state statutes with notification to the Chief Information Officer
7. To implement the Acceptable Use provision of this policy, it is necessary that all users read the document in writing their understanding and willingness to comply with the "Code of ethics for Computer Network and Online Telecommunications User." (see below)

Code of Ethics for Computer Network and Online Telecommunications Users

1. All users are expected to read and understand the following privileges, rights, and responsibilities when using property or facilities (WAN, LAN, networks, Internet, Intranet, etc.) of Broward County public schools.
 - a. Use of computer network and online telecommunications is a privilege and must support teaching, learning, and research.
 - b. Students, parents, faculty, and staff in Broward County public schools will have access to web based educational resources in compliance with local, state and federal laws.
 - c. Authorized users shall be ultimately responsible for all activity under their account and password. Accounts shall be used only by the authorized user for the purposes specified.
 - d. Use of an identity or password other than the user's own is prohibited.

- e. All network users shall adhere to the rules of copyright regarding software, information, and the attribution of authorship. Re-posting communications of a personal nature without the author's permission or bulletin board messages without proper attribution is prohibited.
 - f. Any use of telecommunication services or networks for illegal, inappropriate, obscene, or pornographic purposes shall be prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the district's mission, goals, policies, or procedures. Obscenity and/or pornography shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle, and as defined by School Board policy.
 - g. All use of telecommunication services or networks for the promotion of an individual's personal or political agenda or commercial initiatives shall be prohibited
 - h. Use of or engaging in offensive or inflammatory speech, profanity, or obscene language is not permitted at any time
 - i. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are not permitted.
 - j. Users shall not intentionally spread computer viruses, vandalize the data, infiltrate systems, damage hardware or software, or in any way degrade or disrupt the use of the network.
 - k. Any attempts to degrade or disrupt system performance may be viewed as criminal activity in accordance with applicable state and federal law.
 - l. Files generated by district employees using School Board of Broward County property or facilities are the property of the School Board of Broward County and may be accessed by appropriate authorized system personnel.
2. Students and/or employees using School Board equipment or property, on-site or off- site, must conform to the requirements of this policy.
 3. Users who knowingly violate any of the Acceptable Use Provisions or Code of Ethics for Computer Network and Online Telecommunications Users will receive disciplinary action and/or may even be denied future access.

Users who knowingly violate any of the Acceptable Use Provisions or Code of Ethics for Computer Network and Online Telecommunications Users will receive disciplinary action and/or may even be denied future access.

TELEPHONES

Telephones in planning areas and classrooms are to be used for school business, parent contact and communication within the school. Students are not to be given permission to use these telephones. There are telephones located in student services if students need to make personal phone calls during the school day. Cell phones are not to be used by students during the school day. As per Code of Conduct, if a student uses a cell phone during school hours or the phone is on and emits a ring tone or other noise, the phone may be confiscated. As soon as possible, all confiscated electronic items should be brought to security and recorded. Progressive disciplinary action will be assigned to students in violation of this rule. Teachers are discouraged from using cell phones during class.

TEXTBOOK ACCOUNTING

The administrator in charge of inventory along with the budget keeper and bookkeeper have developed a plan for accounting for textbooks used by your students. It is important to follow this procedure carefully in order to provide accountability by the end of the school year. Failure to follow these procedures will cause undue hardship and loss of textbook funds.

TUTORING

By maintaining a high quality instructional staff and providing a rich, varied curriculum the need for individual tutoring should be minimized. Every effort should be made by the principal and teacher(s) to help the student with educational problems before recommending that parent(s) engage a tutor. In

order to cover exceptional cases where it might become necessary to recommend individual tutoring, rules and regulations shall be established to protect both the Broward County school system and teacher(s) from charges of conflict of interest. These rules and regulations shall be in accordance with Accreditation Standards for Florida schools, Florida State Board of Education Administrative Rules and Florida Statutes.

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

A music instructor may give private lessons to his/her own student(s) when other qualified tutors on the school staff are not available in that subject area. Music instructors who tutor students in music in a district facility must complete and have on file with his/her principal a rental lease agreement pursuant to the provisions of the Board Policy 1341 and a weekly schedule of lessons. The music instructor's fee for tutoring shall be established by the Superintendent in a schedule that shall be reviewed annually. See Policy 4202 located in the appendix of this handbook.

Work completed under private instruction shall not be accepted for credit unless strictly in accordance with Accreditation Standards for Florida State Board of Education Administrative Rules and Florida Statutes. Parents shall be advised that individual tutoring shall not provide credit. If parents persist in such assumption, the teacher shall not be held liable.

Teachers who receive compensation for tutoring shall not use public school facilities for such purposes. (An exception to this is the music area of the school.)

VISITORS

All visitors to our campus must report either to the main office or the 9th grade center to be signed into the STAR program. Please make sure any visitors to your classroom have signed in and have been cleared to visit.

WORK CALENDAR

Teachers are required to work 196 days, 180 of which must be devoted to full-time instruction. A teacher must be on duty a minimum of seven and one-half (7 1/2) hours each day. Those teachers who teach six periods a day shall have workdays of eight and one-half (8 1/2) hours.

WORKMAN'S COMPENSATION

The School Board is subject to the provisions of the Worker's Compensation Act the same as any other employer. This Act requires ALL on-the-job injuries to be reported IMMEDIATELY.

If the employee has an accident and is injured on the job, he or she is to complete a Worker's Compensation Injury Information Form (WC962) immediately regardless of whether or not the employee goes to a doctor. If the employee has an injury that requires medical attention, a completed Worker's Compensation Medical Authorization must be taken with him to the doctor/hospital and must be signed by the principal.

Any staff member going to a doctor without prior authorization will be personally responsible for the medical expenses.

The forms and approved medical list are on file in the Front Office. See the Office Manager if you have questions.

Section 4

APPENDIX

CODE OF ETHICS OF THE EDUCATION PROFESSION IN FLORIDA

SBR-6B-1.001

The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Specific Authority 229.053(1), 231.546(2)(b) FS Law Implemented 231.546(2) (b) FS. History-New 3-24-65, Amended 8-9-69. Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01

PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN FLORIDA

SBR-6B-1.006

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

- (b) *Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.*
 - (c) *Shall not use institutional privileges for personal gain or advantage.*
 - (d) *Shall accept no gratuity, gift, or favor that might influence professional judgment.*
 - (e) *Shall offer no gratuity, gift, or favor to obtain special advantages.*
5. *Obligation to the profession of education requires that the individual:*
- (a) *Shall maintain honesty in all professional dealings.*
 - (b) *Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.*
 - (c) *Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.*
 - (d) *Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.*
 - (e) *Shall not make malicious or intentionally false statements about a colleague.*
 - (f) *Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.*
 - (g) *Shall not misrepresent one's own professional qualifications.*
 - (h) *Shall not submit fraudulent information on any document in connection with professional activities.*
 - (i) *Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.*
 - (j) *Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.*
 - (k) *Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.*
 - (l) *Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.*
 - (m) *Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgement. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentially provisions of Sections 943.0585(4)© and 943.059(4)©, Florida Statutes.*

- (n) *Shall report to appropriate authorities any known violation of Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.*
- (o) *Shall seek no reprisal against any individual who has reported a violation of Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.*
- (p) *Shall comply with the conditions of an order of the Educational Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.*
- (q) *Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.*

Specific Authority 229.053(1),231.546(2)(b)FS Law Implemented231.546(2), 231-28 FS. History-New 7-6-82, Amended 12-20-83, formerly 6B-1.06, Amended 8-10-92, 12-29-98.

THE STANDARDS OF COMPETENT PROFESSIONAL PERFORMANCE

The State of Florida, through State Board of Education Administrative Rules has established and identified the minimum standards of competent professional performance for the education profession in Florida. These standards are the basis for the state peer review system. The standards apply to those who teach and those who supervise and provide administrative services to those who teach. These rules are set forth at section 6B-5.001—6B-5.001(FAC), State Board of Education Administrative Rules as follows:

6B-5.001 GENERAL

The standards listed in this chapter are the minimal standards of the education profession in Florida and are the basis for reviewing the performance of professional educators. The standards shall apply to those who teach and those who supervise and provide administrative services to those who teach.

Specific Authority 229.053(!),231.546(2)(2)(b)FS.Law Implemented 231.546(2)FS.History-New 10-7-69, Re promulgated 12-5-74, Amended 8-12-81,4-5-83, Formerly 68-5.01.

6B-5.002 DEFINITIONS

As used in Chapter 68-5,FAC, the following words and terms have the following meaning:

1. *Administrative-Pertaining to the execution, application, or management of persons or things.*
2. *Available-Usable or obtainable.*
3. *Communication skills-The capacity, ability, or art of giving, or giving and receiving, through any of the senses, information, ideas, and attitudes.*
4. *Competent-Able or fit to discharge the required duties as set forth in this chapter.*
5. *Designated task-The duty or assignment for which an educator is responsible.*

6. *Diagnosis-Identification of needs, strengths, and weaknesses through examination, observation, and analysis.*
7. *Educator-Any certified person in the educational program including but not limited to, those engaged in teaching administering, and supervising.*
8. *Effective-Producing a definite or desired result.*
9. *Management-The effective control or supervision of people, time, space, and material resources.*
10. *Policy-Authorized expressions of public intent reflecting general principals guiding the efforts of a school system or school toward approved goals.*
11. *Personnel review, assistance-An observation of an educator's performance which reports observed strengths, deficiencies and recommendations for strategies designed to produce improvement.*
12. *Personnel review, competence-A three-day observation of an educator's performance, which reports facts observed and conclusions regarding the educator's competence.*
13. *Teacher-One who teaches or instructs.*

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History-New 10-7-69, Re promulgated 12-5-74, Amended 8-12-81, 4-5-83, Formerly 6B-5.02.

6B-5.003

ADMINISTRATIVE AND SUPERVISORY REQUIREMENTS

Competent educators must possess the abilities and skills necessary to perform the designated task. The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following administrative and supervisory requirements:

1. *Keep records in accordance with responsibilities designated by law and with accepted practices of the school district.*
2. *Supervise and evaluate others in accordance with law and accepted practices of the school district.*
3. *Recognize the role and function of community agencies and groups as they relate to the school.*
4. *Utilize available instructional materials and equipment necessary to accomplish the designated task.*
5. *Adhere to and enforce administrative policies of the school, district rules and State Board rules, in accordance with Florida Statutes.*
6. *Adopt or develop a system for keeping records of student progress.*
7. *Counsel with students both individually and collectively concerning their educational needs.*

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History-New 10-7-69, Re promulgated 12-5-74, Amended 8-12-81, 4-5-83, Formerly 6B-5.03.

6B-5.004

ANALYSIS OF INDIVIDUAL NEEDS AND INDIVIDUAL POTENTIAL

The competent educator shall use or ensure the use of acceptable techniques to analyze the needs and potential of individuals. The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following techniques to analyze the needs and potential of individuals:

- 1. Diagnose the entry level and skill of students. Using diagnostic tests, observations, and student records.*
- 2. Select, adapt or develop, and sequence instructional materials and activities for the designated set of instructional objectives and student needs*
- 3. Create interest through the use of materials and techniques appropriate to the varying abilities and backgrounds of students.*
- 4. Use individual student interests and abilities when planning and implementing instruction.*
- 5. Make assignment of tasks and duties consistent with individual abilities and specialties.*
- 6. Recognize the instructional needs of exceptional students.*
- 7. Recognize patterns of physical and social development in students.*

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History-New 10-7-69, Repealed 12-5-74, Amended 8-12-81, 4-5-83, Formerly 6B-5.04

6B-5.005 INSTRUCTIONAL PROCEDURE

Each competent educator shall ensure or promote accomplishment of the designated task through selection and use of appropriate instructional procedures. The educator, commensurate with job requirements and delegated authority shall demonstrate competence in the following instructional procedures.

- 1. Establish rapport with students by using appropriate verbal and visual motivational devices.*
- 2. Use procedures appropriate to accomplish the designated task to include but not limited to:
(a) Identify long range goals for a given subject area.
(b) Constructing and sequencing related short-range objectives for a given subject area.*
- 3. Practice instructional and social skills, which assist students to interact constructively with their peers by encouraging expressions of ideas, opinions, and feelings.*
- 4. Give directions for carrying out an instructional activity by assuring that the task is understood and using feedback techniques which are relevant to the designated task.*
- 5. Utilize information and materials that are relevant to the designated task.*

Specific Authority 229.053(1), 231.546(2)(a)(b) FS. Law Implemented 231.546(2) FS. History-New 10-7-69, Repealed 12-5-74, Amended 8-12-81, 4-5-83, Formerly 6B-5.05.

6B-5.006 COMMUNICATION SKILLS

In communicating with students and educators, each educator, commensurate with job requirement and delegated authority, shall demonstrate competence with the following communication skills:

- 1. Use language and terminology relevant to the designated task.*

2. *Use language which reflects an understanding of the ability of the individual or group.*
3. *Orally communicate information coherently and logically.*
4. *Write in a logical and understandable style with appropriate grammar, spelling, and sentence structure.*
5. *Comprehend and interpret oral messages.*
6. *Extract major ideas or themes from the statements of others.*
7. *Encourage individuals to state their ideas clearly.*

SpecificAuthority229.053(1),231.546(2)(a)(b)FS.LawImplemented231.546(2)FS.History-New 10-7-69,
 Repromulgated 12-5-74,Amended 8-12-81,4-5-83,Formerly 6B-5.06

6B-5.007 MANAGEMENT TECHNIQUES

The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following management techniques:

1. *Resolve discipline problems in compliance with the policies of the school, rules of the district school board and the State Board, and Florida Statutes.*
2. *Maintain consistency in the application of policy by:*
 - (a) *establishing routines and procedures for the use of materials and the physical movement of students.*
 - (b) *Formulating appropriate standards for student behavior.*
 - (c) *Identifying inappropriate behavior and employing appropriate techniques for correction.*
 - (d) *Maintain standards of conduct required in Rule 6B-5.007(2), Fac.*
 - (e) *Use management techniques appropriate to the particular setting.*

SpecificAuthority229.053(1),231.546(2)(a)(b)FS.LawImplemented231.546(2)FS.History-New 10-7-69,
 Repromulgated 12-5-74,Amended 8-12-81,4-5-83,Formerly 6B-5.07.

6B-5.008 COMPETENCE IN SPECIALIZATION

Each competent educator shall possess knowledge within the area of specialization to a degree consistent with the educator's professional preparation. The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in specialization by:

1. *Demonstrating an awareness of current developments in the field of specialization.*
2. *Demonstrating an ability to read, comprehend, interpret, and use professional material.*

SpecificAuthority229.053(1),231.546(2)(a)(b)FS.LawImplemented231.546(2)FS.History-New 10-7-69, Re
 promulgated 12-5-74, Amended 8-12-81,4-5-83, Formerly 6B-5.08

6B-5.009 EVALUATION OF LEARNING AND GOAL ACHIEVEMENT

Each competent educator accepts responsibility commensurate with delegated authority to evaluate learning and goal achievement. The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following techniques used to evaluate learning and goal achievements:

1. *Use several types of evaluative techniques, including but not limited to classroom tests constructed by the educator to measure student performance according to criteria based upon objectives.*
2. *Provide frequent and timely responses concerning the work attempted and tasks assigned.*
3. *Analyze and interpret effectively the results of evaluation for judging instruction, the achievement of stated goals or the need for further diagnosis.*
4. *Utilize the results of evaluation for planning, counseling, and program modification.*
5. *Explain methods and procedures of evaluation to those concerned.*
6. *Possess the ability to comprehend and work with fundamental mathematical concepts.*

Specific Authority 229.053(1),231.546(2)(a)(b)FS.Law Implemented231.546(2)FS.History-New 10-7-69, Re promulgated 12-5-74, Amended 8-12-81,4-5-83, Formerly 6B-5.09.

6B-5.010
HUMAN AND INTERPERSONAL RELATIONSHIP

The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following human and interpersonal relation's skills:

1. *Assist students in developing their values, attitudes, and beliefs.*
2. *Encourage and support behavior which reflects a feeling for the dignity and worth of other people.*
3. *Demonstrate instructional and social skills which assist others to interact constructively.*
4. *Provide leadership and direction for others by appropriate example.*
5. *Offer constructive criticism when necessary.*
6. *Comply with reasonable requests and orders given by and with proper authority.*
7. *Assign reasonable tasks commensurate with objectives and designated responsibility.*
8. *Demonstrate self-confidence and self-sufficiency in exercising authority.*
9. *Apply instructional and social skills in developing positive self-concepts.*

Specific Authority 229.053(1),231.546(2)(a)(b)FS.Law Implemented231.546(2)FS.History-New 10-7-69, Re promulgated 12-5-74, Amended 8-12-81,4-5-83, Formerly 6B-5.10.

6B-5.011
PERSONAL REQUIREMENTS

In assessing the mental or physical health of educators, no decision adverse to the educator shall be made except on the advice or testimony of persons competent to make such judgment by reason of training, licenser and experience. Each educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following personal requirements:

- 1. Engage in physical activity appropriate to the designated task except for temporary disability.*
- 2. Communicate effectively to accomplish the designated task.*
- 3. Exhibit appropriate control of emotions.*
- 4. Perform designated tasks with sufficient intellectual ability.*

Specific Authority 229.053(1),231.546(2)(a)(b)FS.Law Implemented231.546(2)FS.History-New 10-7-69, Re promulgated 12-5-74, Amended 8-12-81,4-5-83, Formerly 6B-5.011.

Section 5

THE TEACHER

That Noble Title

Teacher

As we begin each new school year, let us remember the fine nuances and the distinguishing essence of that proud word **Teacher**.

Let us be reminded of the tools you have at your command, because of your talents, your traits, and your training . . . and because you chose to become a Teacher.

The Effective Teacher

What you do on the first day of school will determine your success or failure for the rest of the school year. You will either win or lose your class on the first days of school. The first day of a class -- even the first few minutes -- will make or break the teacher.

- Harry K. Wong

Harry K. Wong and Rosemary T. Wong are teachers. They have identified the characteristics of effective teachers, the strategies and techniques that effective teachers use, and the procedures that effective teachers follow.

The Effective Teacher

- Establishes control the first week of school..
- Affects and touches lives.
- Works cooperatively and learns from colleagues.
- Seeks out a mentor who serves as a role model.
- Goes to professional meetings to learn.
- Has a goal of striving for excellence.
- Can explain the districts, school's, and department's curriculum
- Realizes that teaching is not a private practice
- Is flexible and adaptable
- Listens, listens, listens
- Understands the research process.
- Teaches with proven research-based practices.
- Creates a classroom climate that communicates positive expectations.
- Has a personal goal of high expectations.
- Ensures the mental and physical safety of all students.
- Creates an environment for all students to succeed.
- Comes to teach dressed for success.
- Is a role model for students.
- Thinks and behaves globally.
- Creates an inviting classroom environment.
- Addresses people by name.
- Says "Please" and "Thank you."
- Works on having a well-managed classroom.
- Trains students to know what they are to do.
- Has students working on task.
- Has a classroom with little confusion or wasted time.
- Prepares the classroom for effective work.
- Maximizes proximity to the students.
- Maximizes proximity to materials.

- Greets the students with positive expectations.
- Has the seating assignment and first assignment ready.
- Assigns seating on the first day of school.
- Has the assignments posted daily.
- Posts the assignment in a consistent location.
- Takes roll after the students are on task.
- Does not disturb the class during roll taking.
- Takes roll quickly and quietly.
- Keeps a running progress of student work.
- Has the discipline plan posted when the students arrive on the first day of school.
- Explains the posted rules and is willing to make changes as the class situation requires.
- Thinks through a discipline plan before school begins and conveys the plan to students when school begins.
- Discusses the plan so that students understand the logic of it and consider it reasonable.
- Has high expectations and confidence in his or her capacity to teach young people self-discipline.
- Has well-thought-out and structured procedures for every activity.
- Reteaches a procedure when necessary and praises to reinforce when appropriate.
- Teaches students, not a subject or a grade level.
- Maximizes academic learning time.
- Has students earning their own achievement.
- Keeps the students actively engaged in learning.
- Writes objectives that tell the student what is to be accomplished.
- Knows how to write objectives at all levels of Bloom's taxonomy.
- Writes assignments that will increase the rate of student success.
- Writes criterion-referenced tests.
- Gives both formative and summative tests.
- Grades and encourages for percentage mastery, not on a curve.
- Applies all the required factors to set a cooperative class climate.
- Writes structured cooperative activities.
- Works cooperatively and shares with colleagues.
- Helps establish and enhance the school culture.
- Can document annual professional growth.
- Is able to explain why he or she is a professional educator.

The Effective Teacher videotapes are available to view on campus or to checkout. See your assigned Assistant Principal, for more information.

**NOTICE OF INTENT TO REMOVE A STUDENT FROM CLASS
(F.S.232.271)**

Date: _____

In a brief statement below, indicate how this continuously disruptive student interferes with our ability to effectively communicate with the students in your class or with the ability of his/her classmates to learn. Attach your documentation with dates as to the required interventions that you have used as the exercise of your classroom discipline plan, personal contacts with the parent, parent conference summaries, detention notices, and both guidance and administrative referrals.

(Use other side, if necessary)

In a brief narrative, explain why you feel that exclusion from your class is the most effective strategy for addressing this student's behavior and provide input as to what placement you would recommend.

(Use other side, if necessary)

Student Name: _____

Teacher Name: _____ Class: _____

Period: _____

Room: _____

