

**WELCOME TO**

**SAMPLE COMMUNITY**  
**HIGH SCHOOL**

**TEACHER HANDBOOK**  
**2019 - 2020**

## TABLE OF CONTENTS

ACADEMIC FREEDOM.....	14
ACCIDENTS – STUDENTS OR STAFF.....	14
ADA – AMERICANS WITH DISABILITIES ACT.....	14
ANALYSIS OF GRADES.....	14
ASSAULTS ON SCHOOL BOARD EMPLOYEES.....	14
ASSEMBLIES.....	15
ATTENDANCE PROCEDURES AND POLICIES – STUDENTS.....	15
ATTENDANCE – TEACHERS & STAFF.....	18
AUDIOVISUAL PROCEDURES.....	18
BACK TO SCHOOL NIGHT.....	20
BAND AND CHORUS.....	20
BELL SCHEDULE.....	10/20
BOOKKEEPING REQUIREMENTS.....	20
BUDGET.....	23
BULLYING/HARASSMENT.....	23
CAMPUS SUPERVISION.....	30
CERTIFICATION – TEACHING.....	30
CHAPERONES.....	31
CHEATING.....	31
CHILD ABUSE.....	32
CHILDREN, EMPLOYEE.....	32
CLASSROOM DETENTION.....	32
CLUBS & STUDENT ORGANIZATIONS (SPONSORS).....	32
COMPENSATORY TIME.....	33
CONFERRING WITH STUDENTS.....	33
CONSULTANTS/CONTRACTS.....	33
CONTESTS.....	33
COPYRIGHTED MATERIALS.....	33
COURSE SYLLABUS.....	35
CUMULATIVE FOLDERS/PSYCHOLOGICAL RESULTS.....	36
CUSTODIAL SERVICES.....	36

DEPOSITING MONEY .....	22
DEPARTMENT MEETINGS .....	8
DISCIPLINE (ALSO SEE STUDENT CONDUCT CODE).....	36
DISCIPLINE REFERRALS.....	38
DISTRIBUTION OF MATERIALS .....	38
DONATIONS.....	39
DRESS, FACULTY .....	39
DRESS, STUDENT.....	39
DRUG-FREE WORKPLACE.....	40
DUTIES OF THE PRINCIPAL .....	40
DUTIES OF THE ASSISTANT PRINCIPALS.....	41
DUTIES OF ADMINISTRATIVE DESIGNEES.....	44
DUTIES OF THE GUIDANCE COUNSELORS.....	45
DUTIES OF DEPARTMENT INSTRUCTIONAL LEADERS .....	45
DUTIES OF SCHOOL POLICE OFFICERS .....	46
DUTIES OF THE CUSTODIANS.....	46
DUTIES OF THE CAFETERIA STAFF .....	46
EMAIL.....	47
EMERGENCY RESPONSE PLAN.....	47
EMPLOYEE ASSISTANCE PLAN .....	48
ENGLISH LANGUAGE LEARNERS .....	49
ETHICS .....	49
EVALUATIONS .....	50
EYE PROTECTIVE DEVICES .....	50
FACILITIES, RESERVING .....	50
FACULTY MEETINGS.....	50
FAX & COPY MACHINES.....	51
FEES.....	51
FIELD TRIPS .....	51
FILMS/VIDEOS.....	53
FIRE DRILLS.....	54
FUND RAISING ACTIVITIES .....	54
GOLF CARTS.....	54

GRIEVANCE, EMPLOYEE.....	54
GRIEVANCE PROCEDURES – STUDENT.....	54
GUIDANCE DEPARTMENT .....	55
HALL PASSES .....	57
HOMEWORK HOTLINE.....	57
HUMAN IMMUNODEFICIENCY VIRUS DISEASE (HIV).....	57
IN-SERVICE POINTS.....	58
INSTRUCTIONAL LEADERS .....	8/58
INSTRUCTIONAL LEARNING TEAMS .....	60
INTERRUPTIONS OR DISTURBANCE OF SCHOOL FUNCTIONS.....	60
INTERSCHOLASTIC AND EXTRACURRICULAR ACTIVITIES.....	60
KEYS.....	61
LEASE AGREEMENTS.....	61
LEAVE OF ABSENCE/TEMPORARY DUTY ELSEWHERE .....	61
LEAVING SCHOOL CAMPUS.....	61
LEGAL NAMES OF STUDENTS.....	61
LESSON PLANS/(CLASS OBJECTIVES).....	61
LOCKS/LOCKERS – STUDENTS .....	62
LOST AND FOUND.....	63
LUNCH PROGRAM.....	63
MAILBOXES.....	63
MAKE UP WORK.....	63
MEDIA CENTER.....	64
MEDIA COVERAGE .....	67
MEDICATION.....	67
MEMORANDUM .....	67
OBJECTIVES (CLASS): SEE LESSON PLANS.....	68
OFFICES .....	11
OPEN HOUSE .....	68
PARENT CONFERENCES .....	68
PERSONAL BUSINESS ON SCHOOL TIME.....	68
PERSONAL PROPERTY, USAGE.....	68
PERSONNEL FILES (CTA, II, B) .....	68

PLEDGE OF ALLEGIANCE .....	69
PROFESSIONAL DEVELOPMENT DAYS .....	69
PROFESSIONAL JUDGMENT AND BEHAVIOR.....	69
PROGRESS REPORTS .....	9/70
PROPERTY, SCHOOL BOARD USE OF .....	71
RECORDS (STUDENT)-PRIVACY ACT .....	71
RECORDS (STUDENT)-REQUESTS .....	72
REGISTRATION PROCEDURE .....	72
RELEASE OF STUDENTS .....	72
REMAINING IN CLASSROOMS .....	72
REPORT CARDS AND GRADES.....	73
REPORT CARD DISTRIBUTION DATES.....	9/73
RESIGNATIONS.....	75
ROOMS.....	76
RULES FOR GRADING .....	73
SCHEDULE CHANGES .....	76
SCHOOL ADVISORY COUNCILS.....	76
SCHOOL BOARD POLICIES.....	76
SCHOOL IMPROVEMENT PLAN (SIP).....	76
SCHOOL POLICE .....	77
SEMESTER EXAMS.....	77
SENSITIVE TOPICS IN SCHOOL PROGRAMS.....	77
SEXUAL HARASSMENT-STUDENTS.....	77
SIGN OUT, END OF YEAR .....	80
SMOKING.....	80
SOLICITATION OF EMPLOYEES BY AGENTS AND SALESPERSONS .....	81
SPECIAL SESSION/SUMMER SCHOOL .....	81
STAFF DEVELOPMENT.....	82
STUDENT CONDUCT CODE.....	83
STUDENT RIGHTS AND RESPONSIBILITIES.....	83
STUDENT TEACHERS (INTERNS).....	84
SUBSTITUTES .....	84
SUSPENSIONS.....	85

TELEPHONES.....	85
TEMPORARY DUTY ELSEWHERE.....	61/86
TESTING PROCEDURE.....	86
TESTING PROGRAM.....	86
TEXTBOOK PROCEDURES.....	88
TRANSFERS, EMPLOYEE .....	89
TRAVEL .....	89
TRESPASS UPON GROUNDS OR FACILITIES.....	90
USE OF SPECIAL MATERIALS & RESOURCES .....	90
VITAL .....	90
VOLUNTEERS.....	90
WHERE TO TURN.....	12
WITHDRAWAL PROCEDURES .....	92
WORKERS' COMPENSATION PROCEDURES.....	92

**Sample Community High School  
2019-2020**

**PRINCIPAL**

Ms. Sample Principal

**ASSISTANT PRINCIPALS**

Mr. Sample AP

Mr. Sample AP

Mr. Sample AP

Mr. Sample AP

Mr. Sample AP

Mr. Sample AP

Mr. Sample AP

Mr. Sample AP

**GUIDANCE DEPARTMENT**

Ms. Sample Counselor

Ms. Sample Counselor

Ms. Sample Counselor

Ms. Sample Counselor

Ms. Sample Counselor

Ms. Sample Counselor

**ATHLETIC DIRECTOR/ACTIVITIES DIRECTOR**

Mr. Sample Athletic Director

**INSTRUCTIONAL LEADERS  
2019-2020**

ART	TEACHER LEADER
ESOL	TEACHER LEADER
EXCEPTIONAL STUDENT EDUCATION	TEACHER LEADER
FOREIGN LANGUAGE	TEACHER LEADER
GUIDANCE SERVICES	TEACHER LEADER
LANGUAGE ARTS	TEACHER LEADER
LEADERSHIP ACADEMY	TEACHER LEADER
MATHEMATICS	TEACHER LEADER
PHYSICAL EDUCATION	TEACHER LEADER
READING	TEACHER LEADER
SCIENCE	TEACHER LEADER
SOCIAL STUDIES	TEACHER LEADER
CRIMINAL JUSTICE/FAMILY CON SCI/ HEALTH SCIENCE/SPORTS MARKETING/ TECH. ED.	TEACHER LEADER

**DEPARTMENT MEETINGS**  
3pm (First Wednesday of each Month)

**INSTRUCTIONAL LEADERS MEETINGS**  
3pm (Last Monday of each Month)



## **REPORT CARD DISTRIBUTION**

Grade report cards are issued to students on the following schedule:

First Nine Weeks	November 8, 2019
Second Nine Weeks	January 24, 2020
Third Nine Weeks	April 12, 2020
Fourth Nine Weeks	Mailed after June 1, 2020

## **PROGRESS REPORT DATES (Every 3 weeks grades are reported)**

First Nine Weeks	August 30 & 31 and September 27 & 28, 2019
Second Nine Weeks	November 8 & 9 and December 6 & 7, 2019
Third Nine Weeks	January 24 & 25 and February 21 & 22, 2020
Fourth Nine Weeks	April 11 & 12 and May 2 & 3, 2020

## BLOCK SCHEDULING

Sample High is on a block schedule, a system which allows for longer class periods with classes meeting every other day. Class periods are approximately 105 minutes long, with the exception of first period, which is a 55 minute period that meets every day. With block scheduling, students have more time with each teacher; so varied activities can take place within a class period to enhance learning. Period 1 meets every morning. The other periods alternate days. Periods 3, 5, and 7 meet on White (odd) days. Periods 2, 4, and 6 meet on Green (even) days.

### 2019/2020 BELL SCHEDULE

PERIOD 1	07:30 – 08:25	(55 minute class)
PERIODS 2/3	08:30 – 10:25	(110 minute class) (5 minutes) Announcements
PERIOD 4/5	10:30 – 10:35	(5 minutes) Students check in
1 <sup>ST</sup> LUNCH	10:35 – 11:10	(35 minutes)
PERIOD 4/5	11:15 – 12:55	(100 minute class)
PERIOD 4/5	10:30 – 11:25	(55 minutes)
2 <sup>nd</sup> LUNCH	11:25 – 12:00	(35 minutes)
PERIOD 4/5	12:05 – 12:55	(50 minutes)
PERIOD 4/5	10:30 – 12:20	(110 minute class)
3 <sup>RD</sup> LUNCH	12:20 – 12:55	(35 minutes)
PERIOD 6/7	1:00 – 2:45	(105 minute class)

## **Sample High School Student Support Offices 2019-2020**

**Student support is offered in the Guidance Department (School Counselors) and Student Services (Assistant Principals and C.I.T.) according to the following configuration. Academies, IB, ELL, and ESE students are supported as indicated.**

### **Guidance Department Offices**

Registrar/Records Office Phone...243-XXXX

### **Student Services Offices Building 2**

Grade 9 Student Services-Building 4 - Room 4-212...243-XXXX

Grade 10 Student Services-Building 6 - Room 6-110...266-XXXX

Grade 11 & 12 Student Services-Building 2...266-XXXX

ESE Student Services-Building 5 - Room 5-101...266-XXXX

### **International Baccalaureate (IB) Office**

Office Phone...243-XXXX

### **ESOL Office**

Office Phone...330-XXXX

### **ESE Office**

Office Phone...266-XXXX

**"Where to Turn"**  
***Sample Community High School FY20***

<b>Service/Topic</b>	<b>Responsible Person</b>	<b>Title</b>	<b>Location</b>	<b>Phone</b>
504	John Doe	Guidance Counselor		
Activities	John Doe	Athletic Director		
Assistant Principal 9	John Doe	Assistant Principal		
Assistant Principal 10	John Doe	Assistant Principal		
Assistant Principal 11	John Doe	Assistant Principal		
Assistant Principal 12	John Doe	Assistant Principal		
AVID	John Doe	Coordinator		
Bookkeeper	John Doe	Bookkeeper		
Buses	John Doe	CIT		
Cafeteria	John Doe	Café' Manager		
Clinic	John Doe	Nurse		
Computer Lab Reservation	John Doe	Media Specialist		
Copy Machine Repair	John Doe	Secretary		
Criminal Justice	John Doe	Instructor		
Criminal Justice	John Doe	Instructor		
Custodial Supplies	John Doe	Assistant Principal		
Detention	John Doe	BIA		
Drills	John Doe	Assistant Principal		
Drills	John Doe	CIT		
Duty Posts	John Doe	Assistant Principal		
e2020	TBA			
ESE	John Doe	ESE Coordinator		
ESOL	John Doe	ESOL Coordinator		
Guidance 9 <sup>th</sup>	John Doe	Guidance Counselor		
Guidance 10 <sup>th</sup>	John Doe	Guidance Counselor		
Guidance 11 <sup>th</sup> -12 <sup>th</sup> (A-J)	John Doe	Guidance Counselor		
Guidance 11 <sup>th</sup> -12 <sup>th</sup> (K-Z)	John Doe	Guidance Counselor		
Guidance ESOL 9 <sup>th</sup> -10 <sup>th</sup>	John Doe	Guidance Counselor		
Guidance ESOL 11 <sup>th</sup> -12 <sup>th</sup>	John Doe	Guidance Counselor		
Guidance IB (11 <sup>th</sup> -12 <sup>th</sup> )	John Doe	Guidance Counselor		
Guidance IB (9 <sup>th</sup> -10 <sup>th</sup> )	John Doe	Guidance Counselor		
IB	John Doe	Assistant Principal		
ISS	TBA			
Keys	John Doe	Assistant Principal		

<b>Service/Topic</b>	<b>Responsible Person</b>	<b>Title</b>	<b>Location</b>	<b>Phone</b>
Leasing	John Doe	Assistant Principal		
Lockers	John Doe	Instructor		
Media Center	John Doe	Media Specialist		
Media Center	John Doe	Media Clerk		
Newsletter	John Doe	Assistant Principal		
Non-Instructional	John Doe	Confidential Secretary		
Parking Decals	John Doe	Instructor		
Passes	John Doe	Secretary		
Payroll	John Doe	Confidential Secretary		
Phone Directory	John Doe	Confidential Secretary		
Police	John Doe	Police Officer		
Police	John Doe	Police Officer		
ROTC	John Doe	Instructor		
ROTC	John Doe	Instructor		
ROTC	John Doe	Instructor		
ROTC	John Doe	Instructor		
SBT/RTI	John Doe	Coordinator		
School Access (after hours and weekends)	John Doe	Assistant Principal		
Substitute	John Doe	Secretary		
Supply Ordering - DIL	John Doe	Assistant Principal		
Supply Ordering - Teachers	John Doe			
TDE	John Doe	Confidential Secretary		
Technology	John Doe	Tech Support		
Testing	John Doe	Coordinator		
Testing	John Doe	Assistant Principal		
Textbooks	John Doe	Assistant Principal		
Tutorial	John Doe			
Walkies	John Doe	Tech Support		
Work Order	John Doe	Secretary		

## **ACADEMIC FREEDOM**

Employees shall be guaranteed freedom in classroom presentations and discussions, and may introduce politically, religiously, or otherwise controversial material, provided that such material is relevant to the course content, appropriate to the student group, and presented in such a way as to inculcate higher personal and moral standards in the students (CTA,II,K,3). Moreover, the employee shall insure equal academic freedom of expression to students. (CTA,II,K,2)

## **ACCIDENTS**

**All teachers are responsible for reporting any student accident that occurs in their classroom or elsewhere when the student is under their supervision.** Student Services Offices have the required accident reporting forms (PBSD 0335) and will expedite them after the teacher in charge completes the form. The report should be made as soon as possible following the accident so that important facts such as time, location, cause of injury, etc., can be recorded accurately and a report promptly sent to the county office. Difficulties frequently result from failure to report seemingly minor accidental injuries. This also applies to accidents involving faculty and staff members. **ALL STAFF ACCIDENTS, NO MATTER HOW MINOR, SHOULD BE REPORTED TO THE MAIN OFFICE IMMEDIATELY.** In the event the injury is serious you may immediately dial "911". However, anytime 911 is called, the principal and/or assistant principals, should be notified immediately (again, notify the main office). When a staff member is injured, they should get a Worker's Comp form from the Head Secretary.

## **ADA - AMERICANS WITH DISABILITIES ACT**

Employees with disabilities requesting accommodations are requested to submit their request to the principal in writing. Questions may also be submitted to the EEOC Coordinator (434-8637).

## **ANALYSIS OF GRADES**

SIS will generate an analysis of grades at the end of each nine-week period. This analysis will be reviewed and discussed in department meetings and with the appropriate administrator to determine student needs, progress and problems.

## **ASSAULTS ON SCHOOL BOARD EMPLOYEES**

The employee must report assaults by telephone or in person to the principal or, in his/her absence, the person in charge, who will report the assault to the School Police Department immediately. Reporting the incident to the School Police Officer, in those school centers having a full-time officer, satisfies the School Police Department reporting. "Assault" is broadly defined as the intentional violent striking or touching of an employee against the employee's will or the intentional threat to do violence so as to create the well-founded fear in the employee that

violence is imminent. **Employees should remember when completing these reports to list the school address and phone number, NOT their personal ones.**

### **ASSEMBLIES**

Assemblies are scheduled periodically during the school year. Teachers will be given appropriate and specific assignments during assembly periods. It is mandatory that all teachers and staff accompany their classes to the assembly area and sit in the appropriate assigned seats with the students.

### **ATTENDANCE PROCEDURES AND POLICIES**

School attendance is the direct responsibility of parent(s)/guardian(s) and students. All students are expected to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Educational excellence cannot be achieved without consistent attendance. In order for the school to help students to be successful, the following procedures regarding attendance should be followed:

\*Students returning to school after an absence from classes need to pick up and complete an Attendance Absence Form (available from student services offices.) Notes from parents explaining the reason for their absence(s) are to be attached to this form. The form is then signed by the teacher for each of the classes affected by this absence. The last teacher signing will turn in the form with their attendance sheets to the data processor.

#### **PLEASE INCLUDE THE FOLLOWING INFORMATION ON ALL NOTES:**

- **Student name (first and last.... please print)**
- **Grade level**
- **Dates and/or period(s) missed**
- **Reason for absence**
- **Telephone number**
- **Parent/guardian signature**

#### **ABSENCE (RULES GOVERNING ABSENCES)**

- Please contact the appropriate grade level assistant principal if a student is absent for three consecutive classes.
- Students are considered absent if they miss 50% of the class
- A student who is absent from school has 48 hours to produce a note to excuse an absence. Failure to do so will result in the absence being marked unexcused, and the student will not be permitted to make up assignments or tests missed.
  
- Unless prior approval by the assistant principal has been granted, only **illness, death of immediate family members, medical/dental appointments, and religious activities are considered EXCUSED absences with appropriate, verifiable documentation.**
  
- An absence is considered **UNEXCUSED** when it is due to oversleeping, missing the

bus/ride, vacations, car failure(s), and clock problems, and traffic accidents (without a police report).

- The assistant principal will handle absences due to court appearances.
- For the 11<sup>th</sup> and subsequent absences, students will only be excused for the following reasons:
  - Illness, documented by a doctor's note
  - Court subpoena
  - Funeral (verifiable)
  - Religious (verifiable)
- When in doubt as to whether the absence is excused or unexcused, the teacher will mark the note as unexcused and notify the student. If the student wishes to have it changed, he/she should then accept the responsibility of scheduling an appointment with the assistant principal.
- All make-up work is the responsibility of the student. Students will be allowed two days for each day absent to make up their work.
- Parents or guardians of students who need to miss school due to religious holidays should notify the principal in writing within five days prior to an expected absence to request that the student be excused from attendance. Students shall be permitted to make up missed work without adverse effects (D5.09a).
- Students are allowed to visit colleges in grades 11 and 12 (for a total of 3 days). Local colleges are not included (Palm Beach State, Florida Sample University, Palm Beach Sample University). Proof of the visitation must be returned to student services for these days to be excused absences. Students are expected to obtain and make up all missed work. If the excused absence places the student over the 10-day absence rule, mastery of the class must occur through the semester exam.

### **PROCEDURES FOR LEAVING CAMPUS AND TARDINESS**

If a student has a doctor, dentist, or other approved appointment during school hours, they must complete the following steps:

1. Prior to the start of school, the student must bring a note from their parent/guardian stating the following:
  - child's name, grade level, type of appointment
  - the date of the appointment, the time the student needs to leave campus
  - the parent's/guardian's home phone and work phone for verification
2. Then, **the student must report to main Office prior to leaving and properly sign out.**

If a student becomes ill during the day, he/she must have a telephone number where his/her parent can be reached in order to obtain parental permission to go home. Students are not allowed to leave the campus for any reason without parental permission or from an adult designated by the parent on the student's emergency card. Teachers may NOT give students permission to leave campus. Only parents and their designees have this authority.

**There are no early releases after 2:30 P.M on regular school days and no early release at all on designated exam days at the end of each semester.**



- Once students arrive on to school property in the morning, they must follow the sign-out procedure. **NO STUDENTS MAY LEAVE CAMPUS WITHOUT PERMISSION FROM SCHOOL ADMINISTRATION OR ADMINISTRATIVE DESIGNEES.**
- Failure to follow the above-mentioned procedure for leaving campus will result in disciplinary action taken by the student's assistant principal.

### **TARDINESS**

All students are expected to be on time to school and in class **ON TIME**. Students who are not in their seat when the **TARDY BELL** signals the start of the class period are considered tardy. Students who are tardy should be sent to the nearest student services office for a pass.

**Students returning to school during the day must check in through the Main Office. Partial day absences related to medical or professional appointments must be properly documented with appointment cards or slips.**

### **ABSENCES DUE TO FIELD TRIPS**

- A. **Co-curricular:** Students who are involved in co-curricular field trips will be marked a TLE (temporary leave elsewhere) on either attendance printout sheets or classroom attendance books (example: drama students attending a festival or band students attending a competition). ***A TLE ("L" Form) does not count as an absence.***
- B. **Extra-curricular:** Students who are involved in extra-curricular field trips will be marked as a TLE (temporary leave elsewhere). An example would be some of our students participating in athletic events.
- C. **Temporary Leave Elsewhere (TLE):** This form is used for individual or small group school activities, away from school. TLE's can be co-curricular or extra-curricular. TLE's will be utilized for those students who will miss the entire class period(s).
  - 1) Forms are available from the Activities Director (AD, Room 1-120).
  - 2) Forms must be completed, signed by each teacher, and returned a minimum of **one week** before the activity. **The principal has the prerogative to waive the one-week advance notice in emergency situations.**
  - 3) **Individual teachers have the authority not to sign a TLE if the student cannot afford to miss that class.** Using a TLE, without teacher approval, is an unexcused absence. Appeals to this process will go to the Assistant Principal, Mr. Doe.

### **HOLDING STUDENTS FROM ANOTHER CLASS**

Another faculty member may not detain students from their assigned class unless the teacher to whom the student is assigned for that period gives **prior** written permission. It is important that we communicate with each other and respect each other's time.

### **HALL PASSES**

All students must have an ID to leave class for all non-emergencies. During school hours a student must have a completed hall pass when out of class. Use **only the designated hall passes issued from Student Services.** Students without official hall passes will be redirected to their respective classroom teacher.

## **OUT-OF-SCHOOL SUSPENSIONS**

Although out-of-school suspensions are considered unexcused absences, students must be given their make-up work upon request. All make-up work must be graded at full credit.

## **HOMEBOUND INSTRUCTION**

Homebound instruction may be requested when a student is predicted to exceed fifteen (15) consecutive absences. This paperwork is handled via the ESE office and requires physician's signature.

## **PARENTAL NOTIFICATION OF ABSENCES**

The attendance office sends out 5-day, 10-day, 15 day notices when a student accumulates 5 and 10 absences. Daily notification is programmed into the school's automated attendance calling system. Teachers are responsible to contact the parents when absences are affecting classroom performance and grades.

## **ATTENDANCE - TEACHERS & STAFF**

### **LENGTH OF WORK DAY, CHECK-IN AND OTHER ARRANGEMENTS (ALL FACULTY MEMBERS)**

"Sign in" the Main teacher workroom immediately upon arrival at school each day. It is also imperative that all teachers check their mailboxes, voice-mail and e-mail upon arrival and before departing at the close of the school day in order that messages, forms, and other pertinent data are received.

Faculty will report to school by 7:20 AM and remain until 2:50 PM. Classrooms are to be opened by 7:25 AM and teachers available there for students. The duty hours on teacher planning days are 8:00AM-3:30 PM. This includes pre and post-school days.

Staff must report absences one hour prior to the beginning of their duty day by using the Sub Locator (<https://palmbeach.eschoolsolutions.com>). In emergency situations, please contact Vasthi Marseille at 266-1516. Please do not send emails in last minute situations.

### **LEAVING CAMPUS DURING DUTY HOURS**

Teachers leaving campus during the normal workday for less than one hour during their planning period are to complete the sign out procedure through Google Forms. Teachers who are requesting leave in excess of one hour during their planning or during any instructional time must complete a TDE in addition to completing the sign out card. (CTA Art. III, Sect. B, P. 2)

All non- instructional staff must complete a TDE for any time off campus during regular duty hours. Staff wishing to leave for lunch should inform an administrator.

## **AUDIOVISUAL UTILIZATION PROCEDURES**

### **GENERAL INFORMATION REGARDING RECORDINGS/SHOWING COMMERCIALY PRODUCED PROGRAMMING IN THE SCHOOLS**

#### **Off-Air Recording**

Off-air recording of television programs and use of these recordings for instructional purposes is

permitted, but must meet the following guidelines.

1. Only programs transmitted via open broadcasts or basic subscriber cable service are eligible under these guidelines. "Open broadcast" includes all commercial and public television stations. Programs transmitted via higher tier cable service, such as HBO and CINEMAX, are not eligible.
2. Recordings may only be made at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests.
3. A limited number of copies may be reproduced from each off-air recording to meet legitimate needs of teachers under these guidelines.
4. All recordings must include the copyright notice which was broadcast with the original program.
5. Use of off-air recordings is restricted by the following:
  - a. The programs may be used for instructional purposes only (not entertainment.)
  - b. Instructional use of the recordings must be made within ten consecutive school days of the time the recording was made. "Consecutive school days" does not include weekends, holidays, or other times when school is not in session.
  - c. During those ten days, a teacher is permitted one showing to each of his or her classes. One repeat with the same audience is also permitted, if required for the purpose of instructional reinforcement. A program may not be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
  - d. Although programs need not be played in their entirety, recordings may not be physically edited to produce anthologies or to remove elements that require an "R" rating.
  - e. Use of "R" rated programming is strictly prohibited unless approved by the principal. A **Permission to View "Rated" Material (PBS 1994)** must be signed by each parent of the student in that class. Any student who does NOT submit a **Permission to View "Rated" Material** cannot view the video or DVD.
  - f. All video or DVD programs shown in the classroom MUST be in the lesson plan.
6. All items must be erased no later than 45 calendar days after the recording was made. Tapes may not be used with students after the first ten consecutive school days. This extension period is only for the purpose of evaluation by instructional staffs.

#### **USE OF PRERECORDED VIDEOCASSETTE/DVD PROGRAMS (RENTED/PURCHASED/RECORDED-AT-HOME)**

Teachers may use rented, purchased, or home recorded videocassette programs for instructional purposes only if all the following requirements are satisfied:

1. **PLEASE DO NOT LEAVE FULL MOVIES FOR SUBSTITUTE TEACHERS**
2. The programs must have been made or recorded in a lawful manner.
3. The programs must be used in the course of face-to-face teaching activities. The teacher must be able to point to specific objectives in the lesson to which the program relates, and be prepared to justify how the program assists in attaining these objectives. The program must be in the lesson plans, follow the curriculum.
4. Programs may be used only in classrooms or similar places devoted to instructional activities.
5. Programs cannot be used for recreation or entertainment purposes. Full length movies may NOT be shown in their entirety. You may show clips only.
6. Any video or DVD rented, purchased or recorded at home must be approved by administration) before being used for classroom instruction.
7. Any purchased video or DVD purchased for classroom use that is NOT catalogued and kept in the media center must be approved by administration and then catalogued and kept in the media center for distribution and use in classroom.
8. Any film/video/DVD recorded, purchased, or rented that is rated "R" may not be used in the classroom for instructional purposes. **"Recordings may not be physically edited to produce anthologies or to remove elements that require an "R" rating".**
9. Excessive showing of films, videos, and DVD's diminishes, not enhances, the effectiveness of classroom instruction.

10. All films, videos, DVD's should be previewed for appropriate content before being shown in the classroom.
11. A film, video, DVD that is rich in factual, documented information such as a documentary, historical or classical film is **preferable to a "movie"** on the same topic. **If a movie is shown, the classroom teacher should only show parts or content rich sections of the film rather than the film in its entirety.**
12. An **"Approval Form for video/DVD programs and any prerecorded videocassette/DVD program (includes rented/purchased/recorded-at-home)"** **MUST be filled out and approved by administration before being shown.** See Media Center personnel for the form.

### **BACK TO SCHOOL (CURRICULUM) NIGHT**

Teachers provide parents with an overview of the course(s) being taught utilizing an abbreviated 7 period bell schedule. DATE: Wednesday, September 5, 2018 from 6:00-8:00 p.m. Teachers should prepare a copy of syllabus and scope and sequence for parents. No parent conferences should be held on this night.

### **BAND AND CHORUS PROGRAMS**

1. Extra rehearsals may be required as part of class.
2. Performance guidelines will be written and distributed.
3. Students shall not be denied participation in band or chorus classes and performances solely for failure to participate in fundraising activities.

### **BELL SCHEDULE**

Sample Community High School schedule uses approximately a 106-minute block schedule. Exception: Period 1 meets daily for 55 minutes.

### **BOOKKEEPING REQUIREMENTS AND PROCEDURES INTERNAL ACCOUNTS FOR INSTRUCTIONAL LEADERS, TEACHERS, CLASS, AND CLUB SPONSORS**

The collecting and expending of School Activity Funds must be in accordance with existing laws: State Board of Education Rules and Regulations, Florida Statutes, and Palm Beach County Administrative Directives, Policies, and Procedures. **All teachers and staff are responsible for following all policies and procedures as it pertains to collecting, handling and expending School Activity Fund money (Internal Accounts). Basic Principles and Scope of Internal Fund Accounting:**

"All monies collected and disbursed by school personnel within a school or in connection with the school program for the benefit of a school or a sponsored activity and also property and other benefits accruing to the school from other than tax sources and not accounted for in the regular inventory or school board property, shall be received, administered, and accounted for as prescribed in this regulation, including school lunch funds, funds collected in connection with Summer Program activities, funds derived from school athletic events, gifts and contributions made by band or athletic booster clubs,

civic organizations, P.T.A.'s and commercial agencies, and all other similar monies, properties or benefits.”

1. Preliminary approval is required from the Activities Director (clubs and sports) or David Doe (classroom supplies) to make any purchases (cash or charge).
2. Equipment purchases (not supplies):

**Items Costing Under \$1000.00** - You may order on a purchase requisition from the bookkeeper (internal account) or budget secretary.

**Items Costing \$1000.00 or over** - You must submit a purchase requisition to the person who sends it directly to Purchasing Department or budget secretary.

Note: This is for equipment, which must be "red tagged".

**All items** - You must submit an ACHS purchase order for the Principal's approval, **BEFORE ORDERING. THIS APPLIES TO SUPPLIES OR ANY OTHER TRANSACTION COMING FROM INTERNAL ACCOUNTS.**

Purchase of supplies, materials, or services costing over \$2,000.00 (a series of purchases shall not obviate this limit) require Ms. Doe's approval and approval of the district's Purchasing Department. Included herein are printing services, athletic supplies/services, office supplies, and other services/supplies.

**Purchase of carpeting, draperies, wall paneling, science or custodial chemicals or other items, which must meet standards of fireproofing, chemical composition or other safety related properties, must be submitted on a purchase requisition sent directly to Purchasing.**

3. Payment for all Internal Account purchases must be made by a school check, which is to be prepared by the Bookkeeper. **DO NOT** use cash collections for payment of any purchases.

Check requisitions must be properly prepared with the following information:

- A. Date
- B. Account name and number
- C. Amount of payment
- D. Description of expenditure and invoice number
- E. Two signatures (Teacher and Department Head), (Class or Club Sponsor and Student Treasurer).
- F. Original invoice or itemized cash register tape.
- G. Federal ID number for new vendors or individuals.

***All invoices must have invoice #'s. Submit invoices promptly.***

4. Any activity, competition, curriculum travel or field trip out of the county requires a two-week approval time from the Area Office and a four-week approval time for activities out-of-state from the School Board. If you will be requesting money from internal accounts the total amount needed must show on the TDE. Nothing above the amount noted on the TDE will be paid.
5. The following should be attached to each employee's claim: Approved TDE,

Departure/Arrival times, Itemized Hotel Bill (even if the district prepaid), Registration Form (even if district prepaid), Agenda, Original Receipts (i.e., tolls, parking fees, taxi, shuttle, etc.). Vicinity miles should be listed separately. No meal receipts are required. Use the standard meal allowance. You will not be allowed to spend school money or travel without following the above stated rules established by the area and county offices. No checks will be written for advance payments unless accompanied by an invoice. Refunds must have all back-up invoices before a check can be issued.

### FUNDRAISING

Appropriate coursework must be completed prior to submitting a fundraising packet. Approval is required from administration for all fundraising. The bookkeeper will not open an account or accept deposits without prior approval. **Keep a copy of your invoice for merchandise and a list of selling prices for each item to be sold.** (This is a very important part of closing the books on fundraisers).

### RECEIPTS

**Receipts must be given to students for all collections of \$10.00 or more. If you are collecting less than \$10.00 from each student, his or her names must be listed on the Monies Collected Form (MCR).**

### DEPOSITS

All monies, cash or checks must be **deposited daily.** Secure deposit and place in **drop safe in main office mail room.** Please make sure your MCR form is completed as well as the drop safe log. **DO NOT HOLD MONEY OVER NIGHT.** If you are completing two separate deposits, please use two deposit slips. Do not write your own check to cover collections and do not cash any personal checks from the collections.

If a student pays for something such as a field trip, and is unable to go on the trip, the only way for him to be reimbursed is with a check requisition. Submit copy of receipt when applicable. **Never refund** his/her money with funds from another student's deposit, even though it is from the same account.

When re-depositing money to cover a NSF check, write the check number and NSF on the Monies Collected Form. If you cannot collect the money for the check it should be put on the obligation list and the bookkeeper must be notified that it is now an obligation.

Please deposit monies in an orderly fashion. Place in a zippered deposit pouch. Separate the currency by denominations and arrange the faces in the same direction. Separate and roll coins. If you don't have full rolls, place loose coins in pay envelopes (obtained from the Bookkeeper).

List your monies in the following way:

Checks	Last name of pay or and check #	amount of \$
Currency	Total	amount of \$
Coins	Total	amount of \$
	Total Deposit	

(Make sure the student's name is on each check.)

Put account number on all checks (if two account numbers are needed, put amount for each account on check (example 7-0100.03 - \$16.00; 5-1900.1 - \$3.00)).

Deposits accompanied by a Monies Collected Form must have the following information:

- A. Date
- B. Account name and number
- C. Purpose of collection (dues, fees, field trip, advertising)
- D. Monies Collected receipt numbers
- E. Total amount of deposit
- F. Signature

\*Initial all changes on Monies Collected Form and receipts. DO NOT leave monies in your room overnight (locked up or otherwise). If a theft should occur, you will be responsible for the repayment. Be aware of your Internal Account balance to avoid deficit spending. Your balance will show on your cash receipts or may be verified at any time. When closing accounts, you must obtain a computer printout of account to be closed. Obtain an Inventory Form. (both are available from the bookkeeper). Fill out your copy of Fund Raiser Application, from information on the computer printout and your invoices for inventory. After these three (3) forms are completed, fill out transfer form. Paper clip these four (4) sheets together and return them to the bookkeeper.

All forms must be completed in ink. Sample forms are at the end of the handbook.

To qualify as “uniforms” they must be owned by the school and returned by the students. Otherwise, sales tax must be charged.

All teachers working with outside groups such as parent organizations, booster clubs, vendors, etc., will be responsible for seeing that these groups adhere to all state, school district and school policies.

**New Policy: Approved vendors shall have first priority on all purchases. See the bookkeeper for an approved list as well as procedures for using vendors who are not approved.**

## **BUDGET**

Budget monies are not the same as internal accounts. Each year the School District of Palm Beach County allocates us a budgeted amount of money to run our school based on membership projections. This money is then divided up among the departments to be spent on materials, supplies, and equipment. All budget questions should be directed to budget secretary.

## **BULLYING/HARASSMENT**

Policy **5.002 Prohibition of Bullying and Harassment**

### **1. Purpose**

The School Board is committed to providing a safe, secure, civil, and respectful learning and workplace environment free from bullying and harassment. This policy is designed to provide a specific, focused, coordinated, integrated, and culturally responsive system of support for all students, staff, and administrators. Any reference to “bullying” includes cyberbullying, whether or not specifically stated. The

School District will not tolerate bullying or harassment of any kind.

## 2. Definitions

- a. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:
  - i. Teasing
  - ii. Social exclusion
  - iii. Threat
  - iv. Intimidation
  - v. Stalking
  - vi. Physical violence
  - vii. Theft
  - viii. Sexual, religious, or racial/ethnic harassment
  - ix. Public or private humiliation
  - x. Damaging or Destruction of property
  - xi. Cyber-bullying, as defined herein
  - xii. Cyber-stalking, as defined herein
- b. Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:
  - i. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
  - ii. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
  - iii. Has the effect of substantially disrupting the orderly operation of a school
- c. Bullying and harassment also encompass:
  - i. Retaliation against a student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
  - ii. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
    - A. Incitement or coercion
    - B. Accessing or knowingly and willingly causing or providing access to data or



computer software through a computer, computer system, or computer network within the scope of the district school system

C. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

- iii. Unwanted harm towards a student in regard to his/her actual or perceived traits or characteristics, including but not limited to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship or any other characteristic protected by law.
- d. Cyber-bullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.
- e. Cyber-stalking, means to engage in a course of conduct to communicate, or cause to be communicated, words, images, images, or language by or through the use of electronic email to electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Fla. Stat. §§ 784.048 (1)(d); 815.03. (d).
- f. Parent means either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent.

### 3. Expectations

The School District of Palm Beach County expects students and employees to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment. Students are required to conform to reasonable standards of socially acceptable behavior, respect the person, property and rights of others; obey constituted authority; and respond to the educational, support and administrative staff.

In line with School Wide Positive Behavior Supports (SwPBS), the School District shall provide for appropriate recognition and positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

The bullying or harassment of any student or school employee is strictly prohibited:

- a. During any educational program, function or activity conducted by the School District;
- b. During any school-related or school-sponsored program, function or activity;
- c. While on school district property;

- d. While on a school bus or other school district transportation;
- e. Through the use of any computer, technology or electronic device if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school, regardless of who owns the computer, technology or electronic device or where the computer, technology or electronic device is located.
- f. Section (e) above does not require the School District to monitor any non-school-related activity, function, or program. Accordingly, the physical location or time of access of a computer or technology-related incident may not be raised as a defense in a disciplinary action.

#### **4. Consequences**

Where the facts and surrounding circumstances yield a conclusion that a student or employee has engaged in bullying and/or harassment, the following consequences are deemed appropriate:

**Consequences** and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavior interventions up to and including suspension or expulsion, as outlined in the Student Codes of Conduct, as provided in School Board Policies 5.182 and 5.183.

- a. Consequences and appropriate remedial action for school employees found to have committed an act of bullying or harassment shall be determined in accordance with School Board Policies and applicable collective bargaining agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate as provided in The Principals of Professional Conduct of the Education Profession in Florida Administrative Code Rule 6B-1006.
- b. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the School Principal, with input from the Area Superintendent, after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences may also be imposed upon those who are found to have wrongfully and intentionally accused a student, employee, visitor or volunteer, etc. as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct. Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused a student, employee, visitor or volunteer, etc. as a means of bullying or harassment may be disciplined in accordance with district policies and applicable collective bargaining agreements. In addition, retaliation against any person who makes a good faith report of bullying or harassment is strictly prohibited. Likewise, retaliation against any person who testifies, assists, or participates in a proceeding or hearing related to bullying or harassment shall not be tolerated. The physical location or time access of a computer related incident cannot be raised as a defense in any disciplinary action initiated.

#### **5. Procedures for Reporting Acts of Bullying or Harassment**

At each school, the School Principal or designee shall be responsible for receiving complaints of bullying or harassment. All school employees are required to report alleged violations of this policy to the principal or principal's designee. All other members of the school community, including students, parents, legal guardians, volunteers and visitors are encouraged to report any act of bullying or harassment. Such complaints may be made anonymously, in-person or in writing. However, formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal at each school shall establish and prominently publicize what behavior constitutes bullying, how a report may be filed, and how the report will be acted upon. A student, school employee, parent or school volunteer who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the district policy shall be immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported institute. Submission of a good faith complaint or report of bullying or harassment may not affect the complainant or reporter's future employment, grades, learning or working environment,

or work assignments.

Any written or oral report of an act of bullying or harassment shall be considered an official means of reporting and shall be documented and processed in accordance with this policy. Reports may be made anonymously. However, formal disciplinary action may not be based solely on the basis of an anonymous report.

## **6. Investigation of Complaints**

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with the report of such act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at a school bus stop. At each school, the principal must select a designee(s) to be trained in investigative procedures to initiate the investigation. The designee may not be the accused harasser, bully or target.

In cases where the school principal or designee is directly and personally involved with the complaint or is closely related to a party to the complaint, the Regional Superintendent's office shall conduct the investigation.

The designated investigator shall begin an investigation no later than the next school day and must complete the investigation within ten (10) school days.

The investigation must include documented interviews of the target, alleged offender, and witnesses. Each individual must be interviewed privately, separately, and confidentially. At no time will the alleged offender and target be interviewed together.

Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyber-bullying are investigated.

The investigator shall collect and evaluate the facts, including, but not limited to:

- a. A description of the incident(s) including the nature of the behavior;
- b. The context in which the alleged incident(s) occurred;
- c. How often the conduct occurred;
- d. Whether there were past incidents or past continuing patterns of behavior;
- e. The relationship between the parties involved;
- f. The characteristics of the parties involved, i.e. grade, age, etc.;
- g. The identity and number of individuals who participated in bullying or harassing behavior;
- h. Where the alleged incident(s) occurred;
- i. Whether the conduct adversely affected the student's education or educational environment;
- j. Whether the alleged target felt or perceived an imbalance of power as a result of the reported incident; and
- k. The date, time and method in which parents or legal guardians of all parties involved were contacted.

The investigator shall make a preliminary finding of whether there has been a violation of this policy based upon all facts and surrounding circumstances. The investigation must include recommended remedial steps necessary to stop the bullying or harassing behavior as well as a written final report to the school principal. The trained designee(s) will provide a report on results of investigation with

recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the district.

- a. If it within scope of district, move to Procedures for Investigating Bullying and/or Harassment.
- b. If it outside scope of district, and determined a criminal act, refer to appropriate law enforcement.
- c. If it outside scope of district, and determined not a criminal act, inform parents/legal guardians of all students involved.

## **7. Notification to Parents**

The principal or designee shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident is initiated. Notification to parents of all students involved shall take place on the same day an investigation has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). If the bullying incident results in the offender being charged with a crime, the school principal or designee shall inform the parents of the target involved in the bullying incident about the Unsafe School Choice Option pursuant to No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532, which permits "... a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

## **8. Referrals for Counseling Intervention**

A teacher or parent may request an informal consultation with the guidance counselor or school psychologist to determine the need for counseling to address the bullying or harassment that is alleged to have occurred.

Targets of bullying or harassment shall be referred to the School Based Team and/or Child Study Team with a problem-solving focus to determine a need for counseling support and interventions to address the needs of the target.

The Offenders of bullying and/or harassment acts must also be referred to the School Based Team and/or Child Study Team to determine the need for counseling and/or interventions to address the behavior of the students who bully or harass others. Examples include, but are not limited to social skills coaching, anger management and/or empathy training.

Parents may also be referred to outside agencies or provided with assistance or support as deemed appropriate.

## **9. Incident Reporting Requirements**

Incidents of bullying or harassment shall be included in the school's report of safety and discipline data as required under Fla. Stat. 1006.09 (6). The report must include each incident of bullying or harassment and the resulting consequences, including discipline, interventions and referrals. In a separate section, the report must include each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy, with recommendations regarding said incident.

The School District will utilize Florida's School Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as well as bullying-related in its codes.

The School District will provide bullying incident, discipline, and referral data to the Florida Department of Education at designated dates.

## **10. Publication**

At the beginning of each school year, the principal or designee shall inform school staff, parents and students of the School District's policy prohibiting bullying or harassment, the effects of bullying, and initiatives to prevent such conduct.

This Policy shall be included in the Student Code of Conduct, the school's employee handbook and in the Student and Family Handbook. The Superintendent shall also make all contractors contracting with the District aware of this policy.

Each school principal shall develop an annual process for discussing the District's policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying or harassment prevention messages such as posters and signs will be displayed around each school and on the district school buses.

## **11. Instruction**

The policy must be implemented by each school principal annually. Bullying prevention and intervention measures, are to be integrated with the school's overall academic curriculum ongoing throughout the school year and integrated with discipline policies, and other school safety and violence prevention efforts.

Instruction shall be provided to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing and responding to bullying or harassment, including instruction on recognizing behaviors that lead to bullying or harassment and taking appropriate preventative action based on those observations. Guidelines will be provided so that schools implement educational opportunities, effective resources and programming that promote positive, safe and supportive environments that are equitable and inclusive for all.

a. Program Initiatives include:

- i. Child Safety Matters
- ii. G.R.E.A.T. (Gang Resistance Education and Training)
- iii. Olweus Bullying Prevention Program (OBPP)
- iv. Parent Information Sessions
- v. Restorative Practices
- vi. School-wide Positive Behavior Support (SwPBS)
- vii. TechSafe
- viii. Teaching Guidelines
- ix. Words Wound with Dr. Sameer Hinduja

## **12. Resources**

The Department of Safe Schools, in the School District of Palm Beach County, Fl., utilized a wide range of programs and initiatives to ensure safe and supportive learning environments, thus increasing academic success for all students in Palm Beach County.

The bullying prevention and intervention materials provided below include educational resources and practices that build positive learning environments, enhance student social and emotional intelligence, reduce mistreatment and foster an ethos of caring throughout our District.

- a. Engaging Students as Allies

- i. Do the Write Thing Essay
  - ii. Gay Straight Alliance (GSA) Social Activism No Place for Hate
  - iii. Safe Schools Ambassadors
  - iv. Safety Patrol - Becoming a Strong and Kind Leader
  - v. Weight of Words
- b. SharePoint Site
- i. Lesson Plans
  - ii. Scripts
  - iii. Tool Kits
  - iv. Videos
- c. Special Projects:
- i. Anti-Defamation League's - No Place for Hate
  - ii. CDC Grant - GSA and/or Diversity Clubs

Decisions to include additional supplemental instructional programs or activities, not previously listed within this policy, will be made on a case-by-case basis.

STATUTORY AUTHORITY:	Fla. Stat. §§; 1001.41(2); 1001.42 (28)
LAWS IMPLEMENTED:	Fla. Stat. §§ 1001.43, 1003.04, 1003.31, 1003.32, 1006.07, 1006.08, 1006.09, 1006.10, 1006.147, 20 USC 1232g
HISTORY:	12/10/2008; 05/07/2014; 03/01/2017

### **CAMPUS SUPERVISION**

All teachers **MUST** stand outside of their classroom door during change of class for security. If you are going on planning, do not leave your assigned room until the teacher who is using the room arrives. Campus supervision during designated planning period will be equitably assigned. It is imperative that you report to your assigned duty posts on time. **Students are never to be left unsupervised under any circumstance.** This includes student activities that occur before and after school.

### **CERTIFICATION - TEACHING**

1. Faculty with the current year's June 30 expiration date on their certificates must renew prior to the expiration date.
2. Beginning teachers with temporary certificates must renew prior to the expiration date. Beginning teachers are advised to apply through the Palm Beach County School Board Certification Office rather than the state level office.
3. Under new ruling, no grace period is permitted.
4. Faculty members with Professional Service Contract Status or Continuing Contract Status

- who fail to renew their certificates in a timely manner will lose their contractual status.
5. Failure to provide the Palm Beach County School Board Certification Office with, or to make application through the same office for a valid (current) certificate, will jeopardize the individual's employment status for the forthcoming school year.
  6. To renew a Professional Certificate, the six (6) semester hours or 120 in-service points must be completed by June 30 of the year that the certificate expires. It is each individual teacher's responsibility to keep up with the certification process. If ESOL requirements are completed subsequent to June 30 and prior to October 1, the college credit or in-service points may be used for the next renewal period.

### **CHAPERONS – GUIDELINES**

1. **All chaperons must register as volunteers through the Raptor Visitor System located in the front office program for an immediate background check.**
2. Chaperones should supervise their students at all times.
3. Every chaperon must be 21 years of age or older.
4. A chaperon must be a parent, or legal guardian.
5. Each chaperon is responsible for his/her group of students at all times. Depending on the trip, the ratio of chaperon to student should not exceed ten students to one chaperon.
6. Chaperons must stay with their children at all times, unless given other instructions to the contrary.
7. Chaperons must escort the students to the restrooms. This is for safety reasons and should be strictly enforced.
8. It is very important that chaperons adhere to time schedules. Chaperons must be sure that they are aware of the times that have been given to be at designated places, like the bus, etc.
9. Behavior is one of the most important aspects of any trip. Chaperons take charge to make sure that the students are polite and courteous. Students are to walk to their destinations! Students have all been taught appropriate behavior.
10. If the buses make unscheduled stops, for any reason, no one is to get off the bus except the bus driver. That means students and chaperons are not to get off the buses. No exceptions!! (Unless there is an emergency!)

### **CHEATING**

Giving or receiving help on an assignment without the teacher's approval will be considered cheating. A grade of "F" on that assignment may be given. The teacher **MUST** notify the parent of cheating incidents. (See Level 1 violations progressive discipline plan).

## CHILD ABUSE

All public school employees are required by law to report incidents of child abuse. Failure to do so is punishable under the law. ***You must report directly*** to the Child and Family Services (Florida Abuse Registry 1-800-962-2873). Any report of child abuse should be made known to a guidance counselor then to the principal and the appropriate form should be completed and given to the principal as soon as possible. All cases of child abuse that are reported to the principal are also reported to the Area Executive Director.

## CHILDREN, EMPLOYEE

Employees' children are not permitted on campus during pre or post-planning days or workdays since the district is self-insured and it is very difficult to work and watch your children.

## CLASSROOM DETENTION OR TUTORING BEFORE SCHOOL

Students may be admitted into the building for classroom detention or special help before school begins. Students must have the appropriate ACHS documentation to enter the area.

## CLUBS & STUDENT ORGANIZATIONS (SPONSORS)

If you are interested in sponsoring a club or student organization, which pays a supplement you, should express your interest to the Activities Director. The final decision on who sponsors a club rests with the principal. Do not assume that you are automatically the same sponsor from year to year. Each club/organization request will be reviewed annually to determine if it fits with the vision of the school and if there is adequate funding to support the club/organization. Clubs are expected to meet regularly take roll and minutes, provide some type of education to the students or service to the school, and provide students with opportunities which they cannot get during the regular school day. The minutes and roll are to be given to the AD at the end of the semester. This will be entered in our database and a supplement will be issued. Sponsors and coaches are to escort and wait with students at the conclusion of your meetings until students are picked up or on the activity bus. You are ultimately responsible for your students' safety. This includes any activities that a teacher/ staff may implement on their own time. Students cannot be given a note to compensate for the teacher's absence.

### **CLUBS (NON-CURRICULAR) AND RELIGIOUS ACTIVITIES**

Pursuant to the 1st Amendment and the Equal Access Act, the Board vs. Mergens, . . . litigated the following:

1. Non-curricular clubs and religious activities must have a faculty sponsor who:
  - A. ***Must be*** in attendance to maintain order and decorum only
  - B. Cannot participate in activities
2. No outsiders may participate in the non-curricular clubs or religious activities.
3. The school's name cannot be used for non-curricular clubs or religious activities.
4. The following disclaimer statement is to be used in association with non-curricular clubs:



"All non-curricular related student groups are student initiated and led by students. Neither the School Board nor Sample Community High School endorses the views of these clubs; however, the School Board and Sample Community High School recognize the rights of students to meet during non-instructional time on a non-discriminatory basis."

5. Administrative note: Under equal access, either all or none of the non-curricular clubs/religious activities must be permitted to meet as described above.

### **COMPENSATORY TIME**

Teachers may accrue and use compensatory time as stated in the CTA bargaining contract; Article 3, Section B paragraphs 7 & 8. There is absolutely no overtime available for non-instructional staff. Any staff that accrues overtime will be given notice in writing by their supervising administrator.

### **CONFERRING WITH STUDENTS (D-5.11)**

When persons outside of the school confer with a student:

1. School staff member must be present (exception: law enforcement, DCF and Juvenile Justice).
2. Law enforcement must identify them first.
3. Student Emergency Health and Safety information must be checked for authorization for persons (exception: law enforcement and DCF). Unauthorized requests will be denied.
4. Parents shall be notified of law enforcement interviews.

\*Note: All conferences should be conducted through Student Services or Guidance.

### **CONSULTANTS/CONTRACTS**

Any time a school board employee enters into a contract for consulting services or contractual services, the appropriate paperwork must be completed, signed by the principal and submitted for School Board approval. It often takes as much as six weeks to have a contract approved so please submit in a timely fashion.

### **CONTESTS**

Contests supported by the school must be approved by the district and listed on the approved list. Questions: Please see your supporting administrator.

### **COPYRIGHTED MATERIALS (D-8.121)**

#### **Policy 8.121 Use of Copyrighted Materials**

1. **Purpose.** To provide guidelines for the fair use of copyrighted information that is used for educational purposes in accordance with the Copyright Act of 1976, Title 17 of the United States Code, and the Digital Millennium Copyright Act of 1998. P. L. 105-304.

2. **Policy.** The School Board expects all employees, volunteers and students to adhere to all pertinent copyright laws and "fair use" guidelines which cover the reproduction, distribution, and use of print resources, music, recordings, theatrical performances, computer software, television and video resources, and online and electronic resources and licensing. Employees and students are prohibited from the use or duplication of any copyright materials not allowed by copyright law, "fair use" guidelines, licenses or contractual agreements. Where there is reason to believe the material does not fall within the fair use guidelines, there is no license agreement, or there is no contractual agreement, prior permission shall be obtained. At no time shall it be necessary for an employee to violate copyright laws in order to properly perform his or her duties.
  - a. Employees who violate copyright laws and who fail to obtain prior written permission for said reproduction or use from the copyright holder or who fail to abide by the "fair use" guidelines may be liable for copyright infringement.
  - b. In the event of litigation resulting from copyright violation, the School Board will not assume responsibility for actions of an employee or student who has willfully contravened this policy. A finding of willful infringement will preclude the School Board paying any judgment rendered against the employee and the paying of attorney's fees or costs which the employee would incur in conjunction with a lawsuit and may render the employee liable to the School Board for any damages which the School Board is liable to pay.
  - c. Employees who willfully infringe upon copyright laws may be subject to disciplinary action by the Board.
3. **Fair Use Principles.** Under the fair use doctrine, copyrighted materials may be reproduced without authorization for the purposes of criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research following these general guidelines:
  - a. **PURPOSE AND CHARACTER OF THE USE.** The use must be for such purposes of teaching or scholarship and must be nonprofit, not commercial.
  - b. **NATURE OF THE COPYRIGHTED WORK.** Staff may make *single* copies of: a chapter of a book for such use as instruction, preparation for teaching or research; an article from a periodical or newspaper; a short story, essay or poem and a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
  - c. **AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.** Copying
  - d. the whole of a work cannot be considered fair use: copying a small portion may be considered fair use if appropriate guidelines are followed. The amount and substantiality of the portion used must be reasonable.
  - e. **EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties, Thus, the potential market value of the work should not be affected.
4. **Fair Use for Education Multimedia.** The 1994 Conference on Fair Use (CONFU) developed guidelines to determine fair use portions of copyrighted works in educational multimedia projects, The following limitations restrict the portion of any given work that may be used pursuant to fair use in an educational media project:
  - a. **Motion Media:** Up to 10% or 3 minutes whichever is less
  - b. **Text Material:** Up to 10% or 1000 word whichever is less
  - c. **Poem:** An entire poem with less than 250 words but no more than 3 poems by same author and 5 poems by different authors. For poems greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poem or five excerpts from an anthology
  - d. **Music Lyrics Music Video:** Up to 10% of an individual work but no more than 30 seconds per event. No alterations that change the basic melody or fundamental character of the work
  - e. **Illustrations and Photographs:** Up to 5 images by an artist or photographer may be reproduced or incorporated and no more than 10% or 15 images whichever is less from a published collective work
  - f. **Numerical Data Sets:** Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted data table
5. **Responsibilities of Employees.**
  - a. **Responsibilities of Teachers and Other Users.** Teachers, librarians and other users of copyrighted materials are responsible for the following:

- i. Review and compliance with this policy and the fair use guidelines.
    - ii. Use and copying of copyrighted materials only with permission, except as provided in the fair use guidelines.
  - b. *School Site and Site-Based Responsibility.* The principal of each school and each site-based administrator is responsible for the following:
    - i. Provision of information to employees and students, if applicable, regarding the legal, ethical and practical problems caused by copyright infringement.
    - ii. Establishing practices that will enforce this policy.
    - iii. Ensuring reproduction equipment (photocopiers and computers are labeled with warnings that reproduction is not permitted without permission from the copyright owner or authorized agent.
  - c. *Print Shop or School Library Media Centers.* No copyrighted materials will be reproduced by the School District Printing Services or school library media centers unless accompanied by a signed authorization from the copyright owner or authorized agent or a statement of
  - d. educational fair use signed by the responsible instructional employee for one or more of the purposes allowed under Section 107, U. S. Code. All requests for reproduction by Printing Services of copyrighted materials shall be submitted to Printing Services by:
    - i. The principal or his/her designee at a school center;
    - ii. The appropriate division or area superintendent; or
    - iii. A member of the Superintendent's Leadership Team.
6. **Federal Copyright Office Filing.** The superintendent or designee shall file with the Copyright Office of the Library of Congress, and post the same information on the district's web site, his or her designation as the district's agent, in the district's role as an internet service provider, to receive notifications of any claims that users of the district's Internet network have infringed copyright law. The superintendent or designee shall be responsible for investigating and responding to any complaints related to the infringement of copyright laws.
7. **Implementation of Policy.** *The superintendent is responsible for implementing this policy and any accompanying administrative guidelines including the copying and distribution of copyrighted materials for instructional purposes and for the appropriate use of copyrighted materials on the School Board's website.*

STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41; 1001.43; 17 U. S.C. 101 et seq; (P. L. 94-553, 90 STAT 2541)

HISTORY: 08/01/84; 2/25/09

Should you have any questions regarding copyrighting of materials, please refer to the above referenced directive or see our Media Specialist. Do not copy textbooks, workbooks or any other copyrighted materials.

### COURSE SYLLABUS

For each course you teach, you are required to utilize a Course Syllabus. This semester syllabus should be distributed and reviewed with each student and a copy submitted to the instructional leaders by the end of the second week of school. Each syllabus should be skills-based, not content based.

The Course Syllabus should include:

1. Course Description
2. Course Goals, Objectives and Skills to be Obtained
3. Course of Study

4. Course Requirements
5. Grading Procedure
6. Course Calendar
7. Reflect EOC/District requirements
8. Students should sign for each course syllabus they receive.
9. Classroom procedures, materials needed, and special activities should also be incorporated in the syllabus.
10. Classroom rules and specific requirements are left solely to the teacher and may vary depending upon the teacher and the type of subject being taught. When problems occur, the teacher will contact the parent and try to work together in helping the student to adjust to the expected behavior standards

**Any teacher giving a 1 or 2 in student conduct on a report card must make previous contact with the parent before the report card is issued.**

**Please email a copy of your syllabus to the principal by September 1, 2019**

**CUMULATIVE FOLDERS AND PSYCHOLOGICAL RESULTS**

1. Students with medical problems and students who have been tested by the school psychologist will have their cumulative folders marked with a large red dot in the right hand corner.
2. Psychological folders will be kept in a separate file in the ESE office. The information in these files is "Confidential" and only those with a "need to know" will have access to these files.
3. Cumulative folders are kept in the Student Records Room. Teachers are asked to follow the check out procedure in order to review a folder. The guidance secretary will assist if there are any questions.

In order to assure a “students’ Right to Privacy”, remember that idle conversation with a colleague, or others violates the Right to Privacy law. Please be professional when discussing students.

**CUSTODIAL SERVICES**

Teachers in need of custodial services should email John Doe.

**DISCIPLINE**

Discipline is a school-wide function. It is imperative that all teachers are CONSISTENT in carrying out the conduct regulations as they are described in the Student Handbook. Our Progressive Discipline Plan can only be effective if the entire faculty works together.

Please adhere to the following discipline matrix:

<b><u>LEVEL 1 VIOLATIONS</u></b>	<b><u>TEACHER’S RESPONSE</u></b>
	<b>(In order of progression)</b>

<ul style="list-style-type: none"> <li>• Violation of classroom rules, goals, and expectations</li> <li>• Consumption of food or beverage</li> <li>• Minor classroom disruptions</li> <li>• Sleeping in class</li> <li>• Unprepared for class</li> <li>• Copying someone’s homework</li> <li>• Cheating (tests &amp; other assignments)</li> <li>• Minor disrespectful behavior</li> <li>• Tardiness/Truancy</li> <li>• Out of assigned area</li> <li>• Dress code violation</li> <li>• Public displays of affection</li> <li>• Disruptive play</li> </ul>	<ol style="list-style-type: none"> <li>1. Make parent contact (keep a log)</li> <li>2. Make parent contact (keep a log) &amp; assign one (1) teacher detention supervised by an administrator. Parent must be notified by the teacher assigning the detention prior to the date that it is assigned.</li> <li>3. Make parent contact (keep a log) &amp; assign one teacher detention supervised by an administrator from 3:00 p.m. – 5:00 p.m.. If not served, see step #4.</li> <li>4. Make a referral to the administration. (See Level III).</li> </ol>
<p><b><u>LEVEL II VIOLATIONS</u></b></p> <ul style="list-style-type: none"> <li>• Harassment</li> <li>• Bus Disruption</li> <li>• Profane language</li> <li>• Threat</li> <li>• Physical aggression</li> <li>• Vandalism</li> <li>• Theft</li> <li>• Gambling</li> <li>• Menacing statements</li> </ul>	<p><b><u>TEACHER’S RESPONSE</u></b></p> <p>Referral to administration</p>
<p><b><u>LEVEL III VIOLATIONS</u></b></p> <ul style="list-style-type: none"> <li>• Bullying</li> <li>• Being in unauthorized area of campus</li> <li>• Defiance of Authority</li> <li>• Insubordination</li> <li>• Failure to identify oneself to staff member (giving “Fake Names”)</li> <li>• Severe disrespectful behavior</li> <li>• Forgery</li> <li>• Defacing property</li> <li>• Obscenities/Profanities/Verbal abuse to another student</li> </ul>	<p><b><u>TEACHER’S RESPONSE</u></b></p> <p>Referral to Administration</p>
<p><b><u>LEVEL IV VIOLATIONS</u></b></p> <ul style="list-style-type: none"> <li>• Imminent threat</li> <li>• Possession of a firearm</li> <li>• Possession of a handgun</li> </ul>	<p><b><u>TEACHER’S RESPONSE</u></b></p> <p>Referral to Administration</p>

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• <b>Possession of an explosive device</b></li> <li>• <b>Possession, use, sale, storage, or distribution of drugs or prescription medications</b></li> <li>• <b>Aggravated assault</b></li> <li>• <b>Battery</b></li> <li>• <b>Armed robbery</b></li> <li>• <b>Kidnapping</b></li> <li>• <b>Rape</b></li> <li>• <b>Homicide</b></li> </ul> |  |
|---|--|

### **POLICY FOR CRIMINAL ACTS**

Any students who “possess, display or use any firearm; or possess with intent to sell any drug or controlled substance including alcohol” or “intimidate, threaten to use physical force or use physical force to cause another person to withhold testimony from any official investigation or official proceeding” will be recommended for expulsion to the Superintendent & School Board.

### **DISCIPLINE REFERRALS**

In most instances, the teacher can handle minor behavior problems in the classroom. As mentioned elsewhere in this handbook, there are a number of discipline tools that are effective in correcting undesirable student behavior. Parent contact is essential. Using SwPBS (School Wide Positive Behavior Support) methods are also essential. **However, when more serious forms of student misconduct occur it may become necessary to refer a student to the assigned assistant principal.** If this becomes necessary, please use the "Student Discipline Referral" form provided for this purpose. Unless it is an emergency, do not send a student to the assigned Assistant Principal without a discipline referral form. (In emergency situations, please request assistance from administrators and hall monitors by activating the intercom button that communicates with the main office.) Indicate on the discipline referral form the nature of the problem. Please provide “specific” details regarding events. Also, indicate what action, if any, you have taken prior to making the discipline referral. When making a discipline referral, don't tell the student that a certain action will take place, (e.g., suspension). The Assistant Principal will determine the appropriate form of discipline. **Do not code behavioral consequences.**

### **DISTRIBUTION OF MATERIALS**

The distribution of school or non-school related materials or literature by students or staff shall have prior written approval from the Office of the Superintendent, except as provided in the agreement between the School Board and the Classroom Teachers' Association.

## DONATIONS

Donation of funds, materials, or equipment in excess of \$1000.00 must be acknowledged in writing by the Superintendent. Please advise the Principal in writing of such donations. (Policy 6.04)

## DRESS, FACULTY

Basically, be professional. A good rule of thumb is to be presentable enough to meet the public or a parent at any time. Apparel that violates the student dress code is considered unacceptable for staff members, since we model our expectations for students. Please have your school identification on and visible at all times.

## DRESS, STUDENT

School is a student's place of business and appropriate dress is required. Violators of dress code policy will be sent to the office to await parent pick up or until appropriate clothing is brought to the student. Parents are requested to play an active role in the **ENFORCEMENT** of this policy.

**EXCEPTION:** Any student requesting exemption from the dress code for medical reasons must first present a doctor's note to that student's Assistant Principal for approval. Specific religious apparel will be allowed with a written request from the appropriate clergy. No other exceptions will be permitted.

**DISRUPTIVE CLOTHING IS FORBIDDEN.** THE FOLLOWING ITEMS REGARDING STUDENT DRESS ARE TO BE COMPLIED WITH AT ALL TIMES WHILE STUDENTS ARE ON CAMPUS OR AT SCHOOL ACTIVITIES:

1. No headwear of any kind unless the student is on the PE field, or is in possession of a doctor's note with specific dates listed, or as required for religious reasons. Some examples of unacceptable headwear are – hats, caps, headbands, visors, hoods, do-rags, bandanas, hairnets, stocking/skull caps, scarves, Velcro closure wraps, satin caps.
2. **NOTE: Knit caps** will be allowed when the weather is exceptionally cold (45 Degrees Fahrenheit -- or wind chill factor -- or colder).
3. **Hoods are not be worn on campus.**
4. All tops/shirts should be long enough to be tucked into the waistband of the pants, shorts, or skirt at all times (bare midriff tops are not acceptable). Spaghetti straps, halter tops, tube tops, strapless tops, tops with only one strap, tops that expose breast cleavage, low cut tops, mesh or see-through tops are not permitted on campus. All shoulder strops should be at least two inches wide. **Wearing a jacket or similar outerwear over inappropriate tops is not an acceptable alternative.**
5. Students may not wear muscle shirts, sleeveless vests, undershirts, or sleeveless jerseys unless a shirt with sleeves is worn underneath. No see through fabrics (mesh or translucent) or clothing with holes or cutouts are allowed (this includes jeans or other slacks).
6. All pants, shorts, or skirts should be worn at the natural waistline. Belts must be appropriately fastened and ties tied. No pants, skirts, or shorts may be worn so that the

waistband is below the base of the spine. The waistband is to be worn at the natural waistline with a belt or drawstring.

7. Shoes, sneakers, or strapped sandals should be worn at all times while on campus. No bare feet, bedroom slippers, socks without shoes, or heelies (sneakers with wheels) are permitted.
8. Rival or area school attire, team jerseys, T-shirts, sweats, shorts, etc. that have the school name, school colors, or team name of other high schools in or near Palm Beach County is not allowed.
9. Clothing, jewelry, buttons, etc with words, phrases, symbols, pictures or insignia which are obscene, profane, racist, suggestive, or related to tobacco, alcohol, weapons, or drug use are not allowed. Also, items that contain references to death, drugs, murder or gangs are not allowed.
10. No skirts, dresses, or shorts shorter than  $\frac{3}{4}$  thigh length. Long dresses that reach the ankle may have a split to facilitate walking. The split may not be above the  $\frac{3}{4}$  thigh length.
11. **ABSOLUTELY NO LEGGINGS/TIGHTS/YOGA PANTS, ETC. ARE ALLOWED.**
12. Pants or shorts with lettering across the buttocks are not to be worn on campus. Gym shorts are allowed only while attending physical education classes.
13. Pajama tops or bottoms, lounge wear of any kind, boxer shorts, throws, towels, blankets or afghans worn as outerwear are not allowed.
14. Clothing, jewelry, buttons, etc., which deface, alter or improperly display the national emblem are not permitted. Flags or national emblems are not allowed to be worn as articles of clothing.
15. Sunglasses may not be worn in classrooms or inside buildings. They are allowed on the PE field with the approval of the teacher.
16. **Undergarments shall not be visible** (i.e. bra straps, boxers, thongs, etc.)
17. Articles of clothing, accessories or jewelry that may cause injury are not permitted.
18. Curlers and other hair grooming aids (including picks) are not permitted to be visible in hair.

### **EXCEPTIONS**

Any student who is requesting temporary exemption from the dress code for medical reasons must first present a doctor's note to his/her appropriate assistant principal for approval.

Exceptions for religious reasons require written parental notification. No other exceptions will be permitted.

### **DRUG-FREE WORKPLACE**

The Federal Drug-Free Workplace Act of 1988 requires recipients of direct federal grants to certify that they will maintain a drug-free workplace and will comply with the requirements of the Act as a condition of funding. District Policy 3.96 reflects this law. Each employee is required to sign a "Drug-Free" statement as part of being employed in the district.

### **DUTIES OF THE PRINCIPAL**

The Principal is responsible for the operation of the school and may delegate authority within the organization, but is never relieved of the responsibility to the School Board. Details concerning the Principal's legal status and responsibilities may be found on the current revision of the



Florida School Laws, Principal's Record and Report Forms, Regulations of the State Board of Education of Florida (available in the county Superintendent's office), the Florida School Bulletin and county policy handbooks.

### **DUTIES OF ASSISTANT PRINCIPALS**

#### **Mr. John Doe**

- Coordinates Professional Learning Communities
- SwPBS Coordinator
- Coordinates the Educator Support Program (ESP) for new teachers
- Athletic Administrator
- Assists with testing
- Assists with Professional Development
- Assists with compliance with standards
- Meets with academic coaches
- Coordinates academic support for struggling students
- Assists with coordination of emergency response plan
- Assists with dress code enforcement
- Assists with discipline
- Assists with Professional Growth Plans
- Campus supervision
- Assists with coordination of emergency response plan
- Observes and evaluates personnel
- Assists with graduation

#### **Mr. John Doe**

- 11<sup>th</sup> Grade Assistant Principal
- Supervises ESE
- Access Card Liaison
- Textbook Manager
- Manages student obligations concerns
- Administrative liaison School Based Team
- Administrative liaison for Response to Intervention
- Coordinates emergency drills and evacuation procedures
- Interviews personnel
- Prepares teacher handbook
- Prepares student handbook
- Handles illegal substance issues
- Handles all student parking issues
- Observes and evaluates personnel
- Prepares all campus calendars
- Coordinates Honor Roll recognition
- Schedules administrative coverage of athletic events
- Coordinates emergency response plan
- Assists with Educator Support Program
- Coordinates V.I.T.A.L. training

- Campus supervision
- Assists with Professional Growth Plans
- Dress code enforcement
- Assists with graduation
- Supervises compliance with 504 plans
- Take Stock In Children Liaison

**Mr. John Doe**

- Community School Administrator
- Supervises custodial staff
- Develops, implements and supervises the Adult and Community Education classes
- Interviews and selects personnel for the Adult and Community Education program
- Interviews and selects custodians
- Supervises all fiscal functions of the Community School
- Promotes effective public relations in the community
- Supervises campus after regular school hours
- Serves as liaison with the district security department on after-hour access to the campus
- Conducts publicity and recruitment campaigns to inform citizens of community school activities
- Observes and evaluates personnel
- Capital assets
- Property records manager
- Assists with Graduation
- Schedules facility utilization schedule after regular school hours
- Assists with dress code enforcement
- Campus supervision
- Assist with Activities
- Website coordinator
- Coordinates utilization and equipment in the auditorium
- Coordinate Activities, field trips, and fundraisers

**Mr. John Doe**

- 10<sup>th</sup> Grade Assistant Principal
- Negotiates and implements leases of school property by community groups
- Works with Student Services concerning matters of discipline and handles appeals
- ESOL administrative liaison
- Observes and evaluates personnel
- Interviews and manages personnel issues
- Administrative liaison for sports programs
- Assists with coordination of emergency response plan
- Assigns staff duties
- Coordinates issuance of keys
- Liaison for cafeteria staff
- Assists with back to school night
- Assists with ESP program
- Assists with property records

- Assists with Professional Growth Plans
- Campus supervision
- Dress code enforcement
- Assist with Budget
- Administrator over mentoring programs
- Teacher recognition administrator

**Mr. John Doe**

- 12<sup>th</sup> Grade Assistant Principal
- Prepares master schedule and assigns classrooms
- Coordinates Eagles for Excellence parent newsletter publishing
- Student Service Coordinator
- AVID Administrator
- Assists with Professional Development Team
- Campus supervision
- Observes and evaluates personnel
- Dress code enforcement
- Assists with Professional Growth Plans
- Observes and evaluates personnel
- Coordinates Saturday Tutorial Program
- Assists with Educator Support Program
- Assist with the School Advisory Council (SAC)
- Assist with PTSA
- Assists with buses
- Handles felony suspensions and expulsion hearings
- Coordinates student scheduling

**Ms. Jane Doe**

- Coordinates the School Improvement Plan (SIP)
- Professional Development Coordinator
- Administrative Testing Liaison
- Deliberate Practice Coordinator
- Interviews personnel
- E2020/Credit Lab Coordinator
- Internet safety and utilization protocol
- Observes and evaluates personnel
- Assists with graduation
- Supervises compliance with standards
- Campus supervision
- Dress code enforcement
- Monitor diagnostic data
- Meets with academic coaches
- Coordinates academic support for struggling students
- Manages electronic Differentiated Accountability binder
- AICE Cambridge coordinator
- Advanced/SACS Coordinator

- Coordinates placement of student teachers, interns and practicum students
- Coordinates Curriculum Night

**Dr. John Doe**

- Administers the International Baccalaureate (IB) program
- Coordinates the orientation program for IB students
- Works with Student Services concerning matters of discipline and handles appeals
- Prepares and monitors school budget
- Assists with developing and implementing the master schedule
- Assists with AICE Cambridge program
- Manages Small Learning Communities Grant
- Coordinates textbooks for IB students
- Assists in presentation of staff workshops
- Public Relations liaison
- School Advisory Council liaison
- Interviews personnel
- Assists with dress code enforcement
- Manages IB personnel
- Campus supervision
- Assists with Professional Growth Plans

**ADMINISTRATIVE DESIGNEES**

**Mr. John Doe - Magnet Coordinator**

- IBCC Coordinator
- Coordinates construction projects
- Liaison to City of Delray for Eagles Nest Construction Program
- Liaison to school district for all Choice Program implementation
- Public relations coordinator

**Ms. Jane Doe - Budget Coordinator**

- Coordinates the ordering and distribution of supplies

**TBA – MYP Coordinator**

- Coordinates IB Middle Years Program
- Coordinates Peer Teaching Program

**Mr. John Doe - Crisis Intervention Teacher**

- Coordinates and handles attendance and discipline of ESE students
- Coordinates bus transportation
- Assists with emergency drills and evacuation procedures
- Assists with dress code enforcement
- Campus supervision

**Mr. John Doe – Teacher on Assignment**

- Coordinates and handles attendance and discipline of 9<sup>th</sup> grade students
- Assists with dress code enforcement

- Campus supervision
- Assists with bus transportation

**Mr. John Doe – Behavior Intervention Teacher**

- Coordinates Student Conductor Tardy System
- Assists with dress code enforcement
- Campus supervision
- Assists with bus transportation

**Ms. Jane Doe – Testing Coordinator**

- Coordinates all testing
- Assists with campus safety and security

**Ms. Jane Doe – ELL Coordinator**

- ELL Coordinator
- Assists with campus safety and security

**Mr. John Doe – IT**

- Coordinates all technology issues

**Ms. Jane Doe – Media Specialist**

- Operates and organizes the Media Center
- Identification Card Coordinator

**Col. John Doe – JRTC Coordinator**

- JROTC Coordinator
- Assists with campus safety and security

**Mr. John Doe – ESE Coordinator**

- ESE Coordinator
- Assists with campus safety and security

**Mr. John Doe Thomas – Athletic/Activities Director**

- Coordinates all athletic, club, and extracurricular activities
- School Field Trip Liaison
- Assists with campus safety and security

**Mr. John Doe - Reading Coach**

- Supervises Reading Department
- Assists with campus safety and security

**DUTIES OF THE GUIDANCE COUNSELORS**

- Assists in implementing school-wide testing
- Participates in student orientation, registration and counseling with all students who are entering or withdrawing
- Maintains student permanent records

- Performs student graduation credit checks
- Assists students with college/technical school placement, scholarships and job placement
- Provides consultation and supportive service to teachers, administrators and parents concerning the students they counsel
- Provides individual and group counseling to students to assist them with academic, personal, school and social concerns

### **DUTIES OF INSTRUCTIONAL LEADERS**

- Organizes departmental meetings
- Provides leadership in curriculum development
- Represents the department in meeting with the Principal or Assistant Principal
- Requisition, inventories and distributes departmental materials
- Assists in the development of the school budget
- Participates in the county textbook adoption process
- Keeps members of the department informed in matters communicated by the Principal and Assistant Principals
- Assists in the development of the master schedule
- Communicates with district and area staff and attends district meeting
- Assists in the selection of department personnel
- Provides orientation for substitute teachers and teacher new to the department
- Assists in providing departmental consistency in testing, grading and other related matters
- Performs other related duties as assigned by the Principal
- Meets regularly with the principal and designated assistant principals to discuss academic, financial (including ordering of all supplies and materials needed for their respective departments) and curricular matters
- Reviews lesson plans

### **DUTIES OF THE SCHOOL POLICE OFFICERS**

- Investigates criminal acts committed on school property
- Investigates violations of the law and disruptive behavior which escalates into criminal behavior
- Prepares incident reports
- Advises student, staff and parent of security concerns
- Advises Principal or designee of all the matters that would have a bearing on the security of the school
- Provides liaison services with local law enforcement agencies
- Develops strategies for dealing with trespassers
- Provides security to ensure safety of students, faculty and staff
- Investigates stolen/lost property reports
- Campus supervision

## DUTIES OF THE CUSTODIANS

The custodians are under direct charge of the head custodian, who in cooperation with the administration determines the workload of the custodial personnel. Requests by teachers for custodial services should be made to the community school office. Unless an emergency exists, the head custodian should have a least a day's notice for special services.

## DUTIES OF THE CAFETERIA STAFF

The cafeteria manager and staff provide daily breakfast and luncheon services for the staff and students. Requests for special cafeteria services should be made through the cafeteria manager.

## EMAIL

- Teachers are required to check e-mail at least two times per day (morning & afternoon).
- Teachers are advised to be cautious in utilizing e-mail. School district e-mail is governed as a public record document and is designed for school related activities only. All employees shall abide by the Code of Ethics of the Education Profession in Florida.
- When using the District's technology resources, Employees shall become familiar with and abide by Fla. Admin. Code Sections 6B-1.001 and 6B-1.006, including the provisions prohibiting harassment and discrimination, defamation, use of institutional privileges for personal gain, and improper disclosure of confidential information; and Fla. Stat. § 112.313, including the duty to avoid improper use or disclosure of "information not available to members of the general public and gained by reason of [their] official position for [their] personal gain or benefit or for the personal gain or benefit of any other person or business entity."

### **DON'T:**

- Don't include any confidential information in e-mail messages or on web pages.
- Don't send an e-mail to the entire staff **without sending it to principal's secretary for initial approval and forwarding.**
- Don't assume that only paper documents are subject to records retention/disposal requirements and public records requirements. Electronic records and e-mail are also subject to these requirements.
- Don't put anything in an e-mail message you won't normally include in a paper document.
- Don't install software on more computers than the software license allows (i.e., if the license is for four users, it can only be installed on four machines).
- Don't accept donated software unless you are provided with the original software disks, manuals, and proof of purchase of the software (this includes computer transfers between schools/departments).
  
- Don't install personally-owned software on District computers.
- Don't use software purchased with School District funds for personal use.

## EMERGENCY RESPONSE PLAN

In case of emergencies the following individuals are trained in first aid and Cardiopulmonary

Resuscitation (CPR):

Athletic Director  
Nurse  
EMT Instructor  
School Resource Officers  
All Athletic Coaches

The following plan should be followed when there is an emergency:

1. Identify the problem/situation accurately:  
**CODE RED: EMERGENCY-LOCK DOWN- Lock all doors, close blinds (no movement)**  
**CODE YELLOW EMERGENCY LOCK DOWN (Movement by Crisis Response Team only)**  
**CODE BLUE: POLICE ASSISTANCE NEEDED**  
**CODE WHITE: LOCK DOWN (LOCK ALL ROOMS) Movement by Crisis Response Team Only**

**\*Note: Administrators are to refer to the Emergency Flip Chart or the CRISIS Flip Chart for emergency situations.**

2. Request assistance from the main office or principal's secretary and/or appropriate outside resources (paramedics, law enforcement).
3. Secure the campus, control and limit entry and egress. (All gates should be locked and attended. Designate one point of entry and egress that must be strictly supervised).

**DESIGNATED POINT OF ENTRY/EXIT: South Gate**

**STUDENTS - South Gate**  
**ADULTS - South Gate**

4. Media: Only **one individual** should be communicating with the media. That individual should meet with the principal and staff prior to engaging in any conversations with members of the news media.

**MEDIA PERSON/CONTACT: School District Representative**

5. Regardless as to whether or not the crisis situation involves students, faculty members or adult visitors, only one individual should be communicating with relatives until the situation has been clearly defined and appropriate actions have been accomplished.

**CRISIS CONTACT PERSON: Ms. Principal**

6. Student movement must be limited and if possible restricted to their respective classrooms.
7. Communications regarding the crisis situation must be restricted to a "need to know" basis. No one should be engaging in conversations about the crisis situation, except the official spokesperson.



8. If the crisis situation requires student/faculty evacuation, only one point of egress should be used. Use the South gate.

### **SPECIFIC EMERGENCY PROCEDURES**

Please refer to the Crisis Intervention Plan.

#### **EMPLOYEE ASSISTANCE PLAN (EAP)**

The School Board, through a joint effort of the CTA, IBF&O, AESOP, and PBA Unions, has developed the Employee Assistance Plan (EAP). The purpose of this benefit is to help employees and their families overcome personal problems affecting their work, health, family relationships and well-being. -This contract provides District employees and their immediate family members, including legal guardianships and full-time students up to the age of twenty-five, with a full range of confidential counseling at no charge to the employee or their family member. Employees remain eligible for this service for ninety days after termination of employment.

Health Advocate has been awarded the EAP contract. Their toll-free, 7 days a week, live answered telephone line is 1-855-424-8400. The website address is:  
[www.healthadvocate.com.palmbeachschools](http://www.healthadvocate.com.palmbeachschools)

#### **ENGLISH LANGUAGE LEARNERS**

Legislation and the ELL agreement signed by former Commissioner Castor (4/16/91) are designed to prepare teachers to instruct limited English proficient (LEP) students. Additional teacher training is required for any teacher who has LEP students. Note that said training is recommended for all teachers in improving professional skills with ALL students.

1. TEACHERS: ENGLISH/LANGUAGE ARTS
  - A. Must take **300 in-service points or fifteen (15) semester hours** in university ESOL courses, OR
  - B. Once qualifying for an Endorsement, this must be added to your certificate. You must:
    - 1.) Receive a letter of verification from the Superintendent
    - 2.) Complete an application for this addition to your certificate (Form CG 10R).
2. TEACHERS: MATHEMATICS, SCIENCE, SOCIAL STUDIES, COMPUTER LITERACY must:
  - A. Complete **60 in service points or three semester hours in ESOL** training within one year
3. TEACHERS: ALL OTHER SUBJECTS
  - A. Complete **18 in-service points in ESOL training within one year of initial assignment with LEP students.** NOTE: Beginning teachers have 2 years to

complete the requirement.

## **ETHICS**

The following suggestions are made to protect you from legal complications and allegations of misconduct:

1. Maintain professional barrier between yourself and the students.
2. Keep your classroom or office door open when you are alone with a student.
3. Do not flirt with students.
4. Do not discuss your personal life with students.
5. When a student indicates that the law has been, is being or will be broken, you are responsible for notifying the authorities.
6. Do not transport student unless appropriate documentation has been completed.
7. Never leave students unsupervised when you are responsible for them.
8. Avoid physical contact with students. Touch is often misinterpreted by recipients or observers.
9. Refrain from using District equipment, any District provided access to view, download or send inappropriate material at any time. Personal equipment or access may not be used to view, download or send inappropriate material during work hours.
10. If with students, you attend activities that are not school related, clearly communicate your responsibility to parents/guardians and students.
11. If you are responsible for supervising or planning a student activity after school hours, you are assuming responsibility for students from the time they arrive on campus to the time they depart campus.
12. Do not drink alcoholic beverages in the presence of students or during any activity in which you are representing the school.
13. Do not call, write or e-mail student regarding personal matters.
14. Do not make subjective, suggestive, or derogatory comments or divulge confidential information about students.
15. Consider the effect of your comments, e-mails and notes being taken out of context and the potential for them to be misinterpreted.
16. Know the law, the Code of Ethics, school board policies, school rules and follow them.
17. If you have any questions, we encourage you to bring them to the administration

***All Employees must complete Ethics Training on eLearning.***

## **EVALUATIONS**

The Marzano Art and Science of Teaching Framework is the tool that will be used to evaluate teachers. Through iObservation, teachers receive immediate results of individual walkthroughs, informal and formal visits. Teachers may also schedule meetings with their evaluator to review outcomes.

## **EYE PROTECTIVE DEVICES**

Students, teachers, and visitors whenever engaged in or observing an activity or the use of hazardous substances, which may cause injury to the eye, shall wear eye protective devices.

### **FACILITIES, RESERVING**

If a school group needs to reserve the facility during school hours they are to contact John Doe. For after school hours they should complete the “facility request” form available from Mr. Doe. Outside groups requesting use of the facility must also contact Mr. Doe. Always clean up any area you have used for an activity. Please be considerate of others.

### **FACULTY MEETINGS**

Faculty meetings will be held on the 3rd Wednesday of each month unless otherwise indicated.

### **FAX AND COPY MACHINES**

The school fax and copy machines are for school business purposes and should only be used for school purposes. The faculty and staff may use the designated copiers to make copies, fax and scan documents required to complete their duties. The machines designated for faculty and staff use are located in 4-214, 5-103, 5-315, 6-101, and the media center professional development library. To access the copier all employees must enter their seven-digit employee I.D.

### **FEES - SCHOOL REQUESTS OF PAYMENT FROM STUDENTS (SB 2.21)**

1. No penalty of any type will be imposed against the student based on a failure to pay;
2. No student shall be denied the right to participate for failure to pay;
3. The principal may forego a planned activity, use of a particular item, based upon the collection of insufficient funds to cover the cost of the item of activity and,
4. The request is for voluntary payment

This policy does not affect:

- Basic supplies, such as paper, pens, pencils, notebooks and rulers.
- Uniforms worn by students in accordance with the school's uniform or dress code policy.
- Costs of rental and cleaning of uniforms used for extracurricular programs.
- Damage to school district property, including library books and textbooks
- Locks and lockers, which are loaned or sold (at the school's cost).
- High school parking fees
- Voluntary and Extracurricular Activities

### **FIELD TRIPS - PERMISSION SLIPS**

All teachers must obtain the permission of the Activities Director and the Principal for all field trips. All field trips should relate to the school's instructional program.

1. The first step in the procedures for field trips is to receive permission by completing one of the **PROJECT OR ACTIVITY REQUEST FORMS**, which are located in the

"forms" cabinet in the main teacher workroom. You are to request and submit these forms to the AD who approves the date and trip, and marks the date on the master calendar. In the case of out-of-county trips, these forms are forwarded to the principal.

3. If the trip is **OUT-OF-COUNTY**, you must see the Activities Director to complete an **OUT-OF-COUNTY FIELD TRIP REQUEST FORM** which must be approved by the South Area Superintendent. This must be done well in advance of the trip (approximately six weeks). If students are going to miss more than one school day on one of these trips, we have to submit our request to the School Board for approval. Please allow yourself about two months for this process.
3. Any teacher(s) who are going on the requested field trips must complete a yellow **REQUEST FOR LEAVE TIME FORM**, located in the main teacher workroom. This form needs to be approved by the principal. Upon approval of this form the Principal's Secretary will indicate on your personal time sheet your TDE/Leave and you will sign this sheet at the end of each pay period. **This is really important if you want to get paid.**
4. Submit a STUDENT LISTING SHEET OR TLE: (use one type only)
  - A. STUDENT LISTING SHEET:  
A field trip list of participating students should be distributed through the teacher or on the school-mail. This should be done two weeks in advance.
  - B. Individual TLE (Activity Release Form)
5. If using school buses for transportation, forms are available in the Activities Director's Office. This form must be done at least three (3) weeks in advance. Funding must be indicated on this form.
6. If you are going to charter a bus, you must use an approved carrier. This list is available in the Student Activities Office or the Treasurer.
7. The sponsoring teacher shall carry a listing of the names of the pupils being transported in the event of an emergency.
8. Teacher-initiated field trips
  - A. April 15 is the deadline for requesting permission for field trips for the year. May 1 is the last day for off campus field trips to be scheduled. There will be no off campus field trips the last few weeks of school.
  - B. Teacher initiated field trips should not be scheduled for
    - 1) the last week of each 9-weeks when 9 week exams are being given, or
    - 2) the Friday of the preceding week
    - 3) FSA blackout period
  - C. DO NOT schedule field trips on mid-term progress report days.
9. The chaperone ratio on field trips shall be **1:10**.
10. Follow Up Report:

All field trips requiring school board approval (i.e. out of state) must be followed by a summary of the trip submitted to the south area superintendent (through the principal).

11. Mini-vans, if owned by an individual's family, can be approved as a vehicle and can carry no more than 8 students. District money cannot be used to rent mini-vans at this point in time. Full-sized vans (not mini-vans) cannot be rented or used. This includes those that are privately owned by a parent or player (most conversion vans are full-sized vans). No more than 8 students can ride in a vehicle (other than a bus) at one time. For example, if you have a 9-passenger station wagon, a parent could drive 8 students or an approved student driver could drive 7 other students.

12. **SELF-INSURANCE OF AUTOMOBILE AND PUBLIC LIABILITY BULLETIN (P-5303-ASA-RM 85') - USE OF PRIVATE VEHICLES**

- A. The Palm Beach County School Board is self-insured, rather than insuring with an insurance carrier.
- B. The school board insurance coverage does not cover damage to an employee or volunteer's vehicle.
- C. The employee's or volunteer's insurance is the primary insurer in the event of a personal liability. **HOWEVER, THE SCHOOL BOARD DOES CARRY EXCESS COVERAGE FOR PERSONAL LIABILITY** which is applicable when the individual's insurance policy' limits are exceeded.
- D. In light of the above, please:
1. Use the prescribed field trip request form available in the Student Activities Office.
  2. All employees who operate their personal vehicles on School Board business must sign and return the appropriate forms to the Activities Director.

13. **DRIVING A BUS - SCHOOL-BASED DRIVERS**

Please note that the following are required for school-based drivers:

1. Classroom training
  2. Behind the wheel training
  3. Chauffeur's license
  4. Physical examination at school board approved clinic
  5. Random drug testing
14. If you will need a substitute to cover your classes due to any field trips, please contact Vasthi Marseille.

When students are to be taken on school sponsored trips, parents must sign a permission slip in advance. **NO PHONE CALLS WILL BE ACCEPTED.** Transportation, chaperones, and other arrangements will be stated on an Activity Request Form. Please give a copy of all pertinent information to the secretaries who answer the phones. Every time there is a trip, it is inevitable that we will have a parent(s) call and ask the time of return, etc., even though the teacher has sent notices home with the students. The Activity Request form must be used for all such activities or field trips. After being reviewed by the Activities Director, it will be returned to the teacher marked either approved or disapproved. See the school bookkeeper for procedures for collecting and expending funds.

## **FILMS/VIDEOS/DVDS (see also Audiovisual Procedures)**

1. You may show audiovisual instructional materials which are educational and that pertain to your curriculum area. These audiovisuals must be related to what you are directly teaching. Documentation must be found in your plan book.
2. **You may NOT show audiovisuals which are for entertainment or recreation.** DVD clips are acceptable. Long term viewing video and of lengthy videos is discouraged.

Any audiovisual, video not secured from our Media Center Collection must have written approval of administration. That document should be included in your lesson plan book for the date shown and the curricular value.

## **FIRE DRILLS AND EMERGENCY EVACUATION**

Fire drill evacuation routes are posted in all classrooms. The signal to evacuate is the loud continuous sounding of the fire alarm system. Students are to evacuate quietly and walk single file quickly to the area designated. Teachers must take attendance and display the "red card" if one or more students is missing and the "green card" if you can account for all students. Students may return when the "all-clear" signal is given through the bell system. The school is required to conduct ten (10) fire drills per year.

Should a fire drill occur during a class change or lunch period, students should go to the nearest exit and remain fifty feet from the building until the "all-clear" signal is given. Teachers should move to those areas to supervise the students.

## **FUND RAISING ACTIVITIES Also see Sponsor's checklist of responsibilities**

All sponsors must complete the eLearning Fundraising course. Thereafter, the Activities Director and the Principal prior to any action or commitment must approve all fund raising activities.

After approval by the Principal, the bookkeeper will then email the sponsor the approval and the account number. A fundraising application and financial recap form must be completed by the person initiating the fundraiser and signed by the Principal prior to the fund raising activity along with the Activity Request Form. At the end of the fund raiser an inventory sheet and give-away or sold-at-cost analysis must be done.

## **GOLF CARTS**

Students are never to drive golf carts. They should only be passengers in emergencies. Staff are to adhere to the District guidelines as well as complete Golf Cart Training on eLearning.

## **GRIEVANCE, EMPLOYEE**

See master contract, CTA, VII for details. Employees not in certified bargaining unit: see SB 3.31.

### **GRIEVANCE PROCEDURES - STUDENT (SB POLICY 5.81)**

A grievance is defined as any situation or condition occurring in the course of the school's operation that causes a student to feel aggrieved. The aggrieved student should contact the person who has allegedly caused the grievance and try to solve it directly through informal procedures. Failing to achieve this end, the student has the right to request a formal hearing with the student grievance committee. An exception to this is the appeal of a suspension or expulsion.

The Grievance Committee shall consist of seven (7) members:

Two (2) students appointed through student government

One (1) parent appointed by the School Advisory Council

Two (2) staff members appointed through department heads

Two (2) representatives appointed by the principal

Alternates shall be identified for each committee member.

#### **PROCEDURES: SEX AND HANDICAP DISCRIMINATION**

1. Informal - discussion between aggrieved party and respondent
2. Formal - statement of alleged incident to:  
Title IX Coordinator  
Director - Employee Relations  
3300 Forest Hill Boulevard  
West Palm Beach, FL 33406

#### **PROCEDURES: STUDENT GRIEVANCE**

1. The student presents grievance to committee directly.
2. Committee presents findings to principal or principal designee.
3. Principal makes decision.
4. Grievances presented by groups of students shall be heard when all are related to the same grievance, and may be appealed to the School Advisory Committee. The committee's recommendations are advisory in nature and shall be transmitted to the principal for consideration and a subsequent decision.
5. Grievances arising out of disciplinary action:
  - A. Hearing by principal or designated representative. NOTE: THE APPEAL PROCESS SHALL NOT DELAY THE IMPLEMENTATION OF DISCIPLINARY ACTION.
  - B. Following the hearing, the principal shall cancel, modify or affirm the original action.
6. Dissatisfaction with the principal's decision may be appealed to the area executive director.

#### **PROCEDURES: PARENTAL GRIEVANCE**

1. Appointment with the principal or principal designee.
2. Grievances associated with student boycotts, walkouts, and sit-ins must be presented by the parents themselves rather than by students (SB 5.81).
3. Principal investigates and makes decision consistent with school board policy or designee.

4. Parent, if not satisfied, may appeal in writing to the principal or south area superintendent, and then the superintendent.

### **GUIDANCE DEPARTMENT**

The Guidance Department offers each student an opportunity to obtain individual counseling and assistance. The purpose of the Guidance Department is to help students solve their problems related to education, to teach them problem solving techniques, and to help them understand and better provide for their own needs and interests.

The primary service of the Guidance Counselor is to counsel the individual student, allowing him/her to have the freedom to express his/her ideas and feelings without fear of reprisal or punishment. The department provides information for choosing courses of action and leads the student to assume personal responsibility for decision making.

Through the gathering and organization of information about each student, and with the cooperation of the home, it is possible for the counselors to assist the student in making his/her high school experience meaningful. The following is an outline of the counselors' responsibilities:

1. **Testing**
  - A. Coordinate county-wide testing
  - B. Administer individual tests and inventories
    1. New students
    2. Prospective ESE students
    3. Other students as needed
  - C. Inform students, parents and teachers of significance of testing.
2. **Cumulative Records**
  - A. Acquire and maintain records
  - B. Distribute appropriate information
3. **Counseling**
  - A. Individual
    1. Test results
    2. Academic problems
    3. Academic Improvement Plans
    4. Personal problems
    5. Peer problems
    6. Orientation of new students
    7. Adjustment problems
  - B. Group
    1. Arrange and conduct orientation to school
      - (a) Beginning of school for all students
      - (b) End of school for next year's 9th graders
    2. Arrange and conduct orientation for testing
    3. Sessions for students with related problems (student group guidance)
    4. Classroom guidance presentations



4. **Conferences**
  - A. Student
  - B. Teacher
  - C. Parent
  - D. Staffing
5. **Registration**

Arrange and conduct registration

  - A. In August for all students not previously registered
  - B. In March in feeder schools and home schools
6. **School Based Team Coordination**
7. **Career Development**

### **HALL PASSES**

Students must have a pass and their identification visible while in the halls during class time. Students should use restrooms and water fountains that are on their classroom's hallway. The pass must be provided by the teacher and include the teacher's name and room number. It is within the teacher's authority to issue or not issue student hall passes. Should a student leave class without a pass, he/she will face disciplinary action. Sample Community High School uses a standardized restroom hall pass on a clip board. **Please do not issue any passes during the first and last twenty minutes of class.**

\*Teachers should not hold students in class for any reason, without receiving permission from the ensuing instructor, even if a pass is issued.

### **HOMEWORK HOTLINE**

Students receive homework assistance by phone 561-640-5042 (evenings only) or by visiting [https://www.palmbeachschools.org/learning\\_tools/parents/](https://www.palmbeachschools.org/learning_tools/parents/) . The Sample Community High School homework information will be maintained by each teacher and updated on SIS.

### **HUMAN IMMUNODEFICIENCY VIRUS DISEASE (HIV)**

1. Guidelines and Procedures for dealing with human immunodeficiency virus disease (HIV) are in school board directive Policy 5.322 (students) and Policy 3.81 (employees)
2. The Instructional Program shall include the prevention and care of HIV within the Health/Physical Education (HOPE) curriculum. This course is a graduation requirement in Florida
3. The following procedures are to be used for individuals diagnosed with HIV:

#### **Employees: Policy 3.81**

- A. Employees of the board may not be compelled or required to reveal, disclose, or report that they have been tested for and/or determined to be infected by the HIV

- or AIDS or to submit to testing for HIV.
- B. Employees with any illness, including persons with infectious diseases, shall be assured continued employment as long as they are able to meet acceptable performance standards and medical evidence indicates that their condition is not a threat to themselves or others.
  - C. If it becomes necessary, reasonable accommodations shall be made to enable the qualified individual to continue to work.

**Students: Policy 5.322**

- A. Students diagnosed as HIV positive, having ARC or AIDS, shall be permitted to attend regular classes.
- B. A committee known as the Special Study Team shall convene to review all available information and make a recommendation to the Superintendent on the student who evidences any of the following behaviors or states:
  - (1) Acts that are risky or harmful to self or others
  - (2) Unstable or de-compensated neuropsychological functioning
  - (3) Open wounds, cuts, lacerations, abrasions, or sores on exposed body surfaces where occlusion cannot be maintained
  - (4) Impairment of gastrointestinal, genitourinary, and/or other functions resulting in loss of control or urine, feces and other body secretions.
- C. Students with HIV infection who present the above signs shall be excluded, temporarily, pending the outcome of the Special Study Team. These absences (5-20) shall be treated as excused. If there is a need on behalf of the team for the student to remain absent in excess of five days while the Study Committee completes its recommendation, homebound instruction will be available to the student.

The diagnosis of HIV infection is confidential and shall not be disclosed, except to the extent of the law.

**IN-SERVICE POINTS (STAFF DEVELOPMENT)**

See Jane Doe for any questions concerning in-service points.

**INSTRUCTIONAL LEADERS**

Instructional Leaders are to serve as a liaison between the administrative staff and the teachers in his/her department. They are expected to enhance communication among the faculty and to help solve problems collaboratively. Instructional Leaders are appointed each year. The current term is August 2018 – June 2019

The following is a list of responsibilities of Instructional Leaders:

**1. LIAISON BETWEEN ADMINISTRATION & FACULTY:**

- Attend all mandatory meetings called by the administration.
- Assist in the orientation of new teachers as well as the interviewing and

selection of new teachers.

- Department problems are reported directly to the instructional leaders who may in turn resolve them or seek assistance from specific administrators.
- Assist in the planning and implementation of special events/activities and the master schedule.
- Assist with the implementation & evaluation of the School Improvement Plan (SIP) as well as provide input to the writing team of SIP each year.
- Appoint a department member to serve on the Instructional Learning Team. An Instructional Leader may choose to be their department representative. The core curriculum instructional leaders of Math, Science, Social Studies and Language Arts will be the appointed members of the ILT.

## 2. CURRICULAR PLANNING & MONITORING:

- Assist department members to improve instruction through conferences with principal or designated personnel.
- Review lesson plans monthly and provide feedback to the teachers.
- Work with the department in the continued evaluation, development and implementation of meaningful curriculum and curriculum materials.
- Assist department with specific pilot programs implemented for the purpose of increasing student achievement.
- Analyze and plan for improvement of student achievement using all available data.
- Conduct **monthly meetings** with the department and provide the principal with a **written synopsis of the meeting and an agenda**.
- Facilitate the use of technology within the department.
- Direct the alignment of the curriculum and semester exams.
- Assist the administration in planning meaningful staff development for professional development days and encourage/stimulate professional growth within the department. Steer all department program reviews.

## 3. RESPONSIBILITIES RELATED DIRECTLY TO THE DEPARTMENT:

- Attend all county level departmental meetings and disseminate information to the department.
- Be responsible for all new information and route mail to appropriate department members.

- Coordinate all budget requests and orders for supplies and equipment for the department. Make sure department orders are consolidated and given to the bookkeeper in a timely fashion.
- Work with the department to spend flex funds in a timely fashion.
- Assist the media specialist in ordering AV materials and media materials.
- Handle all other duties as assigned by the Principal.
- Expected to attend SAC meetings

### **INSTRUCTIONAL LEARNING TEAMS**

Instructional Learning Teams are formed at every school to identify curricular and instructional issues, coordinate staff development activities and model instructional strategies to the faculty. Instructional Learning Teams also collaborate with the School Advisory Councils (SAC) in developing the School Improvement Plan.

### **INTERRUPTIONS OR DISTURBANCES OF SCHOOL FUNCTIONS**

Any person not subject to the rules and regulations of a school who creates a disturbance on the property or grounds of any school, or who commits any act that interrupts the orderly conduct of a school or any activity thereof, shall be guilty of a misdemeanor of the second degree, punishable as provided by law. This section shall not apply to any pupil in or subject to the discipline of a school.

### **INTERSCHOLASTIC AND EXTRACURRICULAR ACTIVITIES**

All interscholastic and extracurricular activities are listed in the student handbook along with the eligibility requirements stated below.

**Eligibility Requirements:** Those activities which fall under the guidelines of the FHSAA have eligibility requirements as stated below:

A cumulative 2.0 GPA out of a possible 4.0 GPA must be maintained as the minimum requirement for participation. Entering freshmen must have been regularly promoted from eighth grade in order to be eligible for first semester freshman year. Principals may establish additional requirements and contracts for these activities and publish the requirements in the student handbooks provided to parents and students. (Policy 5.60).

### **STUDENT RESIDENCY/ATTENDANCE REQUIREMENTS:**

No student may participate in the interscholastic activities of a school unless the student actually lives in the attendance area of the school or has a transfer approved by the Superintendent's Transfer Review Committee. Transfers granted because of legal guardianship are not valid for eligibility unless the student actually and continuously, including weekends and summers, lives

with the legal guardian for a period of one (1) full calendar year. The student must thereafter actually, currently and continuously, including weekends and summer, live with the legal guardian.

Any student who is found to have falsified eligibility information shall lose eligibility permanently in all competition with any Palm Beach County School.

Any employee found to have recruited students from other schools for any interscholastic activity, either directly or indirectly, is subject to dismissal.

Any principal who knowingly allows or encourages recruitment from other schools is subject to dismissal.

### **KEYS**

1. Obtain keys from John Doe.
2. A charge may be assessed for lost keys.
3. **Keys may not be duplicated!**
4. Students are not to be in the possession of staff member's keys.

### **LEASE AGREEMENTS**

The School Board requires that all outside groups submit a lease agreement for approval prior to using school facilities. Please see Mr. John Doe, for specific procedures for leasing the facility.

### **LEAVE OF ABSENCE - TEMPORARY DUTY ELSEWHERE**

Any leave of absence, except emergency sick leave, must be arranged in advance through the Principal. Except in extenuating circumstances, employees should request leave for personal reasons 48 hours in advance and must be submitted electronically. **Personal leave cannot be taken any day immediately preceding or following a holiday without appropriate documentation as stated in the CTA contract (Article 5-B).**

### **LEAVING SCHOOL CAMPUS**

If you have a need to leave school for personal reasons, please complete the Google Sign Out form and email an administrator.

Staff members should use prudence when leaving campus such that the privilege is not abused. Staff is to avoid leaving campus on a regular basis especially for lunch and other non-emergency situations. Should some personal emergency matter require that you report late for work, school personnel must be notified AS SOON AS POSSIBLE.

### **LEGAL NAMES OF STUDENTS**

Any student who enrolls in a public school must register under the name as shown on the birth certificate until such time as a final court order verifies a legal change.

### **LESSON PLANS (CLASS OBJECTIVES) - (CTA. Article II, Section U)**

The lesson plan format shall consist of four (4) components:

1. Benchmarks, standard, objectives, outcomes, or targets
2. Strategies (one or two word descriptors)
3. Date(s) instruction given
4. Date and type of evaluation

Copies of the following shall be kept with and considered to be part of the employee's lesson plans:

1. A copy of the employee's schedule
  2. A copy of LEP Instructional Strategies Checklist as indicated to meet the ESOL lesson plans audit requirements
  3. A copy of District FSA Test-Taking Strategies checklist to assist in test-taking strategies which will be utilized in preparing students in taking tests with differing formats with emphasis on FSA testing formats, especially for teachers of students in grades nine, ten and eleventh grade science.
1. Nine weeks objectives are the official method of planning. These must be developed using the Scope and Sequence provided for most courses on the district's online website Learning Village
  2. Nine weeks objectives must always be kept current and comprehensive enough for a sub to carry out the lessons with continuity in the educational program in your absence. Plan ahead!
  3. Nine weeks objectives are to be handed out to all students in your classes during the 1st week of each quarter. Your grading policy must be included.

**Objective:** It is the policy of the School Board of Palm Beach County to require that all teachers do appropriate instructional planning. Specific guidelines are to be developed by the individual school center.

**Rationale:** Lesson planning is the essential tool of instruction. Research shows that planning lessons according to an organized, systematic framework strongly increases the probability that students will master the objective. Through effective lesson planning the teacher can create his/her time task calendar, document instructional delivery and establish instructional goals and objectives.

**Instruction:** At Sample Community High School, all teachers will be required to do lesson plans which include: materials, objectives, teaching strategies, and evaluation processes. Lesson plans should always be completed one week in advance. Lesson plans will be turned into the Instructional Leaders on the faculty meeting day (3<sup>rd</sup> Monday of the month). The instructional leaders will submit these plans to the appropriate administrators.

### **LOCKS/LOCKERS - STUDENTS**

Locks attached to lockers are available through the JROTC Office (see Colonel John Doe) for a rental fee of \$10.00 per year. A lost or damaged lock or failure to return the lock at the end of the school year requires a \$10.00 replacement fee before another lock/locker will be issued.

Cars may not be used as lockers since students may not go to cars during the school day. Students are not permitted to share lockers. **The school is not responsible for any loss of or damage to its contents.** It is the student's responsibility to report any malfunction of a lock or locker to John Doe's office in ROTC immediately. Any locks placed on lockers **not issued** through ROTC will be removed without notification. All student lockers are subject to search without warning pursuant to Florida law.

### **LOST AND FOUND**

\*All lost and found items, including textbooks, are to be turned in to the Media Center.

### **LUNCH PROGRAM**

School lunches are available for students and faculty through the Federal School Lunch Program Act. Grade A plate lunches and "combo" lunches (consisting of sandwich, salad, potatoes and a beverage) are served.

In order to retain a pleasant atmosphere in the cafeteria, the following guidelines have been established.

1. Students are to enter and leave the cafeteria in an orderly manner through the designated door areas.
2. Students are to take a place in the serving line as they enter the cafeteria. NO skipping or cutting in line is permitted.
3. Conversations are to be confined to persons at the table where the student is seated, not yelling across the cafeteria.
4. After students have finished eating, all trays and equipment are to be taken to areas designated by cafeteria staff.
5. Tables and floors are to be left clear and clean. Each student is responsible for the table area where he/she is seated.
6. Students may eat in the cafeteria or the courtyard area.
7. There will be no charging of lunches.
8. Application forms for free or reduced price lunches are mailed to each household during the summer.
9. Students are to use their student identification numbers in order to receive their lunch.

### **MAILBOXES**

All faculty members should check their respective mailboxes before and after school. **DO NOT SEND STUDENTS TO GET ITEMS OUT OF YOUR MAILBOX!**

### **MAKE UP WORK**

It is the student's responsibility to see each individual teacher and request make-up work. Because of our block schedule, parents are asked not to request homework assignments unless the student is absent for more than two days due to illness. If a student will be absent for an extended period of time, the parent must notify the Student Services Office PRIOR to the absence. Make-up work will be given to the student at the student's request, UPON RETURN TO SCHOOL. Students whose absences will exceed 15 consecutive school days are eligible for Homebound Services.

## **MEDIA CENTER**

### **INTRODUCTION TO MEDIA SERVICES**

The Media Center is committed to serving the needs of students, faculty, and staff. Every effort is made to provide students and faculty with services to meet their curriculum needs. The program strives to provide access to information and ideas through resources that will stimulate interest and competency in their use. The media program is designed to help students function successfully in our technological society, and fulfill life-long learning needs.

The Media Center is open, Monday through Friday, from 7:00 a.m. to 2:50 p.m. Classes may be scheduled by seeing the Media Specialist, or sending an e-mail to him/her to request the dates and periods the teacher would like to reserve the facility. The two areas teachers can reserve for classes are the main media/library room and the computer lab. Please reserve the facility at least two days in advance. Please provide a copy of the activity handout so that proper planning can be done to prepare instruction and resources, as necessary. The activity handouts are used for collection development and lesson planning. Substitute teachers are not allowed to bring classes to the media center. When sending individual students, teachers are asked to send no more than 5 students at a time.

Students may use the Media Center during the hours of operation Monday through Friday. In the morning before class and after school students must be wearing their school photo identification to enter the Media Center. Teachers may send up to five students to the Media Center at a time, but the students must have an official pass and their school photo identification to enter. Passes must be signed by the media specialist before returning to class. Substitute teachers are not to bring classes or write passes for students to come to the Media Center from class. During lunch students may come to the Media Center, but they must first go to the Cafeteria to obtain an official pass from the administrator on duty. When they come from the Cafeteria they will need the pass and the school photo identification. They will need to fill out the Lunch Sign-in Book at the circulation desk.

Book bags must be left in the book bag storage area in front of the circulation desk. Students are not allowed to bring in food or drink. All school rules apply and will be enforced while in the Media Center.

The faculty workroom has computers and a printer connected to the district server and the Internet. There are two copy machines in the room and TV/VCR/DVD units to preview videos and DVD's for use in the classroom. There is also a collection of professional resources in the room. Access to extensive resources can be found at the Sample High School website <http://destiny.palmbeach.k12.fl.us> in the Media Center section and at the Palm Beach County School Board website <http://www.palmbeachschools.org>.



Access to the Sample Community High School catalog of resources can be found at both the school district website and the Sample Community High School website through the Destiny Webcat catalog at <http://destiny.palmbeach.k12.fl.us>. All of the book and audiovisual resources are available through Webcat. If the audiovisual resources you need are not available at Sample, you can do a search in Webcat by defaulting to The Education Network <http://palmbeachschools.org/ten> and checking their catalog. Please see the Media Specialist if you need assistance obtaining resources for your classes or using Webcat.

### **CHECKING OUT BOOKS AND EQUIPMENT**

All materials taken out of the Media Center must be checked out:

1. Fiction and non-fiction books circulate for a two week period.
2. Reference books may be checked out with permission from the media specialist.
3. Magazines may only be checked out by faculty.

Fines and other library charges will be computed as follows:

1. Lost books must be paid for by the borrower. List price will be charged.
2. Damaged books must be replaced.
3. Overdue fines for fiction and non-fiction books for students are ten cents a day, excluding weekends, holiday and non-school days
4. Overdue fine for reference books for students is one dollar a day.

Equipment may be checked out from the Media Center as needed. Equipment should be returned to the Media Center promptly unless checked out until the end of the year. Faculty is responsible for equipment checked out in their name. If equipment is damaged or lost due to carelessness, faculty will be expected to pay for its repair or replacement. Please notify the media specialist immediately when equipment is broken or lost. Equipment checked out of the media center should not be loaned to other faculty members without being checked out through the Media Center. Equipment should be moved and handled with care.

### **VIDEO AND DVD USE**

#### **GENERAL INFORMATION REGARDING RECORDINGS/SHOWING COMMERCIALY PRODUCED PROGRAMMING IN THE SCHOOLS**

##### **Off-Air Recording**

Off-air recording of television programs and use of these recordings for instructional purposes are permitted, but must meet the following guidelines.

1. Only programs transmitted via open broadcasts or basic subscriber cable service is eligible under these guidelines. "Open broadcast" includes all commercial and public television stations. Programs transmitted via higher tier cable service, such as HBO and CINEMAX, or streaming services such as NETFLIX are not eligible.
2. Recordings may only be made at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests.
3. A limited number of copies may be reproduced from each off-air recording to meet legitimate needs of teachers under these guidelines.

4. All recordings must include the copyright notice which was broadcast with the original program.
5. Use of off-air recordings is restricted by the following:
  - a. The programs may be used for instructional purposes only (not entertainment.)
  - b. Instructional use of the recordings must be made within ten consecutive school days of the time the recording was made. "Consecutive school days" does not include weekends, holidays, or other times when school is not in session.
  - c. During those ten days, a teacher is permitted one showing to each of his or her classes. One repeat with the same audience is also permitted, if required for the purpose of instructional reinforcement. A program may not be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
  - d. Although programs need not be played in their entirety, recordings may not be physically edited to produce anthologies or to remove elements that require an "R" rating.
  - e. Use of "R" rated programming is strictly prohibited unless approved by the Principal. A **Permission to View "Rated" Material (PBS 1994)** must be signed by the parent of each student in that class. Any student who does NOT submit a **Permission to View "Rated" Material** cannot view the video or DVD.
  - f. All video or DVD programs shown in the classroom MUST be in the lesson plan.
6. All items must be erased no later than 45 calendar days after the recording was made. Tapes may not be used with students after the first ten consecutive school days. This extension period is only for the purpose of evaluation by instructional staff.

#### **Use of Prerecorded Videocassette/DVD Programs (Rented/Purchased/Recorded-at-Home)**

Teachers may use rented, purchased, or home recorded videocassette/DVD programs for instructional purposes only if all the following requirements are satisfied:

7. The programs must have been made or recorded in a lawful manner.
8. The programs must be used in the course of face-to-face teaching activities. The teacher must be able to point to specific objectives in the lesson to which the program relates, and be prepared to justify how the program assists in attaining these objectives. The program must be in the lesson plans, follow the curriculum.
9. Programs may be used only in classrooms or similar places devoted to instructional activities.
10. Programs cannot be used for recreation or entertainment purposes.
11. Any video or DVD rented, purchased or recorded at home must be approved by the principal before being used for classroom instruction.
12. Any purchased video or DVD purchased for classroom use that is NOT catalogued and kept in the media center must be approved by the principal and then catalogued and kept in the media center for distribution and use in classroom.

13. Any film/video/DVD recorded, purchased, or rented that is rated “R” may not be used in the classroom for instructional purposes. **“Recordings may not be physically edited to produce anthologies or to remove elements that require an “R” rating”.**
14. Excessive showing of films, videos, and DVD’s diminishes, not enhances, the effectiveness of classroom instruction.
15. All films, videos, DVD’s should be previewed for appropriate content before being shown in the classroom.
16. A film, video, DVD that is rich in factual, documented information such as a documentary, historical or classical film is **preferable to a “movie”** on the same topic. **If a movie is shown, the classroom teacher should only show parts or content rich sections of the film rather than the film in its entirety.**
17. An “Approval Form for Video/DVD programs and Any Prerecorded Videocassette/ DVD program (Includes rented/purchased/recorded-at-home)” **MUST** be filled out and approved by administration before being shown. See the Media Specialist for the form.

### **MEDIA COVERAGE**

School activities and events are occasionally covered by the news media. This is often beneficial to the school in order to keep the public informed about education and to bring recognition to deserving staff and students. **IF A PARENT DOES NOT WANT HIS/HER CHILD INVOLVED IN ANY NEWS MEDIA COVERAGE, please make sure the parent has returned the "Release and Consent for Student Information Publication" form (PBSO 1941) included at the back of this handbook to the student services/records office. This document must be on file.**

**\*Please inform the principal if a member of the media contacts you for any reason.**

### **MEDICATION**

Requests from a parent or guardian for their child to receive medication during school hours must be made by submitting to the school a completed "Physician's Authorization of Medication for a Student at School" form which details the name of the drug, dosage and time interval for the medication which the student is to receive. This form requires a physician's signature and contains a statement of parental permission that must be signed by the parent/guardian. A separate "Authorization of Medication for a Student at School" form must be submitted for each medication a student is to receive. School personnel shall not be responsible for the administration of medication not prescribed by a physician.

The medication, which has been prescribed by the physician, must be brought to school in a container appropriately labeled by the pharmacy or by the physician and given to the school nurse.

Students are not permitted to have any medication, prescription or otherwise, in their possession.

## **MEMORANDUM**

Please give a copy of all internal memorandum to the principal's secretary. Attachments to e-mail are the easiest mode of communication. Confidential documents should **not** be transmitted in this fashion. Remember that all e-mail is part of public record.

## **OBJECTIVES (CLASS)**

See LESSON PLANS section of handbook.

## **OPEN HOUSE (CURRICULUM NIGHT)**

Open House is scheduled for Wednesday, September 5, 2019. All faculty members are expected to attend. The principal must be notified in writing if there is an emergency or other extenuating circumstance that will hinder your attending this event. Another staff member will have to cover your classes on that evening.

## **PARENT CONFERENCES**

Parent conferences are an excellent tool to improve student behavior and performance. Handled poorly, they can backfire and create a larger problem. Hence:

1. Be positive and helpful; do not condemn.
2. Be specific about behavior and performance; do not generalize. Bring progress reports, portfolios, tests, etc to this meeting).
3. Discuss student strengths and weaknesses
4. Bring an updated grade summary to the conference
5. Summarize at the end of the conference. Teacher, parent and student responsibilities should be summarized.

**Refrain from conducting conferences via email or meeting with parents alone. Conferences may be set up with guidance or the assistant principals.**

## **PERSONAL BUSINESS ON SCHOOL TIME**

No employee of the school board may conduct personal business on school time except for emergencies approved by the Principal or Instructional Leader. School board equipment or supplies shall not be used to conduct personal business or any other activity not connected with the school district. Employees cannot advertise their private businesses via email, bulletin board postings, etc.

## **PERSONAL PROPERTY USAGE**

The principal may grant permission for employees to bring personal property, such as television sets, fans, etc. If permission is granted, the employee shall accept total responsibility for the

repair or replacement of any such personal property that may be damaged or stolen. Likewise, school board property should not be used for personal use. Maintenance of personal property is not the responsibility of the custodians.

### **PERSONNEL FILES (CTA, II, B)**

1. Documents shall be identified as to source.
2. Documents must be placed in file within forty-five days after notification of employee.
3. Employees are requested to sign all documents placed in file. If the employee declines to sign, it will be duly noted and placed in file.

### **PLEDGE OF ALLEGIANCE**

The State of Florida (Florida Statute § 1003.44) requires that the Pledge of Allegiance be recited at the beginning of the day in every Florida public, elementary, middle, and high school. Schools must post in a conspicuous place a notice stating the students' right not to stand or recite the Pledge to the Flag and advising of the written opt-out option. Florida Statute § 1003.44(1)

1. A student under the age of 18 who is not emancipated must stand and recite the Pledge of Allegiance, unless excused in writing by the parent. Emancipated and students 18 and above has personal authority and cannot be required to stand and recite the Pledge of Allegiance.
2. A student excused from reciting the Pledge of Allegiance, is also excused from standing
3. In the event of a non-participating student without an opt-out, the school personnel:
  - a. Cannot single out the student in front of the class
  - b. Must counsel with the student (who is not 18 or older, or emancipated) privately and notify the parent for parental resolution, and any conflict between the parent and child should be resolved by the parent
  - c. Cannot discipline a student for failing to stand and/or pledge
  - d. May issue disciplinary action if a student materially disrupts the Pledge

### **PROFESSIONAL DEVELOPMENT DAYS**

Professional Development Days are designed to promote interdisciplinary teaching activities. Our focus will be on Single School Culture for academics, targeting Sunshine State Standards:

- To promote significant and sustained school improvement, schools need time to provide activities that support learning, collegial planning, and other professional development activities for teachers and other educators.
- To meet this need, students are excused from school on those dates.

### **PROFESSIONAL JUDGMENT AND BEHAVIOR (See Ethical Behavior)**

#### **INTERACTION WITH STUDENTS:**

1. Maintain a professional relationship with your students. You are the adult, teacher, and the professional; act like the expert, not like another one of the kids.
2. Keep the classroom door open when talking with students. **Always have a witness in the**

**room if a conversation is of a sensitive nature.**

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.
6. When transporting students, coordinate transportation ahead of time, and use school or mass transportation if possible. If you must transport a student in your vehicle, ask a co-worker to accompany you. If necessary, call a taxi for the student.
7. Avoid leaving your students unsupervised; have an alternate plan of action.
8. Keep your hands and other parts of your body to yourself. Use verbal praise and reinforcement. Do not ridicule or make sarcastic remarks to students.
9. Establish and follow a consistent behavior plan. Treat each student with respect. Know your school policies and district and state laws governing corporal punishment.
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 children 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. What you intend as humor may, in fact, be cultural bias or harassment.
13. Teachers and staff should not be alone in a room with one student.

**RECORD KEEPING AND ACCOUNTING PROCEDURES:**

1. Know the laws, School Board policies, and School Board rules, and follow them.
2. Know your school's policies, and district and state laws regarding collecting money, purchasing materials and equipment, and follow them. Work in pairs when collecting large amounts of money and have all money counts verified.
3. Establish a written procedure regarding your grading system. Provide the explanation to students and parents at the beginning of the year or when they begin your class or unit of instruction.
4. Establish a procedure regarding your behavioral management system. Give a written explanation of it to students and parents at the beginning of the year or when they begin your class unit of instruction.

**REPUTATION IN THE COMMUNITY:**

1. Keep your co-workers and supervisors informed; **work & communicate as a team. Be an ambassador for your school, sharing the good things we do.**
2. Communicate with parents and DOCUMENT your communication.
3. Dress and act professionally. You are a role model in the community as well as in the school; be a good model for students.
4. Use common sense and good judgment. Ask yourself how someone else could perceive your comments or actions. Ask yourself if your comments or actions could be taken out of context or misinterpreted.
5. Avoid putting yourself in a position where you have to defend, explain, or justify your behavior or actions. Avoid putting yourself in a position where it's your word against another person's word.
6. Maintain a professional reputation in the community; be discreet.

If you don't know a rule or procedure, ASK for information or advice from the administration.

## **PROGRESS REPORT GUIDELINES**

All students will receive two (2) progress reports during each marking period on the day designated on the green white calendar. Due to block scheduling, it will take two days to distribute reports. This every three weeks notification system should help students and parents be more accountable for assignments prior to the end of each marking period.

1. **All teachers will utilize SIS to generate an electronically produced progress report.** Each subject area teacher will input grades into the computer and provide each student with a customized report that indicates exactly how well a student is progressing and what assignments are missing.
2. Students will receive four reports on their first block-scheduled day and three reports on their second block scheduled day. Students are to take these seven reports home.
3. Instructional Leaders should assist their department members in utilizing technology to produce the reports as well as monitor that reports are distributed in a timely fashion.
4. If a student loses a Progress Report, the teacher is to issue a new Progress Report the next day that the student attends class.
5. If a student is absent when the Progress Reports are distributed, please issue one the next time the student attends your class.
6. Students will sign for each progress report they receive

**NOTE: If a student receives a passing grade on the mid-term Progress Report and begins to fail thereafter, you are to issue another report to the parents making them aware of this failure. Parents must be contacted by phone or mail.**

## **PROPERTY, SCHOOL BOARD USE OF:**

1. The principal must approve use of school property outside of the school. The use of such property must be related to school based activities. Please submit your request in writing to the principal for administrative approval.
2. In no case shall School Board property be converted to personal use.

## **RECORDS (STUDENT) - PRIVACY ACT**

Personally identifiable information from the educational records of a student may be released to the following third parties without written consent:

1. To other school officials, including teachers, within the local institution or agency who have been determined by the local institution or agency to have legitimate educational interests.
2. To officials of another school or school system to which the student seeks or intends to enroll; provided, the agency or institution transferring the records (a) makes a reasonable attempt to notify the parents or the eligible student or includes a notice in its policies and procedures that it forwards education records on request, (b) provides the parents or eligible student, upon request, with a copy of the records being transferred, and (c)

provides the parent or eligible student, upon request, with an opportunity for a hearing. (D-5.50)

### **RECORDS (STUDENT) - REQUESTS**

Any requests for directory information including name, birth date, school address, home address, telephone number or dates of attendance about a specific student, as well as requests for lists of students, must be screened through the Coordinator of Pupil Personnel Services and sent to (that office) in writing. Parents have the right to refuse the release of such information, but must state their refusal in writing to the Coordinator of Pupil Personnel Services. (D.-5.50)

### **REGISTRATION PROCEDURE**

1. New students must first have a registration form filled out by their parent/legal guardian in the Guidance office.
2. Guidance secretary checks registration form to see if it is filled out properly.
3. Guidance counselors will schedule students to classes and give them a printed schedule.
4. Students will be added to your class roll.

### **RELEASE OF STUDENTS**

Students will not be released to parents, guardians, or representatives unless the person provides proper identification. Students will only be released to those who are authorized to pick up the student. In extenuating circumstances, please seek the assistance and approval of administration.

In the event of a crisis requiring evacuation of the school, children will be instructed to go home in the usual manner. Those who walk will be told to go directly home. **IF PARENTS ARE NORMALLY NOT AT HOME DURING THE DAY, IT IS WISE TO ESTABLISH EMERGENCY ARRANGEMENTS WITH THE CHILD IN ADVANCE.** This information should be on file in writing in the school office. Please try to avoid attempting to pick up the child at school if this is not your usual procedure; communication might be disrupted, and traffic confusion might increase delay. Bus students will be transported by bus as usual. Students are to be released by the principal or principal's representative to law enforcement officials and officials from the Division of Children and Families (DCF) under the following instructions:

1. After identification of the law enforcement official or officials from the Department of DCF, which can be established by the officer's displaying an official document or by the principal's contacting the proper law enforcement agency?
2. After notification of the parent, if possible.
3. After the arresting law enforcement officer or official from DCF signs the school's release book.

The principal of each school center should review this procedure annually with the members of the school staff

### **REMAINING IN CLASSROOMS**



**Teachers must not leave their students unsupervised for any reason.** In the event of an emergency immediately use the call button in the classroom to contact the main office. Another teacher will be asked to watch the class until the regular teacher or a substitute returns, or an administrator will come to assist you. Students cannot be left under the supervision of volunteers or parent volunteers.

### **REPORT CARDS AND GRADES**

Parents should remember that students must make scholastic, emotional and physical adjustments between the middle and high schools. A "C" is a satisfactory grade which is expected of the majority of students. While "D" is a passing grade, it is a danger signal and teachers are urged to have a conference with the parent when a child earns a failing grade.

**Remember, students must maintain a 2.0 GPA in order to graduate. Earning all D's does not meet the requirement.** An "F" indicates a definite failure and teachers should immediately contact parents. A teacher should not wait until the next grading period to be concerned. A "1" or "2" in conduct also indicates that a parent-teacher conference is needed. Parent and teacher cooperation is of utmost importance for the child to succeed in school.

### **REPORT CARD/PROGRESS REPORT DATES**

#### **REPORT CARDS...**

First Nine Weeks	November 8, 2019
Second Nine Weeks	January 24, 2020
Third Nine Weeks	April 12, 2020
Fourth Nine Weeks	Mailed after June 1, 2020

#### **PROGRESS REPORT DATES (Every 3 weeks grades are reported)...**

First Nine Weeks	August 30 & 31 and September 27 & 28, 2019
Second Nine Weeks	November 8 & 9 and December 6 & 7, 2019
Third Nine Weeks	January 24 & 25 and February 21 & 22, 2020
Fourth Nine Weeks	April 11 & 12 and May 2 & 3, 2020

Weekly progress reports are available to any parent. **However, it is the student's responsibility to pick up the weekly progress report form from the grade level counselor and give the report to each teacher during the day.**

### **RULES OF GRADING (General)**

1. Grades are based on the following:
  - completion of assigned work

- quality of completed work
  - promptness in completing work
2. Quality of work will be assessed by a combination of procedures including but not limited to:
    - teacher observations (oral presentations or reports, speeches, recitations, impromptu speaking, student participation, and demonstrations)
    - classroom assignments (written assignments, reports, term or research papers, models, projects, exhibits, posters, computer programs, and homework)
    - examinations (including: essay, multiple choice, fill in the blank, oral tests, and skill tests requiring demonstration)
    - alternative methods (portfolios and performance assessments)
  3. A sufficient number of grades will be recorded to justify the marking-period grade. **At least two grades per week are expected.** A marking-period grade is not based solely on a single project.
  4. A recorded grade (with the exception of I's and M's) may **NOT** be changed except by one of the following procedures:
    - The change is initiated by the teacher and approved by the principal. **Signatures of both the teacher and the principal are required.**
    - OR**
    - The change is initiated by the principal and approved by the area executive director. **Signatures of both the principal and the area executive director are required.** The teacher will be consulted prior to the initiation of a grade change by the principal, if the teacher is on duty. If the grade change is initiated when the teacher is not on duty, the teacher will be notified in writing upon his/her return. **In either case, any grade change requires two signatures on the form (PBSD 0797) indicating the change and the reason for the change.**
  5. An **I** (Incomplete) in any marking period, unless changed, remains on the report card, and the final average will compute to an **F**.
  6. Academic performance and behavior **must** be evaluated independently (**see Reporting Student Conduct**).
  7. Students enrolled in exceptional student education programs (except for gifted) should have the opportunity to earn grades that are equivalent to the grades earned by non-disabled students. No student should be denied the opportunity to earn above-average grades because of placement in an exceptional student education program.
  8. Alternative assessments, including performance assessments, may be used to document progress for the ESE student. Criteria and evaluation procedures will be identified and discussed with the student and the parent (s) / guardian (s) upon entry to the program and/or at the beginning of each grading period.

## DESCRIPTION AND DEFINITION OF GRADES

- Grade of A:** Outstanding Progress (**90% - 100%**)  
Indicates thorough mastery of the subject or area as reflected in daily work, reports, tests, examinations, etc.
- Grade of B:** Above Average Progress (**80% - 89%**)  
Indicates above average achievement, consistent effort as reflected in daily work, tests, reports, examinations, etc.
- Grade of C:** Average Progress (**70% - 79%**)  
Indicates average achievement in daily work, reports, tests, examinations, etc.
- Grade of D:** Lowest Acceptable Progress (**60% - 69%**)  
Indicates below average work in a majority of assigned areas.
- Grade of F:** Failure (**below 60%**)  
Indicates unsatisfactory or failing work in a majority of assigned areas
- Grade of I:** Incomplete\*  
Indicates a problem that causes the student's work to be incomplete. For example:  
\*student has not been enrolled in a class long enough to determine a grade.  
\*transfer student's grades from previous school have not been received.  
\*dual enrollment grade is delayed.
- Grade of W:** Withdrawn\*  
Indicates withdrawal from a course. A grade of **W** should only be used in special situations where it is necessary that the record of the student in the course remain on the report card with the final average of **W**. The course and grades will not be transferred to the permanent academic history for the student.

**\*These grades are for report card purposes only and do not appear on the final student transcripts.**

## CALCULATION OF FINAL GRADES

The final grade is calculated on a 4.0 system and converted to a letter grade. The following grade-point minimum values are used to calculate letter grades:

3.6 - Above:	<b>A</b>	0.6 - 1.59:	<b>D</b>
2.6 - 3.59:	<b>B</b>	Below 0.6:	<b>F</b>
1.6 - 2.59:	<b>C</b>		

Final grades are calculated by averaging the two nine week grades with the semester exam grade for each high school course. Each nine-week grade counts 40% and the semester exam counts 20% (40%+40%+20%=100%). Semester exams are required, except for graduating seniors immediately prior to graduation.

## REPORTING STUDENT CONDUCT

At the secondary level, teachers record their best judgment of how each student's behavior affects learning in the classroom. The following are the general descriptions used in secondary schools. Student conduct indicators are separate from the grade earned for the grading period.

- 4:** Student's behavior very constructive to learning.
- 3:** Student's behavior generally supportive of learning.
- 2:** Student's behavior detrimental to own learning.
- 1:** Student's behavior detrimental to own learning and/or learning of others.

## **RESIGNATIONS**

1. Resignations must include: name, employee ID number, position, work location, reason for resignation and effective date of resignation. (D-3.20)
2. All resignations must be tendered to the principal; a minimum of 2 weeks prior to the proposed date of resignation. Failure to do so may result in disciplinary action, which may include a loss in pay due to job abandonment. Exceptions require superintendent approval.
3. Failure to report to duty for three (3) consecutive days without notification will be considered job abandonment. A certified letter to the employee stating that their resignation will be recommended to the School Board at its next regularly scheduled meeting.
4. Failure to follow the aforementioned resignation procedures may result in official action against the employee's certification.

## **ROOMS**

1. Keep your classroom door locked
2. Turn off lights when not in use.
3. Turn off computers, LCD projectors and document cameras.
4. Report damages or malfunctions, ex. blown bulb to Mr. Doe.

## **SCHEDULE CHANGES**

A student wishing to withdraw from a class or requesting a schedule change must see the Guidance Counselor and present specific reasons for the necessity of a class change. Changes from one elective to another are not permitted. Schedule changes will ONLY be made for the following reasons:

1. Student is in the wrong level and/or is unqualified for the class.
2. Student has already completed the course.
3. Student did not request the course as a first choice or as an alternate when he/she pre-registered

NOTE: Students who do not turn in a pre-registration course selection sheet will be assigned to classes and are **NOT ELIGIBLE FOR SCHEDULE CHANGES.**

## **SCHOOL ADVISORY COUNCIL (SAC)**

The SAC is established in every school to assist in assessing needs, developing a vision and a mission statement, prioritizing resources, establishing goals and objectives, identifying roadblocks and seeking waivers to offset them. SAC provides opportunities for developing skills in school-based team building, decision-making, and problem solving.

## **SCHOOL BOARD POLICIES**

School Board Policies and Administrative Directives are available in the Principal's Office and

the Media Center or on line. Faculty and staff are encouraged to use these references whenever a question about policy or directives arises.

### **SCHOOL IMPROVEMENT PLAN (SIP)**

The Continuous Improvement Management System (CIMS), formerly known as *SIP Online*, was developed by the Bureau of School Improvement (BSI) to provide districts and schools with a platform for school improvement planning and problem solving. The system has continued to expand and now includes:

- Data visualizations for needs assessment and goal development
- School and district improvement plans
- School Improvement Grant 1003(g) proposals
- Registration for BSI-hosted professional development opportunities
- Resources, tools and guidance to support continuous improvement

### **SCHOOL POLICE**

Two school police officers have been assigned to Sample Community High School on a full-time basis by the School Police Department of the School District of Palm Beach County. The Community School has an officer assigned Monday through Thursday. The job is both educational and law enforcement; the latter occurs in the event that a disciplinary problem or action involves criminal ramifications.

### **SEMESTER EXAMINATIONS**

Students are required to take a written exam at the end of each semester. All exams are considered an integral part of the school program and are a required day of attendance. All students will be required to take semester exams and to make a reasonable effort on these exams. Failure to take an exam will result in the exam grade being an "I." The exception to this rule is graduating seniors immediately prior to graduation may be exempt from semester exams, provided they have passed the 3rd & 4th nine weeks. If a student is absent over 10 days in any class, he must pass the semester exam in order to determine mastery and receive credit for that class.

### **SENSITIVE TOPICS IN SCHOOL PROGRAMS**

1. Submit all affected instructional programs to administration before using in the classroom.
2. If they are identified as 'sensitive', please attach the recommended letter to your 9-weeks objectives that are distributed to all students.
3. Materials and services for drug education that are not included in the Drug Education Resource List must be directed to the District Drug Education Committee
4. Students may be excused from class with an alternative plan and performance standard

agreement signed by the parents

## **SEXUAL HARASSMENT - STUDENTS (SB Policy 5.81)**

### **Purpose**

This Policy is intended to fulfill the requirement under Public Law 111-296 (42 U. S.C. § 1758b) and Florida Statutes Section 1003.453(1) that school districts shall have a local "school wellness policy" to promote student health, safety and the reduction of childhood obesity, as well as to promote wellness for District employees. The District is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

### **Policy**

1. The District will engage the general public and school community (including parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the School Board (Board), staff, and school administrators) to participate in the Wellness Promotion Policy process.
2. The District shall promote school environments that encourage and protect children's health, well-being, and ability to learn, by supporting healthy nutrition and physical activity.
3. The school environment should be safe, comfortable, and aesthetically pleasing.
4. Schools should allow ample time and space for students to consume meals from the time the students are seated (at least 15 minutes for breakfast and 20 minutes for lunch). However all schools shall make a breakfast meal available if a student arrives at school on the school bus less than 15 minutes before the first bell rings and shall allow the student at least 15 minutes to eat breakfast.
5. Food and/or physical activity should not be used as a reward unless it is based on a student's individual plan. Additionally, food and/or physical activity must not be used as a punishment. These statements, however, are not intended to prohibit or limit student recognition activities or events, or extra physical activities such as field trips that would involve student's participating in physical activity.
6. The school environment must be free of alcohol, illegal drugs, and tobacco products as set forth in federal and state law, as well as Board Policy 7.19 – Tobacco Free Environment. All school employees should discourage student substance use by providing a clear no use message.
7. The District should provide school counseling and resources to address the academic, social-emotional, and college/career needs of all students.
8. The District recognizes the effect that bullying and harassment has on the health of students and encourages that efforts be made to eradicate bullying and harassment from all schools as per Board Policy 5.002 – Anti-Bullying and Harassment.

9. Child Nutrition Programs in the District shall comply with federal, state, and local requirements as referenced in Board Policy 6.185 – School Food Service Management. Qualified child nutrition professionals shall provide healthy foods that are affordable, nutritious, appealing, and accessible to all children. Child Nutrition Programs shall promote good health to foster student attendance and education.

a. All schools in the District will participate in available federal child nutrition programs (including the School Breakfast Program, National School Lunch Program, Afterschool Snack Program, Summer Food Service Program, and Child and Adult Care Food Program).

b. Child Nutrition Programs shall comply with federal, state, and local requirements for food safety and security guidelines to include: Hazard Analysis and Critical Control Points (HACCP), Department of Education, Department of Agriculture and Consumer Services, and Florida Department of Health Palm Beach County.

c. All students shall receive free and reduced-price meal information and the website where the online application can be found.

10. Sequential and interdisciplinary nutrition education should be provided and promoted, in accordance with the Wellness Promotion Goals and Objectives referenced in paragraph –15 within this Policy.

11. Schools must promote wellness by remaining compliant with the "Healthy, Hunger-Free Kids Act of 2010", by following the United States Department of Agriculture (USDA) Smart Snacks in School Nutrition Standards, 5P-1.003, Florida Administrative Code, and Board Policy 6.185 – School Food Service Management (e.g., in vending machines or those sold by students, parents, school administrative staff, or any other person, company, or organization).

12. The opportunity for outdoor classrooms and school gardens should be provided when possible and incorporated in the designs of new construction and the renovation of schools. Administration should support teachers' efforts to incorporate curriculum into the outdoor classrooms and school gardens.

13. Schools should instill patterns of meaningful physical activity connected to students' lives outside of physical education; and all school-based activities, to the extent practicable, should be consistent with the Wellness Promotion Goals and Objectives and Board Policy 8.025 Physical Education.

14. The Superintendent will ensure compliance with the Board's nutrition and physical-activity wellness policies through the designated employees. The Superintendent hereby designates the School Food Service Director to oversee the Wellness Promotion Policy to include:

a. An assessment of the implementation of this Policy, as outlined in the Wellness Promotion Goals and Objectives incorporated herein by reference as part of this Policy.

- b. The recommendations for revision of this Policy as needed.
- c. The development of work plans to facilitate implementation.
- d. The preparation of a summary report annually on District-wide compliance. The annual report will be made available to the Board and also distributed to the School Health Advisory Council (SHAC), Parent/Teacher Organizations (PTO), Parent/Teacher Associations (PTA), school principals, school health services personnel in the District, and community partners and posted on the District website. This annual report will inform and update the public (including parents, students, school staff and others in the community) about the content and implementation of the District's Wellness Promotion Policy. This annual report will highlight the strategies accomplished throughout the District to comply with this Policy.

15. Each principal shall designate an Assistant Principal and Wellness Champion at each school as the Wellness Promotion Designees, to ensure that the school complies with this Policy. These Designees may also serve as the people who oversee the Healthy School Team.

16. The School District will encourage the promotion of good health and well-being of every staff member by promoting and supporting healthy behaviors and lifestyles.

17. The District will work with the community to support students walking and biking safely to and from schools. The District will also continue to pursue opportunities that will fund infrastructure and programs that encourage students to walk or bike safely to schools.

18. The District recognizes the important relationship between the health and wellness of individuals and their interaction with the natural and man-made environment. As such, the District supports and promotes the idea of individual environmental stewardship. "Environmental Stewardship" is defined as the responsible use and protection of the natural environment through conservation and sustainable practices. It also embraces the concept that individuals within the school community are responsible for protecting their own indoor environmental quality by adhering to all policies and procedures as set forth by the District.

19. The Guidelines and any School District (PBSB) forms that are mentioned within the District's Wellness Promotion Goals and Objectives are incorporated herein by reference as part of this Policy and will be made available through the District's website.

### **SIGN OUT, END OF THE YEAR**

All staff members are required to turn in their keys and complete their final sign out with the supporting administrator by their last duty day. In the event of an emergency, an extension must be requested in writing and approved by the principal or designee.



## SMOKING

There will be no smoking by any individual on or in any Palm Beach County School Board property or facility, effective July 1, 2012 there are no longer any area designated for tobacco use on School District property. (**Tobacco- Free Environment D-7.19**).

## SOLICITATION OF EMPLOYEES BY AGENTS AND SALESPERSONS

Agents, solicitors, and salespersons may visit schools to demonstrate products and methods (D-2.14). The following rules shall be observed:

1. The principal shall exercise judgment as to the merit of any such calls and may issue permission, when deemed necessary, for such a call to be made on a staff member.
2. The principal shall prohibit all forms of canvassing or soliciting of teachers or students on school premises during instructional time and may permit calls to be made at other times when the teachers are on duty.
3. Attendance is voluntary and instructional personnel are not to be used as a captive audience for sales promotion.

## SPECIAL SESSION/SUMMER SCHOOL

Special Session is designed to assist students in maintaining progress toward meeting regular promotion requirements. It provides students with:

- additional time to complete graduation requirements
- assistance in completion of credit requirements necessary for promotion
- continuation of academic skills as part of the curricular continuum.

Course availability will depend on the identified needs of students and sufficient enrollment. Special session instruction should focus on the student performance standards **not met** during the regular year.

A semester exam will be administered to each student on the last day of each semester, and the exam will count 20% of the student's final grade. **No semester exam exemptions are permitted during the Special Session.**

### **LIMITED ENGLISH PROFICIENT (LEP) STUDENTS**

LEP students in high school (regardless of category) are eligible to attend Special Session for either academic or language maintenance needs. The following requirements must be met:

- The student attended ESOL programs for all of the last 15 days of the 180-day term or a total of 30 days within the 180-day term and are in need of additional instruction.
- The need for Special Session must be documented in the student's LEP plan.
- The specific academic or language maintenance needs of each student must be listed in each student's individual LEP plan.
- The LEP plan for 2019-2020 also serves as the Special Session LEP plan.

- An LEP student who fails an academic course should be enrolled in that course for Special Session.

### **EXCEPTIONAL STUDENTS EDUCATION (ESE) STUDENTS**

Students with disabilities should be considered for attendance in Special Session if it is anticipated that without provisions of service during the extended school year they will fail to acquire or will lose critical skills necessary to meet IEP goals and objectives. This decision should be made on an individual basis and recommended by the IEP committee.

#### **THE FOLLOWING REQUIREMENTS MUST BE MET:**

- Special Session IEPs must be developed. The IEP must specifically address the critical skills the student has failed to acquire or will lose. (Format for LEP will be provided under separate cover).
- An ESE/Florida Education Finance Program (FEFP) matrix of service must be completed on all ESE students attending Special Session.

### **GENERAL EDUCATION STUDENTS**

Students in grades 9-12 may earn up to one credit in Summer School/Extended School Year. A student currently enrolled in grade nine (9), ten (10), or eleven (11) is eligible to attend Summer School to retake Algebra I. The availability of other course offerings is based on district funding.

Course availability will also depend on sufficient enrollment. Instruction in a course being repeated by a student should focus on the student performance standards **not** met during the regular school year.

A student currently enrolled in grade twelve (12) is eligible to attend Summer School to:

1. Retake a core course (English, mathematics, science or social studies) in which the grade
  2. Retake a course in which the student earned a **D**, IF the GPA is below that required for graduation.
- OR**
3. Take an elective course that will enable the student to meet the course or GPA graduation requirements.

### **ATTENDANCE**

Special Session class time is limited; therefore, absences generally are not excused. Absence for more than one day per semester may result in dismissal from class **without credit**. Absences **do not** carry from first semester to second semester.

#### **Progress Toward Meeting Graduation Requirements**

- Students who meet eligibility criteria may earn elective or required credit in one or more Special Sessions, provided that the hours and course-content requirements are fulfilled.
- 1/2 credit is earned for each successfully completed semester course.

## **STAFF DEVELOPMENT**

All staff members are encouraged to continue their professional and personal growth. The district provides numerous opportunities that are based on (1) changing the District and school cultures, and (2) addressing the needs identified in the School Improvement Plans. Staff Development offerings are advertised online in the District's Course Registration.

The district provides Professional Development Days two times per year. On these assigned days, students do not attend school. **These days are not for getting caught up on paper work or cleaning classrooms. These days are provided for concentrated professional development.**

In addition, staff members are encouraged to attend local professional conferences and share newly gained skills with his/her peers.

## **STUDENT CONDUCT CODE AND DISCIPLINE (D-5.1813)**

### 1. Purpose:

The purpose of this policy is to support student discipline that:

- a. Provides a philosophy of discipline that will guide staff and students in promoting good behavior in an environment that is conducive to effective and efficient learning;
- b. Maintains safe and orderly learning communities;
- c. Assures consistency across all schools in the District;
- d. Defines and communicates expectations for student behavior;
- e. Defines and communicates expectations for staff responsibility related to student discipline;
- f. Ensures that our students and staff are protected against disruptive behavior and encouraged to participate in the pursuit of higher social standards for behavior and respect for others; and
- g. Assures equity across cultural groups.

### 2. Policy Statement:

The School Board of Palm Beach County (Board) is committed to providing a safe learning environment with a positive climate that supports academic achievement and promotes fairness, civility, acceptance of diversity and mutual respect. The Board further believes that disciplinary consequences should be designed to change inappropriate behavior, encourage responsible actions, and promote the development of self-discipline, as District schools should be communities in which positive behavior is expected and modeled. To meet these objectives, the Student Conduct Code for Secondary Students has been developed to assist students, parents, guardians, administrators and school personnel in maintaining a safe and supportive environment.

### 3. Student Code of Conduct for Secondary Students:

The Student Code of Conduct for Secondary Students can be found on the District's

Safety, and Learning Environment website.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students have the same rights under the Constitution as do adults. It is the intent of this statement of student rights and responsibilities to provide students with the greatest amount of freedom which is possible within the law and commensurate with an effective teaching-learning process and the school's responsibilities for student health, safety, and welfare. This includes the freedom of speech and student publication, participation in school programs and activities, and freedom from discrimination. Responsibilities include observation of rules of conduct, attendance and respect for persons and property.

## **STUDENT TEACHERS (INTERNS)**

1. Student teachers from universities are an integral part of developing future teachers. Teachers who supervise student teachers are to obtain a copy of the Student Teaching Guidelines from the district.
2. Since the student teacher is not as yet a fully prepared or certificated member of the education profession, he/she should be expected to perform as a teacher only under adequate supervision. When his/her supervising teacher is absent from the school, a fully certificated substitute must be employed to supervise. If the student teacher is a certified substitute, he/she should not be left in control when the supervising teacher is absent. Furthermore, he/she is not to receive remuneration.
3. A faculty member:
  - a. May only supervise one student teacher each year
  - b. Can not have a student teacher and serve as a peer teacher for a beginning teacher
  - c. MUST:
    1. have a continuing contract or professional service contract
    2. be certified in the teaching area
    3. be recommended by the principal
    4. meet any university requirements
4. Recording by university students ref. BULLETIN 7434-PR-HR -  
University students who request to be video-taped must:
  - A. have a principal's permission
  - B. have signed written parental release of affected students (on file with teacher)

## **SUBSTITUTES**

### **PREPARING FOR SUBSTITUTES**

Each teacher is responsible for making the preparations for a substitute folder. The substitute coordinator will provide every substitute with the following information and forms:

1. Guidelines for Substitute Teacher
2. Map of School

3. Bell Schedule
4. Substitute's Feedback and Evaluation Form
5. Substitute folder with all material

### **SUBSTITUTE FOLDER/EMERGENCY LESSON PLANS**

Teachers should place the following information in a substitute folder:

1. Home base procedures
2. Your class schedule (including room)
3. Your duty posts
4. Where to locate normal supplies or materials you use (chalk, pencils)
5. Your classroom rules and regulations
6. Class lists, seating charts, etc.
7. The name of someone in your building or department who is helpful
8. Any special concerns or instructions
9. Emergency Lesson Plans
  - a. Plans must cover at least three (3) days of work
  - b. Plans should be of benefit to students and occupy them for an entire period
  - c. After an emergency absence, please place another lesson plan in the folder.
  - d. These emergency plans will be used in the event that you cannot report to school & are unable to communicate lesson plans. These plans should be filed with Instructional Leaders and stored with the secretary for substitutes.

### **SUBSTITUTE TEACHERS**

All requests for substitutes may be handled by the automated substitute calling system in which a teacher uses an assigned number to obtain a substitute. Please call for your substitute at earliest convenience but at least before 6:00 AM on the day you expect to be absent. If you cannot get through to the substitute system, please notify Ms. Marseille at the school (561) 266-1516 between 6:30 a.m. & 7:00 a.m. Whenever possible, please make arrangements the previous day or several days in advance of your absence with the secretary for substitutes.

**It is imperative that you contact the school office prior to dismissal time (preferably by 2:00 PM) on the day you are absent to advise whether or not you plan to return the following day contact the secretary for substitutes.**

### **SUSPENSIONS (See Student Conduct and Discipline)**

### **TELEPHONES**

1. Telephones are provided for faculty use in the faculty lounge and throughout the campus.
2. Long distance inter school business calls - use the county PX line whenever making long distance calls. For school related long distance calls dial "9" then "1" and the area code and telephone number of the party you need to contact.
3. Local personal calls may be placed on the PX network by dialing 9.
4. The automated voice system contains information about the school.

5. **Do not move telephones to other classrooms or offices.** Each is programmed to notify the emergency alert system of the exact location from which the call originated. Relocating the phone may result in unnecessary, critical delay time in the case of an emergency.
6. Employees should refrain from personal phone calls during student contact time. In the event of an emergency phone call the teacher must contact the main office to seek coverage for their class. CTA Article 1, Section G, Paragraph 5.

**TEMPORARY DUTY ELSEWHERE (TDE): STAFF DEVELOPMENT**

Employees who submit an electronic TDE for staff development trainings are required complete a TDE with the invitation/confirmation attached and submit it to the principal’s secretary (electronically) 48 hours prior to the training. Please be sure that your TDE is approved before attending your training. Employees are to sign in and remain at the event for the duration of the training time. In order to avoid payroll deductions, proof of attendance (agenda, binders, etc), must be submitted upon returning to campus.

**TESTING PROCEDURE**

The following testing information applies only to school-wide or grade level testing programs and does not apply to individual class testing.

1. The Testing Coordinator will post the dates for testing on the school calendar.
2. All information concerning the test to be given will be placed in the teacher's hands at least one week in advance of the test date.
3. The Coordinator will construct a time schedule to be followed by all teachers.
4. Testing will be by the individual teacher, however, the time schedule must be adhered.
5. Each individual teacher will be responsible for seeing that all grading information is correct, complete and organized as specified in the directions for collection.
6. Test security procedures must be followed. Specific directions will be distributed prior to the testing dates.

**TESTING PROGRAM**

Standardized testing is an important part of the school and individual assessment program. At the high school level the following tests are administered:

<b>Dates</b>	<b>Test/Survey/ Name</b>
TBA	Florida Assessments for Instruction in Reading (FAIR)
TBA	US History, Biology, Algebra, Geometry Retake
TBA	Palm Beach Writes #1 (9 <sup>th</sup> & 10 <sup>th</sup> grade)
TBA	Fall FSA Diagnostic Testing Window
TBA	FSA Retake for Reading and Math
TBA	Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)
TBA	Palm Beach Writes #2 (10 <sup>th</sup> grade)

TBA	Palm Beach Writes #3 (9 <sup>th</sup> & 10 <sup>th</sup> grade)
TBA	Florida Assessments for Instruction in Reading (FAIR)
TBA	US History, Biology, Algebra, Geometry Retake
TBA	Semester Exams District Exams (Algebra 1, Geometry, US History, World History)
TBA	Winter Diagnostic
TBA	Palm Beach Writes #4 (10 <sup>th</sup> grade)
TBA	FSA Writing
TBA	Palm Beach Writes Window #5 (9 <sup>th</sup> grade)
TBA	Assessing Comprehension and Communication in English State-to-State (ACCESS)
TBA	Pre-Graduation Senior Survey
TBA	Florida Assessments for Instruction in Reading (FAIR)
TBA	FSA Retakes for Reading and Math
TBA	FSA Reading
TBA	End of Course (EOC) for US History
TBA	End of Course (EOC) for Biology I
TBA	Palm Beach Writes Window #6 (9 <sup>th</sup> grade)
TBA	End of Course (EOC) for Algebra 1
TBA	End of Course (EOC) for Geometry
TBA	Advanced Placement (AP) & AICE Tests
TBA	Semester Exams District Semester Exam for US History and World History)
TBA	EOC Retakes Algebra I, Biology, Geometry

In addition to the Palm Beach County testing program, the following special tests are also available:

#### **OTHER ASSESSMENTS**

**Advanced Placement Exams (AP):** These tests are for college equivalency credit in English, Math, Social Studies, Foreign Language, Computer Science, and Psychology.

**Armed Services Vocational Aptitude Battery (ASVAB):** This is a multiple aptitude test offered by the Dept. Of Defense to all students in grade 11. It is used for educational & career exploration, counseling, and decision-making.

**American College Testing Program (ACT):** This is used for college admission, college guidance & scholarships. It is recommended for all juniors and seniors considering attending college.

**Preliminary Scholastic Aptitude Test (PSAT):** This is given to 10th graders considering college or wishing to compete in the National Merit Scholarship Program.

**Scholastic Aptitude Test (SAT):** This test is used for college admission, college guidance and scholarships. Consult college catalogues/scholarship bulletins for required tests.

## **TEXTBOOK PROCEDURES FOR TEACHERS**

*Materials Manager – John Doe*

The following procedures are to be implemented for the school year of 2019-2020 for Sample High School. The changes are due to district policy and to streamline the system to reduce our materials deficit and/or future losses. The procedures are set up to guide the teachers in their responsibilities when handling instructional materials.

### **TEACHERS RESPONSIBILITIES**

1. Teacher Editions and all ancillary material issued to you are to be identified on your **Classroom Textbook Inventory Form**. The form is to be filled out completely and kept accurately with your lesson plans. All Teacher Editions and ancillary material are to be returned at the end of the school year.
2. All class sets must be identified on your **Classroom Textbook Inventory Form**.
3. Some textbooks are to be used as class sets. You are to establish a system for distributing and collecting textbooks at the beginning and end of class. These textbooks are to be collected and accounted for at the end of every class. The class sets are not to be loaner textbooks for students who have lost their textbook.
4. The **classroom textbook inventory form** is to be completed and submitted to Mr. Doe as part of the end of year checkout. Correctness of these forms is essential in the ordering of lost or damaged materials for the next school year and the accuracy of departmental inventory.
5. Complete quarterly book checks and report to Mr. Doe via e-mail the names of students who have lost a textbook. Book checks are to be conducted when progress reports are due. Please make notations on the condition of textbooks when necessary. Accurate records and frequent checks eliminate large losses.

### **TEXTBOOK DISTRIBUTION/COLLECTION**

1. We will schedule textbook distribution for teachers who request textbooks. Students will need to bring a backpack to collect and transport their textbooks.
2. Textbooks will be distributed to students in the Media Center starting the first week of school.
3. Please **make sure all textbooks** have student's name written legibly in front cover.
4. Please make sure students understand that they are responsible for their textbooks.
5. Students should immediately write their names in the designated area on the inside cover
6. Textbooks are not to be stored in your classroom for students.  
Please **DO NOT** collect textbooks from students and store them in your storage closet to use as class sets.
7. Please **DO NOT** collect textbooks from any student **UNLESS** you issued the textbook to the student—this includes students withdrawing from school, changing classes, dropping a class, etc.
8. **Student textbook issued damage report.** Make sure each child has completed and signed the form as soon as they are issued a book. Give them ample time to inspect the book(s) and remind them if they do not document all damage, they are financially responsible for its replacement or repair. Store the cards in a desk drawer or filing cabinet in your classroom.
- 9.



## **TEXTBOOK RETURN**

Students can drop off textbooks in the Media Center before school, after school and during lunches. In some cases, classes will be scheduled to return their books as a group.

### **TEXTBOOK RULES TO REMEMBER**

1. All textbooks are to be checked out to students. At no time should a textbook be given to a student on the honor system.
2. If a student loses his/her textbook, he/she must pay for the lost textbook before another book is issued. If the textbook is found after student has paid, a refund will be mailed to the student.
3. If a student has lost a textbook and the textbook has been checked in, a new textbook can be issued to student.
4. Students withdrawing from school are to return all textbooks to Mr. Doe. Any textbook not returned is to be indicated on the withdrawal form and inputted into SIS under the Fees and Payments Screen to include book name, number, and cost.
5. Two sets of textbooks may be issued to a student for the following reasons:
  - a. 504 Plan mandates accommodation
  - b. Student residing in two homes (joint custody) PARENTS ARE REQUIRED TO MAKE AN OFFICIAL REQUEST AND MUST UNDERSTAND THAT THEY ARE FINANCIALLY RESPONSIBLE FOR ALL TEXTBOOKS ISSUED TO STUDENT. COPY OF THE DISTRIBUTION RECEIPT WILL BE MAILED HOME TO PARENTS. This request is obliged only if we have a minimum of 10 additional copies of the textbooks in storage, and we know for sure that every student who needs a textbook has been issued a textbook.

### **TRANSFERS, EMPLOYEE**

See CTA Contract, IV, B for details Summary:

1. Voluntary transfer candidates must contact the individual schools.
2. Voluntary transfer candidates must at least be: certified in vacancy, and applying for a known vacancy.
3. Voluntary transfer candidates must submit the appropriate form provided by the district to the principal of the school where they are applying.
4. Principal must screen and interview at least three applicants, if available.
5. All transfers must be notified when they are removed from further consideration.

NOTE: The voluntary transfer deadline will be announced as the administrator is notified.

### **TRAVEL**

Please allow three weeks for in county travel approval.

## **OUT-OF-COUNTY TRAVEL JUSTIFICATION**

The following procedures are required:

1. PBSD 1894 must be submitted with all out-of-county travel requests (conventions, conferences, workshops).
2. Must be submitted five (5) weeks in advance.
3. Student field trips are exempt from this report since out-of-county field trips are already submitted to the area office.

## **TRESPASS UPON GROUNDS OR FACILITIES OF PUBLIC SCHOOL**

**PENALTY: ARREST (FS 228.091)**

### **SUCH INDIVIDUALS ARE SUBJECT TO ARREST:**

1. Any person who is NOT a student, officer, parent, guardian, employee of a public school, or individual with legitimate business on the campus, or IS a student under suspension or expulsion, and WHO;
2. Disrupts the orderly conduct of activities on a campus, or;
3. Enters or remains on a campus after being directed to leave the campus, is **trespassing and guilty of a misdemeanor of the second degree.**

## **USE OF SPECIAL MATERIALS AND RESOURCES**

School Board policies prohibit the use of materials (print or non-print) that have not been reviewed and approved by the appropriate committee or district department. Please contact administration if you are not sure of the status of the materials you wish to use for instructional purposes.

## **VITAL TEAM**

The following staff members have received VITAL (Violence Intervention Technique and Language) training and are the first responders for violent situations:

- School Resource Officers
- All Assistant Principals
- All ROTC Teachers
- All Hall Monitors

## **VOLUNTEERS**

### **FACULTY VOLUNTEER ORIENTATION**

#### **Policy 2.53**

Objectives of Volunteers Assisting Students and Teachers

1. To help provide the best education for students
2. To assist teachers
3. To increase student motivation
4. To enrich and augment the school program
5. To strengthen school-community relations

### What Can School Volunteers Do:

1. Act as listeners for students who need additional reading help
2. Conduct special drills in mathematics, spelling, etc. for students needing help in these areas
3. Type materials needed
4. Help with arts and crafts, music, physical education, dancing, sewing classes, etc.
5. Assisting in decorating rooms - changing bulletin boards, etc.
6. Clerical chores - alphabetizing, filing, typing, duplicating material
7. Grade papers
8. Speak about travels, careers, experiences
9. Help students with resource materials in the media center
10. Serve on a "homework hotline" team
11. Accompany students on choral, band, athletic or club trips
12. Display special collections: stamps, dolls, models, photographs

### Policy and Procedures for School Volunteers

1. School volunteers work only with teachers who request assistance.
2. School volunteers DO NOT:
  - a. Diagnose student weaknesses and strengths
  - b. Prescribe activities for students
  - c. Evaluate student progress
  - d. Discipline students

### ***School volunteers may not assist in their own child's classroom.***

All volunteers must attend an orientation session either school-based or sponsored by the county. All volunteers must complete an application online at the school includes all background information. Applications must be submitted at least two (2) weeks prior to serving in a volunteer or chaperone capacity. Volunteers may want to just sit and observe a class before they actually decide to work with a teacher.

### Responsibilities of the teacher - Utilizing Volunteers

1. Provide meaningful tasks so that the volunteer feels that their time is spent meaningfully and that the tasks actually relieve the teacher of work.
2. Plan for Volunteer's assistance by maximizing the volunteer's time; a volunteer should be able to start work without waiting for verbal instruction or directions from the teacher.
3. Provide alternatives for the volunteer when teacher and/or student(s) are absent.
4. Plans for volunteers should include the task to be performed, name of student (in writing), location of materials, and a place to work.

### Get to know your volunteer:

1. Create an atmosphere in which the volunteer is comfortable asking questions.
2. Establish rapport necessary when teacher or volunteer needs to discuss assignment or classroom policies.

Volunteers must conform to all school and school board policies. If you wish to have a volunteer work with you, please contact administration for assistance.

### **WITHDRAWAL PROCEDURES**

1. Parent/Student must come to the Guidance Office to obtain withdrawal form.
2. Teachers are requested to come to Guidance to sign withdrawal form with, grade, attendance and obligations. **The teacher must note this on the withdrawal sheet.**
3. The parent/student is given the original copy of withdrawal form.

### **WORKERS' COMPENSATION PROCEDURES**

Please be advised that F. A. Richards & Associates has been approved by the School Board to continue to investigate and process the workers' compensation program for the Palm Beach County School Board.

In order to ensure that this program is efficiently handled, we ask the assistance and cooperation of all employees. Please follow these instructions when assisting the employee who has been injured "in the course and scope of their employment."

#### **PROCEDURES**

- STEP I**      The injured worker reports injury to his/her supervisor.
- STEP II**      The supervisor refers the worker to person who is assigned to complete "First Notice of Injury Report." To the Principal's Secretary
- STEP III**      The "First Notice of Injury Report" is completed and faxed to managed care nurse at **(561) 988-0360 or (561) 988-2035 after principal or principal designee signs it.**
- STEP IV**      "Initial Medical Treatment" form is completed & given to injured worker.
- STEP V**      Using the Workers' Compensation Doctor's Listing (found on the online site of Employee Benefits and Risk Management) determine which physician to utilize. (If it is an emergency, an injured worker should be directed to the closest emergency room). Call appropriate physician's office and tell them that Palm Beach County School District is sending over an injured worker for medical treatment.
- STEP VI**      Instruct the injured worker to go to the chosen doctor. Instruct them to bring "Initial Medical Treatment" form with them & give to the doctor.
- STEP VII**      Mail completed original "First Report of Injury" form to Risk Management Dept., Attention: Worker's Compensation Section. Place in Pony Mail.

