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**SCHOOL SITE/ MDCPS  
FACULTY AND STAFF  
HANDBOOK  
2009-2010**



**MS. VALERIE B. WARD  
PRINCIPAL**

**MS. EMPERATRIZ MALDONADO  
ASSISTANT PRINCIPAL**

## ABUSE

All school board employees are mandated by state statute 827.07 to report any suspected or confirmed cases of child abuse. There are no exceptions. Failure to report can result in criminal or civil liability.

## ATTENDANCE BULLETIN (SEE ATTACHMENT)

The grade level chairperson will insure that each teacher initials the attendance bulletin.

## ATTENDANCE FOR STUDENTS

Attendance reports are submitted by 9:00 A.M through the Electronic Gradebook. Teachers must make revisions to their Gradebook at the end of the day to make absent and tardy days corrections. All teachers (**including special area teachers**) are required to keep attendance records with appropriate dates.

If a student is absent and returns to school with a note, the excuse must be entered in teachers Gradebook by the teacher and sent to the main office. Clerical staff will enter excuse in ISIS and place the parent note back in teacher's mailboxes.

## ABSENCES

Every student absence must be followed by a note from home. Three (3) consecutive days of absences dictates a phone call to the home **by the teacher**. PLEASE MAKE A NOTE IN THE GRADE BOOK. Chronic absences (more than five (5) days) should be referred to the counselor who will, in turn contact the attendance clerk for a visiting teacher report and appropriate action.

## ATTENDANCE OF STAFF

Teachers, paraprofessionals, custodians, security, clerical and cafeteria staff must contact the substitute locator and cafeteria staff must notify the manager if you will be absent. This will prevent problems with payroll. Calling the school to report a pending absence **after 7:00 a.m. is too late** to secure a substitute and will require dispersing your students to other classrooms.

Notify the substitute locator in the afternoon before leaving school if you are aware that you will be absent the following day. Please call the substitute locator at night before 10:00 p.m. or in the morning between 6:00 and 7:00 a.m. at home. Call before 1:30 p.m. so that we may dismiss or retain your substitute. **"Maybe" or "Probably" can not be accepted when reporting your attendance or your absence.** If you will be late contact the office. You will be marked absent until you actually report to the office to have the absence changed. Chronic tardies, absences and requests to leave or arrive early are unacceptable.

## BUS SAFETY

Teachers must stress the importance of safe practices and rules to be followed by students while waiting for, loading and unloading the bus. Review the rules of safety for riding on a bus.

## **CAFETERIA PROCEDURES**

### **TEACHERS RESPONSIBILITIES**

1. Discuss good cafeteria behavior and manners, post them in your room. Follow up with appropriate actions when your class has been reported for poor conduct.
2. Make sure that bathroom needs have been taken care of before your students go to lunch.
3. Take your class into the cafeteria at the designated time.
4. It is highly recommended that your students have assigned seats with a captain for each table.
5. Meet your class at their tables at the end of the lunch period and make sure their area is clean. Direct them to take their trays to the disposal area and line up outside the cafeteria.
6. Pick up report from the cafeteria monitor and discuss it with your students and if necessary contact their parents if the behavior is continually disruptive.

## **CAFETERIA RULES**

### **STUDENTS RESPONSIBILITIES**

1. Good cafeteria behavior and manners should be displayed at all times.
2. Enter the cafeteria quietly and orderly with your class.
3. Stay in line as you go through the serving line. **Be sure you get everything you want or need because you cannot go back later.**
4. **Do not run with your tray** and hold your tray with both hands.
5. Do not leave your seat at any time without permission from one of the cafeteria aides. If you have an emergency, raise your hand and one of the aides will help you.
6. Be respectful of all adults in the cafeteria.
7. Keep your food on your tray. Do not throw food or do anything else with your food except eat it!
8. **You may talk in a soft voice to your neighbor but DO NOT YELL back across the table or between tables, use profanity, or fight.**

**STUDENTS WHO FAIL TO FOLLOW CAFETERIA RULES WILL BE REMOVED FOR AN ASSIGNED NUMBER OF DAYS FROM THE CAFETERIA. PARENTS WILL BE NOTIFIED**

**CAFETERIA PROCEDURES**

**MONITOR RESPONSIBILITIES**

1. Assists students in getting their trays from the serving line to their correct table.
2. Assists students who are in need of a napkin, straw, or anything else related to their lunch.
3. Gives permission, only when necessary, for a student to go to the bathroom. Maintain discipline.
4. Reminds students to keep their table clean and the area around their chair on the floor clean.
5. Report to the classroom teacher names of students who are disruptive in the cafeteria.
6. Cleans the tables after the class leaves.
7. Use the cafeteria modification plan incentive.
8. Prepares tables for new classes.
9. Use the cafeteria behavior charts.
  1. Traffic Light
  2. Chart

**CELL PHONES**

While cell phones are a way of life, they are not to be used during instructional time or during meetings. Set your telephone on vibration during or prior to all faculty meetings and while students are present.

**CHILDREN OF STAFF MEMBERS**

Please insure that you are following the same procedures as parents relative to supervision of children after school. Specifically they must be assigned to the YMCA and have arrangements made for supervision. They may not wait in the library, other classroom, or roam around the school.

**CLASSROOM CLEANLINESS**

In our efforts to insure that classrooms are neat, clean, orderly and attractively decorated, custodians have been apprised to make all efforts to thoroughly clean classrooms each night. Classrooms which are constantly not being cleaned must be reported to the head custodian using a checklist. Checklist is located in the front office.

## A. CLASSROOM ORGANIZATION

### CLASSROOM CHECKLIST:

- \_\_\_\_\_ Has interesting up to date bulletin boards that display students' work and the subject matter and skills currently being taught.
- \_\_\_\_\_ Has students' work folders visible and organized.
- \_\_\_\_\_ Has no loose papers lying around.
- \_\_\_\_\_ Has no dirty desks, windowsills or chalk trays.
- \_\_\_\_\_ Does not have unrelated displays.
- \_\_\_\_\_ Has no desks or file cabinets obstructing doorways.
- \_\_\_\_\_ Computers are utilized.
- \_\_\_\_\_ Has up to date interest centers (i.e. Library, Hands on Science, Math, Writing)
- \_\_\_\_\_ Depicts creativeness, enthusiasm and warmth.
- \_\_\_\_\_ Classroom is neat, clean, organized, and free of unnecessary clutter. No boxes and unsightly materials are on the floors, tables, or counters.
- \_\_\_\_\_ Classroom is rich with learning materials
- \_\_\_\_\_ Lesson Plans are up to date and contain the four necessary components: Objectives, Activities, Assessment, Homework based on the Sunshine State Standards.
- \_\_\_\_\_ Grade Book is up to date with grades and attendance recorded for each subject on the report card.
- \_\_\_\_\_ Parent Contact has been recorded in back of the grade book.
- \_\_\_\_\_ Emergency substitute plans are available. These plans should not rely only on dittos
- \_\_\_\_\_ Each student has work folders with graded papers, a portfolio, and a journal on file.
- \_\_\_\_\_ Method of recording homework is clear.
- \_\_\_\_\_ Sunshine State Standards and instructional delivery method are evident
- \_\_\_\_\_ Teacher moves around the classroom while teaching
- \_\_\_\_\_ Students are aware of the class routine.
- \_\_\_\_\_ Warm and caring environment is reflected by both students and teacher.
- \_\_\_\_\_ Evidence of monitoring student progress is noted.
- \_\_\_\_\_ Provisions are made to remediate failing grades.
- \_\_\_\_\_ Test Taking strategies are consistently implemented.
- \_\_\_\_\_ Evidence that technology is being used in the instructional delivery.

### CANCELLATION OF SPECIAL CLASSES

No special area classes are to be cancelled by teachers. Notification from the administration is required for all cancelled special are classes. Please notate in your grade book if your classes were cancelled.

### **COUNSELING AND THE GUIDANCE PROGRAM**

The elementary guidance program is an integral part of the total school program. It supports instructional services through consultation, program development, and counseling of students and parents. The orientation of the program is preventive rather than remedial. It is also developmental, and thus concerned with the needs of all children. Therefore, the counselor should be contacted by the teacher for preventive strategies for students who are consistently disruptive. Students are not to be sent to the counselor for ongoing discipline.

At school level, guidance needs are explored and services provided through the cooperative efforts of the school administrator, the S.S.T. and the elementary counselor.

These services include career awareness activities, and orientation/articulation programs to support and assist each student's successful progress from grade to grade, and from one school level to the next.

The role of the elementary counselor provides a dimension that is not inherently provided by other members of the school staff. The elementary counselor supports instructional services through consultation services to parents, school staff, the coordination of school wide affective activities, and counseling of students in individual and group sessions. This includes exceptional students who have guidance services designated on their Individualized Education Program (IEPs) as well as other exceptional students who are able to participate in the regular developmental/preventative activities. Classes in parenting and management skills are offered to parents and teachers in order to reduce the incidence of disruptive behavior, increase student motivation, and improve the total learning environment.

### **ACTIVITIES AND PROGRAMS RELATED TO COUNSELING**

- Conflict Mediation
- Student Support Team Procedures
- Red Ribbon Week
- Aids Awareness
- Gun Safety
- Child Abuse Prevention
- Games, Books, Software and other activities designed to have a positive influence on students.
- Career Awareness

**CUMULATIVE RECORDS**

- A. Effective immediately, teachers must request cums in advance from Ms. Gillard and sign them out.
- B. No students or parents are permitted to handle cumulative records at anytime.
- C. Cumulative records are confidential and must be treated accordingly.
- D. Cumulative records are **NOT** to be shared with anyone without authorization from the principal. Parents may request to see and receive copies of information in the cumulative record.
- E. The file cabinets containing cumulative record folders are placed in a location where they are secure from general scrutiny and may only be accessed by the designated office personnel.
- F. Only authorized employees of M-DCPS having a legitimate educational interest in the welfare of the student are allowed to access and use information placed in cumulative record folders.
- G. If a cumulative record is to be removed from the secured filing cabinet, a system of identifying who has removed the record and to what location it is being removed must be in place (Notify Ms. Gillard). Under no circumstances should a cumulative record folder be kept in an employee's classroom, workroom, or office. These records must be returned to the school's designated secure location when no longer being reviewed/updated and prior to the staff member leaving for the day.
- H. A Record of Access Card must be maintained in the cumulative record folder indicating all parties having requested or obtained access to a student's educational record. The record of access requirements does not apply to parents, eligible students, or authorized personnel of M-DCPS having a legitimate educational interest in the welfare of the student, disclosure based upon written consent, and disclosure of directory information.
- I. Other information and policies regarding release of student records can be found in the document Student Educational Records.

## DETENTIONS

1. Students may remain after school for disciplinary reasons, extra help in academic areas, and completion of class assignments or special activities.
2. Parents must be notified in writing at least twenty-four (24) hours prior to a student remaining in school. The notice **MUST BE SIGNED** by the parent with “YES” indicated and **RETURNED**. Students may never remain after school without permission. Do not request students to remain after school and cancel the activity mid day.
3. **Students who are kept after school will be under the supervision of the person requesting the after school activity at all times and will not remain more than forty-five (45) minutes. The office will not be used for detentions.**
4. The administration, on occasion will give detentions to students, and will be responsible for their supervision.

## DISMISSAL

1. Students should prepare for dismissal a few minutes prior to dismissal. This will prevent forgetting assignments and running out of the classroom. It also emphasizes orderliness.
2. Dismissal should take place promptly at the designated time.
3. In order to provide for an orderly dismissal of the school the following plan will be implemented:
  - A. Teachers on a grade level will be responsible for dismissal of the students.
  - B. All paraprofessionals and Teachers will be responsible for taking students to the buses.
  - C. Teachers will escort the students out of the building.
4. Special Area staff members will be assigned specific locations to monitor during dismissal times.
5. Children may not return to the building after dismissal to wait for friends, parents, or siblings, nor should they wait in other classrooms or the media center. Students must be signed up in the YMCA program or have other arrangements made. **It would be helpful for teachers to keep a log of students' pick up destinations in order to maintain safety.**
6. The following rules are to be enforced by all staff:
  - a. Absolutely no running in the halls
  - b. Walking in halls
  - c. Walking on the sidewalk and not on the grass
  - d. Students are not to return to classes after dismissal
  - e. No loud, boisterous talking in the hallway

## **DITTOS**

Use of dittos will be limited specifically in the primary grades pk, kg, 1<sup>st</sup>. Students are to use paper, pencils workbooks, projects, chalkboards student produced work, computers and manipulatives as alternatives to dittos.

## **DRESS**

Teachers are reminded that many attitudes are “caught” not “taught” and that their own neatness in appearance will have a positive effect on the attitudes of their students, staff, and the community. We are professionals and should dress in a professional manner at all times. Shorts worn to work by staff members are unacceptable except for field trips, work days and P.E. coaches. Thigh high shorts are never acceptable. Jeans and sweat suits are not encouraged during regular workdays.

## **EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL**

The EESAC is a joint venture among the Florida Department of Education, the Dade County PTA, United Teachers of Dade, and the Dade County School Board to provide involvement and participation by parents, students, the community and teachers in the total operation of the school. This council reaches decisions through consensus management and will focus on the School Improvement Plan (S.I.P.) with emphasis on curriculum and budget.

## **ELECTRONIC GRADE BOOKS (SEE MR. JOVIN)**

### **FACULTY/STAFF HANDBOOKS**

District policies and procedures included in faculty/staff handbooks greatly assist in meeting District requirements for notifying employees of expectations, standard, rules policies, and procedures. An employee handbook should be provided to all full time employees, including non-instructional staff, part-time/hourly, and half-day employees.

The items listed herein are in addition to directives, concerns, and site procedures delineated in the School Site Employee Handbooks.

The following sources of rules, regulations, and procedures should be made known and available to all employees:

- a) Florida Statutes (Chapter 119, 120, 228-446, 447)
- b) All labor contracts
- c) School Board Rules
- d) Florida Administrative Code
- e) State Board Rules

As litigation and appeals continually increase, it is a consistent expectation of judges and hearing examiners that an employer be able to prove that each employee was properly notified about expectations. This burden of proof is established both by receipt signature and specific record reflecting that selected topics were further explained and reviewed with faculty members. (E.g. faculty meeting agendas).

A critical statutory obligation in the area of instructional assessment procedures and criteria, Chapter 231.29(2) (b), Florida Statutes, requires that:

All personnel shall be fully informed of the criteria and procedures associated with the assessment process before the assessment takes place. (Emphasis added) Questions regarding required inclusions or citations in faculty handbooks should be referred to applicable Region/District office.

### **FACULTY MEETINGS**

The transmittal of information, exchange of ideas and staff interaction is a vital part of the educational process. Faculty meetings will be scheduled for the entire staff as needed. Since staff meetings are vital to the total structure of the school, **ATTENDANCE IS MANDATORY** for all staff members. Excuses from staff meetings will be granted only by the principal. In the absence of the principal, the meeting will be conducted by the assistant principal or the principal's designee.

**FIELD TRIPS**

Field trips must be approved by the principal. The standard field trip permission forms, which are available in the office, must be used. Once arrangements have been made, a copy of the information being sent home should be on file in the office. Chaperones should be indicated on this. **NO CHILD MAY BE TAKEN ON A TRIP UNLESS HE/SHE HAS RETURNED A PERMISSION SLIP SIGNED BY A PARENT/LEGAL GUARDIAN. THESE SLIPS SHOULD BE PLACED IN THE TEACHER'S MAILBOX ON THE DAY OF THE TRIP. NO TELEPHONE CALLS OR SIGNATURES FROM FRIENDS OR RELATIVES WILL BE ACCEPTED.**

**OTHER FIELD TRIP RESPONSIBILITIES ARE:**

- A. Inform food service manager of the date and time of the trip. If bag lunches are to be prepared, indicate the estimated number three (3) weeks prior to the trip.
- B. Chaperones (1 per 10 pupils) should be acquired by the teacher planning the trip. No paraprofessionals will be taken from other classes to attend field trips.
- C. The arrangement for bus transportation is the teacher's responsibility. **Please consult with the secretary.**
- D. Monies collected for trips must be recorded on a "RECAP OF COLLECTION" (MIS 10988) form. **"Recap" sheets and monies must be turned into the secretary by 10:00 a.m. each day.**
  - 1. Pre-Kg-2<sup>nd</sup> grade Teachers may sign a student's name.
  - 2. 3rd-5<sup>th</sup> grade **all students must sign his/her name.**
- E. Please adhere to Board Rules (internal accounting – 3d – 1). State Regulations require that all financial transactions related to school and student activities be recorded in the internal funds of the school. This is described specifically as, "all monies collected and disbursed by school personnel within a school or in connection with any school program, for the benefit of a school or a school sponsored activity. (all activities of any sort which involve a board employee handling or having custody of monies).
- F. All **Field Trip Forms** are to be given to secretary for filing. The forms will be maintained for **one year**.
- G. Procedures regarding approved buses must be followed.
- H. Collect all monies 2 to 3 weeks prior to your trip to ensure timely processing of funds and writing checks.

### **CHAPERONE RESPONSIBILITIES FOR FIELD TRIPS**

We wish to take this opportunity to thank you for assisting on this field trip. You have volunteered to chaperone students and this is an important task. The teacher has the ultimate responsibility for the safety and welfare of all students; your specific assignment will be given to you by her/him. Please complete a copy of the chaperone form and return it to the teacher.

Be certain that you know which students you are to supervise.

Refer any problems to the teacher-in-charge immediately.

Realize that all school regulations regarding behavior are to be enforced.

Consult with teacher- in- charge if you anticipate a problem with any students with whom you maybe familiar.

Notify teacher-in-charge if you sense any unsafe or hazardous situation.

Insist on student-pairing for visits to the restroom.

Realize that field trips are to be educational in nature. Consequently, amusement rides are not permitted.

We hope you will have a nice experience and, again, a special thank you for your help  
Please complete the chaperone procedures form.

## I. Field Trip Checklist

### Signatures

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## - Teacher Responsibility

### I. General Procedures

1. Approved by the Principal on Principal appropriate form.
2. Determine what arrangements will be made for students, if they cannot pay. They must be provided with an opportunity to attend.
3. Secure itinerary and receipt from the Teacher field trip location using proper forms. No faxed invoices are permitted.
4. Notify the school's cafeteria Cafeteria Manager three (3) weeks in advance if bag lunches are or are not needed, or if the class will eat upon return.
5. Send home and have returned a Teacher signed permission slip for each child attending the field trip two (3) weeks in advance. No telephone permission is allowed.
6. One chaperone for each ten (10) Teacher students. Chaperones must be over eighteen (18). Chaperones must complete a DCPS chaperone form prior to departure.
7. Complete a list of all students not Secretary attending the trip and the name of the teacher(s) supervising them during the day. Leave the list in your mailbox. Leave all permission form in your mailbox
8. Contact the bus company and Teacher INSURE that the bus is approved by the MDCPS District. (See Secretary).
9. A confirmation form must be Secretary submitted to the bus company.
10. Check bus driver's credentials. Teacher's before boarding the bus.

Check chauffeur license, window sticker, insurance for expiration

- \_\_\_\_\_ 13. All forms must be typed. All Field Teacher Trip information must be organized, completed and submitted to the principal two weeks before the trip. (Four weeks if out of County).

## II. Field Trip Financial Procedures

- \_\_\_\_\_ 1. Money must be collected, receipted and submitted to the secretary promptly by 10:00A.M. ON THE DAY THAT IT IS COLLECTED. Insure that enough money is collected to help defray the total cost of the Field Trip.
- \_\_\_\_\_ 2. Monies collected for trips must be recorded on a "Recap of Collection" (MIS 10988) form if \$10.00 or less.  
(a) PreK-2 Teachers may sign a student's name. 3rd-5<sup>th</sup> grade students must sign his/her name.  
\*This applies to collection of monies for any purpose.
- \_\_\_\_\_ 3. All field trip forms will be maintained by the Secretary for one (1) year in the school's official files.
- \_\_\_\_\_ 4. Money collected from students must be submitted to the school treasurer in the same form as collected. Do not take cash from the student and then write a personal check.
- \_\_\_\_\_ 5. Payer must receive a white copy of a Teacher BPI receipt when amount is greater than \$10.00. No erasures or alterations may be made on the receipt. If an error is made, write VOID on the receipt and request another receipt. Turn in both.

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6. Recap of Collection must contain:  
Bookkeeper date, number (optional)  
receiving account, source and  
explanation, amount, signature of  
depositor and receipt number.

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7. Personal checks from parents for  
field trips should be discouraged.

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8. A receipt must be written to a donor  
if any amount of money is donated  
for a field trip. The donor must write  
a letter stating that they are donating  
“X” dollars for specific purpose.  
Sign and date.

## **HOMEWORK**

Regular, purposeful homework is an essential component of the instructional process and is an integral factor in fostering the academic achievement of students. Regular homework provides opportunities for development practice, drill, the application of skills already learned, development of independent study skills, enrichment activities extending school activities into the home, and self discipline.

Long-range assignments and/or special projects should be provided students with an opportunity to develop and refine research and independent study skills and the ability to work independently.

Homework must include 30 minutes of reading each night for all children.

Homework is to be assigned to all students in each grade level Monday through Friday. Home work shall be based on the lesson taught that day and may also include review assignments. Excessive dittos and homework packages of “**busy work**” are not encouraged.

<b><u>Grade Level</u></b>	<b><u>Frequency of Assignments</u></b>	<b><u>Total Daily Average (All Subjects)</u></b>
K-1	Daily (5 days a week)	30 minutes
2-3	Daily (5 days a week)	45 minutes
4-5	Daily (5 days a week)	60 minutes

**A. Teachers shall consider the following when making homework assignments:**

1. Instructional needs of the student
2. The purpose of the assignment
3. The length of the assignment
4. Checking, reviewing, evaluating, and/or grading students homework
5. Giving timely feedback on homework assignments
6. Making clear instructions related to homework

**B. Students will be responsible for:**

1. Completing assigned homework
2. Returning homework to the teacher by the designated time

**C. Parents' will be responsible for:**

1. Encouraging and supporting the child in his/her performance of assigned homework.
2. Assisting, if requested by the child, but not to include performing the work for the child.
3. Supporting the school in regard to the students' being assigned homework
4. Requesting information for students when short term absences are involved.
5. Assuring that students read when specific homework assignments are not given.

### **INTERRUPTION OF CLASSROOM**

Classroom interruptions must be kept at a minimum. Teachers are to encourage parents and other staff members to schedule appointments. Under no circumstances are discussions and conferences to be held while students are in the classroom for instructions. Parents are not permitted to interrupt classrooms for non-essential purposes.

### **KEYS**

1. A classroom key will be issued to each teacher at the beginning of the year and must be returned at the end of the current school year. Develop a system for keeping up with your key.
2. Keys should be kept in a secured place.
3. In the event of loss, notify the principal immediately for a plant security report.

### **LESSON PLANS**

Good teaching results from realistic planning. Good plans will reflect systematic and effective teaching. All lesson plans for classroom and special area teachers shall reflect the sunshine state standards as appropriate for the grade level. Lesson plans shall reflect objectives, activities, evaluation and homework. It is agreed that the manner in which these components are to be reflected in a lesson plan shall be left to the discretion of the individual teacher.

### **LIBRARY MEDIA SPECIALIST**

Supervise all aspects and utilization of the media center. The media center is a classroom and as such permission for special activities should be cleared through the media specialist.

In the role of **TEACHER**, library media specialist:

1. Orients students and staff to the resources of the library media center;
2. Plans with teachers for flexible scheduling of information all skills and instruction correlated with curriculum;
3. Teaches a sequential program of Information Skills for Florida Schools K-12;
4. Provides reading guidance appropriate for the developmental level of students to promote literacy and the enjoyment of reading;
5. Reinforces listening, viewing, and computing skills through a variety of activities;
6. Uses a variety of instructional methods that include the use of media and information technology;
7. Teaches in-service programs for teachers and other adults in the use of instructional technologies, media production, and laws and policies regarding information;
8. Help parents develop skills for sharing reading, listening, and viewing experiences with their children.

In the role of **INFORMATION SPECIALIST**, the library media specialist:

9. Guides students and teachers in identifying, locating, and interpreting information housed in and outside the library media center;
10. Assists students with research projects and independent study assignments;

11. Coordinates the library media center collection development program by:
  - seeking faculty participation in the selection and evaluation of materials to support teaching/learning goals,
  - selecting and acquiring learning resources using district guidelines,
  - informing teachers and students of new materials, equipment, and services that meet their information needs,
  - maintaining the currency of the collection using district approved procedures for discarding obsolete materials and repairing equipment;
12. Provides access to information by classifying, cataloging, organizing, and circulating materials according to standard library procedures established by the American Library Association;
13. Arranges media center facilities and resources for maximum access, appeal, and use;
14. Monitor the compilation of accurate records for media center budgets, attendance, circulation, and inventory;
15. Supervises library media support personnel, including aides, students and volunteers;
16. Promotes the library media program to students, staff, and the community;

In the role of **INSTRUCTIONAL CONSULTANT**, the library media specialist:

17. Participates in district, building, department and/or grade-level curriculum planning, development and assessment projects;

### **PARKING**

Park only in designated spaces. Please do not park behind other cars or block the flow of traffic. Please use the P.E. field for additional parking along the fence line.

### **PAYROLL PROCEDURES**

Please be sure to **SIGN IN** when you report to work and **OUT** when you leave. Hourly personnel must **INDIVIDUALLY sign in** for the time of actual arrival and time of departure.

Following payroll procedures is for accuracy in preparing for paychecks and audits. It also ensures that there are no delays in the receipt of paychecks as a result of **the secretary not being able to determine if you were present for work or absent**. Late employees will be recorded in a separate log and will be **marked absent on the payroll until arrival**. If you will be late you must report to the office as soon as you arrive in the building. Do not call and say you will be a "little late and show up an hour later," **TAKE A HALF DAY**.

**PLEASE DO NOT ASK ANYONE TO SIGN IN FOR YOU.**

### **PHYSICAL EDUCATION**

1. All classes, grades KG-5th are required to have physical education, whether that period is with the physical education teacher or the classroom teacher. The physical education program will follow the sunshine state standards according to grade level.
2. Students in KG-1st grades, physical education program will have an organized program consisting of skills, rhythms large, small and team games.
3. Classes should be brought to the physical education field by the classroom teacher. It is expected that children will be brought in an orderly fashion and will adhere to the established schedule. There should be eye to eye contact between the P.E. teacher and the classroom teacher. The P.E. teachers should remind those teachers who are frequently late to monitor their time.
4. Physical exemption cards are available for children who must be excused from physical education because of a physical disability or chronic illness. A note from home will excuse participation because of illness of a temporary nature. Those students must remain with the P.E. teachers and receive alternate assignments. They may not sit in the office unless specific arrangements have been approved.
5. In case of inclement weather, PE classes will be conducted in the classroom on a rotating basis when there are double classes. PE coach will notify the office of their schedule.

### **PLAYGROUND SUPERVISION**

1. All Children **MUST** be supervised at all times. Teachers are responsible for the implementation of planned physical activities during **RECESS**.
2. Both physical education teachers and classroom teachers should emphasize safe play, good sportsmanship and a healthy awareness of possible dangers. Children may **NOT BE** solely supervised by the aides or left to play unsupervised games on the playground.

### **PROCEDURES FOR REPORTING INCIDENTS (Detailed Chart included in this packet)**

Please review the attached procedures for reporting incidents. It is imperative that all incidents are reported in a timely manner for proper distribution. In an effort to ensure that critical information is transmitted in a timely manner. Please call and report incidents immediately by an administrator.

Critical incidents include, but are not limited to:

- Deaths
- Accidents that result in serious injury
- Teachers, student incidents that may result in investigations by school police or the Division of Children and Families, or other incidents, that may be of interest to the Media.

If there is any doubt about the importance of the incident, please call and report it, then fax the written form to the numbers provided.

**REQUEST FOR ASSISTANCE PROCEDURE S.S.T. (REFERRALS)**

New procedures will involve the SST.

The timely completion of the necessary documents plays an integral part in the efficiency of the SST. The homeroom teacher must bring the cum, grade book and work folders to the SST. Any and all students who display signs of being very bright, low achievers or inappropriate behavior must be referred to the S.S.T.

1. Refer students to the Support Study Team for recommendations and the initiation of appropriate strategies.
2. The SST will obtain a signed consent to conduct an evaluation form from the parent if an evaluation is recommended. The counselor, administrator and E.S.E. teachers along with the parent(s) and classroom teacher will develop strategies to be utilized.

Teachers will complete a Cooperative Consultation Form at the beginning of the school year. This form is utilized for identifying students learning styles and teachers instructional techniques.

3. Observation of Student Behaviors will be filled out by teachers who instruct the student. Two (2) for possible L.D. and three (3) where emotional problems are suspected.
4. Screening for speech and hearing will be completed by the speech teacher.
5. Screening for vision and hearing will be completed by the counselor.
6. M-Team referral will be initiated and strategies outlined at the S.S.T.
7. The Social Worker will conduct a home visit and secure a Social History. Where necessary the visiting teacher will secure a Vineland.
8. Copies of test scores will be included if available. The MAT may be administered when no scores are available.
9. The counselor will review the referral packet and when completed will sign off along with the psychologist and an administrator.
10. The referral will be sent to the North Regional Center.
11. The case will be returned to the psychologist and the student will be evaluated based on the M-Team recommendation.
12. The case will be typed, forwarded to a staffing specialist for placement and/or review.

### **RETENTIONS**

1. Parents are to be notified at any time during the school year of the prospect of retention. Retention conferences will be done formally in the first week of January.
2. Final retentions will be made in May.
3. Administration/teacher conferences will be held on possible and final retentions.
4. The appropriate letters will be sent home and signed by the students' parents.
5. It is the teacher's responsibility to obtain the signed parent notification.
6. All letters are to be filed in the cumulative record.
7. The pupil Progression Guidelines for retention will be followed.  
Rule 6GX13-5B.104

### **ROOM CARE**

Check your room, furniture and equipment for conditions that are unsafe and/or inoperable and report them, in writing, to the secretary. Room arrangements should be such that easy access to all doors is available. A fire diagram showing two plans for evacuation should be displayed by both doors. Rooms should be locked when you leave them at the end of the day. **Extension cords are prohibited.**

Do not use aerosol sprays or non-approved district cleansers and polishes in your classrooms. Classrooms must be kept neat, clean and free of clutter. Window shades should be left open to allow additional lighting in the room.

### **SMOKING AREA**

There will be **no** smoking on **School Board** property.

### **SPECIAL AREA CLASSES**

Special Area classes may only be cancelled with administrative approval. Upon such occasions, the teachers will be notified **BY THE OFFICE**. This will prevent miscommunication. Your classes may not be cancelled by the special area teachers. Please indicate in your gradebook when classes were cancelled.

### **STUDENT SUPPORT TEAM PROCEDURES**

See pages 14-15, Request for Assistance

### **SUBSTITUTE PLANS**

Substitute plans are to be made for three (3) days and kept on file in the office. If your substitute plans are used you must continuously replenish them. Plans must include the following:

1. SCHEDULE
2. Your Class roster
3. Schedule of special programs for identified students.

4. More plans than you would expect to be able to cover each day.
5. Location of attendance record.
6. Use lesson plan paper (**NO DITTOS**) and plan for two (2) hours of language arts, one (1) hour of math, (1) hour of science, and thirty 30 min. of social studies. Give the name of basal reader for each group. Select a story to be used for instruction and include the application exercises in your plans. The same is true in math. Students need to practice skills.
7. Indicate names of two (2) or three (3) students who can be good helpers. Also, indicate those students who need firm control.
8. Specific plans, materials and location of equipment and supplies for special area classes must be indicated in the plans.
9. When you have depleted your substitute plans, it will be necessary to supply new ones within a couple of days.
10. Plans should be updated periodically in order to provide appropriate instruction.
11. All plans are to be reviewed by the grade level chairperson and placed in the office.

### **SUPERVISING STUDENTS**

1. **Children should be supervised by adults at all times.** If an emergency arises and you must leave your students unattended, notify the teacher next door. Teachers are responsible for walking children to and from special area classes, into the cafeteria, and the library. **Do not leave your students until the special area teachers arrive.**
2. All teachers are to be punctual in delivering and picking up students. This will prevent the next class from starting late.
3. You must remain with your class during Science Lab, and Spanish if there are students who are not enrolled in Spanish.

### **TEACHER GUIDELINES FOR PARAPROFESSIONAL UTILIZATION**

- A. All paraprofessionals are to be supervised by a certified teacher at all times with the exception of their breaks and lunch periods.
- B. Initial presentation of lessons must be made by the teacher. Paraprofessionals may perform follow-up activities in accordance with the directions given by a teacher. Paraprofessionals may work with students, monitor tests and may help grade objective tests. However, they may not be left alone to **TEACH** basic skills for reading, mathematics, grammar, social students, science
- C. Paraprofessionals may type materials needed for classroom instruction; and may perform any other duties which are directly related to instruction in the classroom.
- D. Paraprofessionals are not to be held responsible for planning classroom lessons or tests.
- E. Paraprofessionals may be assigned bus duty and cafeteria duty.

- F. Attendance and scheduled breaks of paraprofessionals shall be monitored by the supervising teacher and must be in writing.
- G. At a minimum, the paraprofessional is to spend fifty (50%) percent of her time working directly with children. Special Program funded aided will follow the requirements of the program.
- H. The teacher is to orient the paraaprofessional as per classroom requirements and school policies.
- I. The teacher is to monitor and inform administration concerning the professionalism, effectiveness, and punctuality of the paraprofessional.

The assignment of all paraprofessional personnel should be considered “Tentative” and based upon current classroom needs. Administration is to be updated periodically as to the effectiveness of your paraprofessional.

### **TO AND FROM SCHOOL**

1. Kindergarten, first and second year students should take a walking field trip to any pedestrian walk signals during the first week of school. Proper use of this safety device should REPEATED emphasis during the school year.

### **WORK HOURS FOR TEACHERS AND PARAPROFESSIONALS**

1. Elementary classroom teacher’s normal workday will be five (5) hours and five (5) minutes. Teacher/Full time Paraprofessionals: 8:15 a.m. to 3:20 p.m.
2. If you just absolutely have an engagement which can not be scheduled after school hours and requires you to leave early, or arrive late secure permission from the principal.
3. Work Days are considered Planning Days. The work schedule is the same (8:15am – 3:20 pm). Teachers may take an hour lunch break. Small children should not be brought to school on workdays.
4. Part-time workers will observe the time indicated on their individual schedules.
5. Those teachers participating in the staff breakfast program may do so between 8:15 a.m. – 9:00 a.m.

### **WORK FOLDERS**

Work folders are required for each student by all classroom and special area. Representative samples of the students’ work, graded, errors corrected by students and dated should be on file. Homework should be filed also using the same format. It is also helpful to include a paper with the approximate heading for incomplete assignments.

Widespread grades of D’s and F are strong indicators that instructional practices may be ineffective or not appropriate for the students’ level.

Papers in the work folders should correlate with your lesson plans and grade books and should be on the child's level of instruction.

The work in a child's folder should be an indication of the child's academic growth over a grading period or longer. It is helpful to get a sample of a child's writing at the beginning of the school year. Then compare it to a sample at the end of the first semester and at the end of the year. There must be a representative sample of all curriculum areas in the work folders.

## SCOTT LAKE HONOR ROLL CRITERIA FOR AWARDS

TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_

Grade level chairpersons will collect this sheet from each teacher as soon as FCAT and SAT scores become available and submit to the Assistant Principal for the purchase of trophies and awards. Grade chairpersons will be responsible for coordinating with their grade level all procedures related to the awards assemblies.

### HONOR ROLLS

<b>GOLD/ (PRINCIPAL'S)</b>	-(Average will be used for determination) 3.5 to 4.0 GPA (All A1A in core subject)
• Academic	
<b>GREEN</b>	-(Average will be used for determination)
• Academic	3.0 to 3.4 GPA
<b>WHITE</b>	-(Average will be used for determination)
• Conduct	3.0 to 4.0 GPA
<b>ATTENDANCE</b>	<b>NO ABSENCES, NO TARDIES</b>

TITLE OF AWARDS	CERTIFICATES	TROPHIES
<b>SCHOLARSHIP (1<sup>ST</sup> THROUGH 5<sup>TH</sup> Grade) Most Outstanding Reading, Writing, Math, Science, Citizenship, Social Studies (All A1A for the year)</b>	<b>2 for each subject</b>	<b>0</b>
<b>FCAT READING (5<sup>TH</sup> Grade) Level 5</b>	<b>0</b>	<b>As needed</b>
<b>FCAT READING (4<sup>TH</sup> Grade) Level 5</b>	<b>0</b>	<b>As needed</b>
<b>FCAT READING (3<sup>RD</sup> Grade) Level 5</b>	<b>0</b>	<b>As needed</b>
<b>SAT READING (2<sup>ND</sup> Grade) Level 9</b>	<b>0</b>	<b>As needed</b>
<b>FCAT WRITING (4<sup>TH</sup> Grade) Level 6</b>	<b>0</b>	<b>As needed</b>
<b>FCAT MATHEMATICS (4<sup>TH</sup> Grade) Level 5</b>	<b>0</b>	<b>As needed</b>
<b>FCAT MATHEMATICS (5<sup>TH</sup> Grade) Level 5</b>	<b>0</b>	<b>As needed</b>
<b>FCAT MATHEMATICS (3<sup>RD</sup> Grade) Level 5</b>	<b>0</b>	<b>As needed</b>
<b>SAT MATHEMCTICS (2<sup>ND</sup> Grade) Level 9</b>	<b>0</b>	<b>As needed</b>
<b>FCAT SCIENCE (5<sup>TH</sup> Grade) Level 5</b>	<b>0</b>	<b>As needed</b>
<b>SCHOOL SCIENCE FAIR WINNER</b>		<b>1</b>
<b>PERFECT ATTENDANCE WITH NO TARDIES</b>		<b>As needed</b>
<b>MOST OUTSTANDING SPANISH</b>	<b>2 per class</b>	<b>2</b>
<b>MOST OUTSTANDING ART</b>	<b>2 per class</b>	<b>2</b>
<b>MOST OUTSTANDING MUSIC</b>	<b>2 per class</b>	<b>2</b>
<b>PHYSICAL EDUCATION</b>	<b>As needed</b>	<b>2</b>
<b>PARENT INVOLVEMENT (See C.I.S.)</b>	<b>As needed</b>	<b>0</b>