



Zephyrhills High School
Staff Handbook
2015-16

School Information

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Zephyrhills, FL 33542**

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ZHS

Mission Statement

The Mission of Zephyrhills High School is to prepare students to become productive, responsible citizens and lifelong learners.

**Pasco District
Vision Statement**

Mission

The mission of the District School Board of Pasco County is to provide a world-class education for all students.

Vision

The vision of the District School Board of Pasco County is that all our students achieve success in college, career and life.

ORGANIZATIONAL STRUCTURE SECTION 1

Zephyrhills High School staff members are organized into work groups, for the purpose of enhancing student success. Within the groups, members are expected to share data and strategies, problem solve, develop common assessments and implement school improvement goals.

Professional Learning Communities / Grade Level Teams

Teachers will be assigned to grade level MTSS teams based upon their teaching assignment for the majority of their day. The purpose of these meetings will be to review data, problem solve, and develop behavioral and academic interventions.

Professional Learning Communities (PLC)

Teachers participate in PLCs based on the subject area taught. ESE-Support Facilitation teachers will be assigned to the subject area PLC in which they provide the majority of classroom support.

Participant Expectations

All staff members are expected to actively participate as part of their assigned grade level team, department, committee and professional learning community.

PLC Expectations and Commitments

- Every teacher is a positive and contributing member of a team (s) that collaborates with a focus on student learning.
- Every staff member honestly and openly confronts any issue that gets in the way of this collaboration or our common goal.
- Every teacher will be involved in developing viable units of study in the content areas they teach and use those units to plan daily lessons in order to ensure that we have established clearly linked standards, learning goals and assessment.
- Every student will know the learning goals they are working on and be given opportunities to assess their progress toward the goal.
- Every team will develop norms and goals that are focused on student outcomes so outcomes can be assessed and shifts in instructional practice can be made.
- Every teacher/team will support timely and focused interventions for struggling and high-achieving students. (Wright, 08)

Meeting Schedule

Please reserve Tuesdays for school-wide meetings. The schedule is as follows:

1st Tuesday – Grade Level MTSS Teams

2nd Tuesday – Faculty / School-wide Grade Level

3rd Tuesday – Leadership Team

4th Tuesday – Committee meetings when scheduled by Chairperson

PLCs will meet weekly on Thursdays during common planning time.

SBIT Team meetings will be on Wednesdays

Leadership Expectations

Committee chairpersons, professional learning team facilitators, and department managers are designated by the principal for the purpose of providing collaborative leadership.

ORGANIZATIONAL STRUCTURE SECTION 1

Committee Chairperson

- Attend monthly leadership meetings
- Develop agenda, keep minutes, sign-in sheets, action plans
- Coordinate communications
- Schedule meetings
- District liaison/submit forms
- Coordinate activities/events
- Create electronic mailing list via Technology Specialist

Department Manager

- Textbooks – ordering/maintenance/inventory
- Order supplies
- Inventory department equipment
- Scheduling/Articulation
- District liaison
- Prolonged absences of teachers (liaison for grades/lessons)
- Be a model classroom/have examples for department
- Coordinate communications within the Departments
- Coordinate review of course cards prior to distribution
- Coordinate student awards/ District contests
- Attend monthly leadership meetings
- Assist with identifying and scheduling PD needs and opportunities for the department
- Schedule and conduct department meetings as needed (suggested at least 1 per semester to discuss budget and special budget request)
- Communicate with administrator overseeing the department

PLC Facilitator

- Facilitate the weekly meetings of the Department PLC
- Facilitate the development and implementation of Standards based Common Assessments matching the rigor of the standards
- Facilitate unpacking of the standards for each course (CPalms)
- Insure use of District pacing maps and course test specifications
- Insure the creation and implementation of goals and scales (OTL)
- Communicate with other PLCs to coordinate peer observations of model classrooms as needed
- Set norms for PLC, appoint or get volunteers for timekeeper and reporter
- Insure attendance and notes are kept electronically via Google docs, shared with supervising administrator. Document must contain: attendance, guiding question, activity, needs for next meeting (Sample provided in pre-planning packet.)
- Communicate needs of the PLC with administrator
- Attend monthly leadership meetings

*All leadership team members may be assigned additional duties as designated by the principal or designee.

ORGANIZATIONAL STRUCTURE
SECTION 1

Assistance Directory

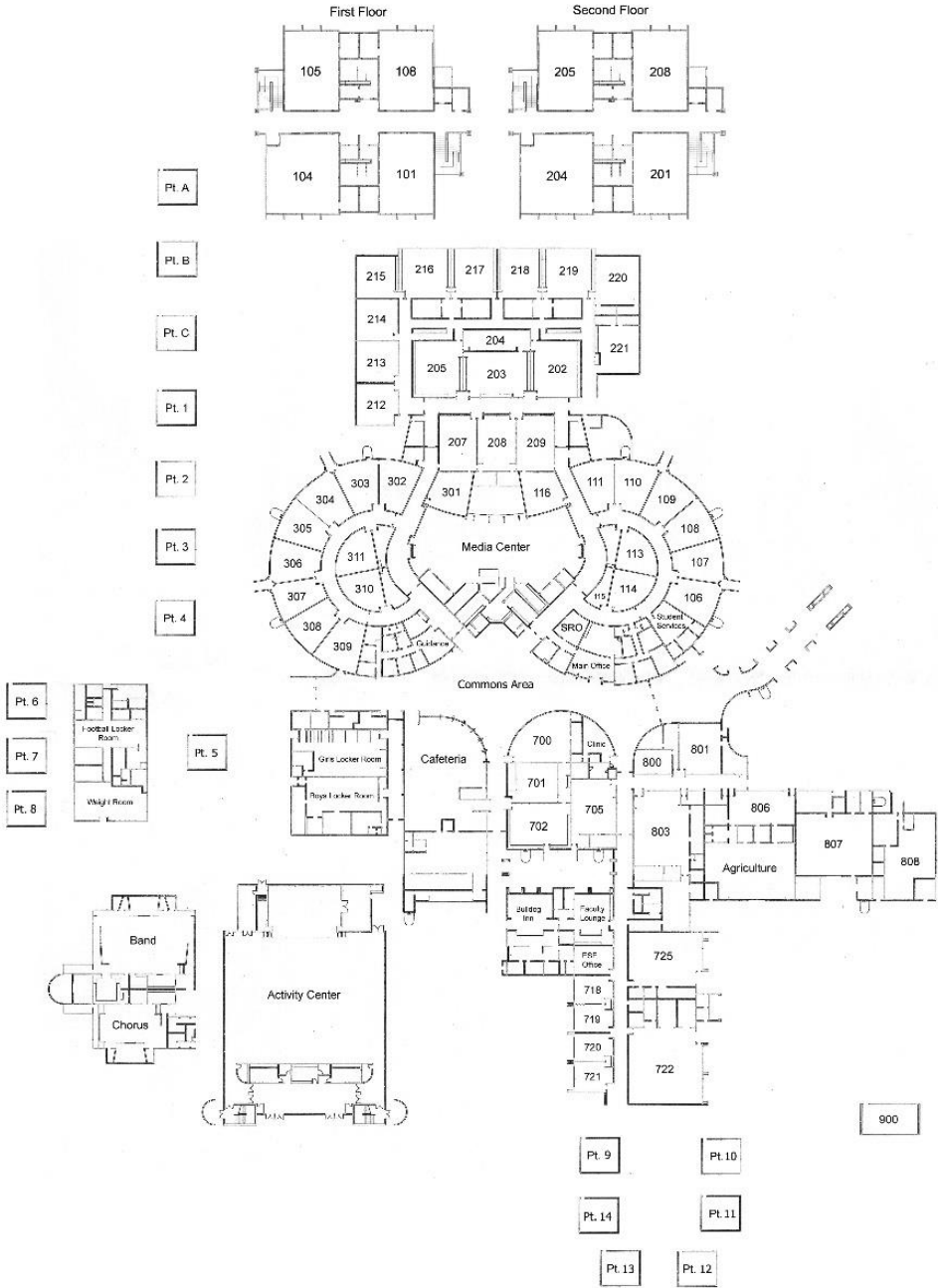
<u>NEED HELP WITH</u>	<u>WHERE TO GO</u>	<u>WHO TO SEE</u>
Admission	102	Mrs. Vaughn
Athletics	506G	Coach Cimorelli
Attendance Issues	105	Mrs. J. Williams
AV Needs	Media	RMA-TBA
PO/Fax	101C	Mrs. Daniels
Check-Out/In	Front Office	Ms. Dyser
Computer needs	Media	Mrs. K. Anderson
Conferences	315	Mrs. Kinsman
Copier Needs	101C	Mrs. Daniels
Counseling for academic and personal problems	315	Mrs. Kinsman
Daily Announcements	209	Mrs. Jody Jones
Discipline Matters	AP for Grade Level	Varies
Drivers License	103	Mrs. Reese
Grade Errors	103	Mrs. Reese
Illness	Clinic	Ms. Spears
Items for Weekly Calendar	105	Ms. Dellanini
Lockers	105	Mrs. J. Williams
Lost and Found	802	SRO
Make-up Work Extended Illness	315	Mrs. Kinsman
Illness and Homebound	314	Mrs. Morris
Military/Vocation Information	Media	Ms. Simons
Notary	101C	Mrs. Daniels
Parking Tags	105	Mrs. J. Williams
Prearranged Absences	101F	Mrs. McCafferty
Pre-Scheduling for School Year	313	Mr. McDermott
Scheduling Student Activities	101E	Ms. Stone
Special Events & Fund Raisers	101E	Ms. Stone
Scholarships	Media	Ms. Simons
Student Records	102	Mrs. Vaughn
Testing (FCAT)	105	Ms. Dellanini
Textbooks	313	Mr. McDermott
Theft Report Forms	802	SRO
Transcripts	102	Mrs. Vaughn
Withdrawals	102	Mrs. Vaughn
Visitors	Front Office	Ms. Dyser

**ORGANIZATIONAL STRUCTURE
SECTION 1**

**ZHS Bell Schedule
2015-2016**

Period	Start	End
1st	7:30	8:25
2nd	8:30	9:20
3rd	9:25	10:15
4th	10:20	11:10
5th	11:15	12:05
6th	12:10	1:00
7th	1:05	1:55

ORGANIZATIONAL STRUCTURE SECTION 1



STAFF INFORMATION SECTION 2

Work Hours

The duty hours for instructional staff members are 7:15 am to 2:45 pm. It is the policy of the Pasco County School Board for all personnel to sign in and out. Staff must also designate appropriate leaves on time/payroll sheet. Please sign in by 7:15 each morning. Non-instructional staff hours will vary, based on the individual position. Please see your supervising administrator to clarify the work hours for your specific position.

Employees should be in their respective classrooms or offices before and after the students' school hours in order to assist students in any way possible. Please be in your area by 7:25 am. Special duty assignments, such as corridor and bus duties, may cause slight variation in regular duty hours.

Overtime

Hourly (non-exempt) employees who are not exempt from overtime are not permitted to work in excess of their regular working hours or outside of their regular working hours, e.g., with remote access, without obtaining permission from an administrator prior to working the extra time. Permission will only be given when needed to address time-sensitive projects/work.

Sign-In Procedures

It is your professional responsibility to sign-in each morning and sign-out when leaving in the afternoon. State audits require that our staff follow this procedure each day. Staff may not sign-in for the entire week. Hours must be totaled at the end of each week and staff must sign the sheet verifying the hours. Failure to properly sign in may cause errors in your paycheck.

Requesting Permission to Leave Campus During the Day

It is necessary to know where teachers are during the day because of incoming calls, emergencies that could arise and for liability purposes. Requests to leave during the day should be minimized and used only for emergency situations. If you do need to leave, you must obtain permission from your administrator before leaving campus. Once permission is granted, sign-out with the principal's secretary. You must sign-in again if you return on the same day. Failure to follow these procedures may subject you to disciplinary action. **Instructional staff members are not allowed to leave the campus for lunch.**

Lunch on Planning Days

Staff may select a work schedule on planning days that includes either a ½ hour or a 1 hour lunch. Teachers and staff are permitted to leave the campus for lunch on planning days.

Attendance

Regular attendance is an essential function of every Pasco County Schools position. Satisfactory performance is characterized by being at work a sufficient number of days to accomplish the essential tasks of the position without having to distribute to other employees or to delay those essential tasks. Satisfactory performance is generally characterized by not exceeding, during an annual period, the combined number of sick or vacation days, which are earned by an employee during that period with the exception of approved FMLA or other district leaves. While unexpected illnesses or other circumstances, which may entail prolonged absences, are understandable, frequent absences and/or questionable absences which result in hardship to other employees or which result in the delay of essential tasks can result in documentation of unsatisfactory performance.

STAFF INFORMATION SECTION 2

Absentee Procedures

Please refer to the AESOP Employee Quick Reference guide for the procedures required when you are going to be absent.

Personal leave and professional leave forms should be completed in advance of the absence. Temporary duty or professional leave forms must be completed at least 10 working days in advance of absence.

If you know you are going to be absent the day before your absence, leave detailed plans in your mailbox. If you would rather leave the plans in your classroom, please leave instructions regarding the location of the plans and the substitute folder in your mailbox. If plans are sent to the school in the morning, please have them placed in your mailbox. The substitute folder should include seating charts, class roster, your duty assignment, your lunch period, activity period instructions/coverage, and any special instructions you have regarding your classroom.

Emergency Absence

It is very important for teachers to call AESOP before 6:00 AM. A substitute may not be available for you if you call later than this time.

You should also notify the school by calling the front office at (813) 794-6100 after 7:00 AM. You may also email the principal's secretary.

Non-instructional staff must also notify the school by calling (813) 794-6100. Custodians should notify the plant manager and food service personnel should notify the cafeteria manager.

Emergency Lesson Plans

Five days of emergency plans must be completed and turned in to the sub coordinator by the end of the first week of school. The lesson should be enough to engage students for a complete class period. Do not rely on a substitute teacher to pick up a video from the Media Center. Copies of student worksheets should be made in advance. Emergency plans should be replaced when used by a substitute.

Temporary Duty/Professional Development/Off-Campus Meetings

Temporary duty may be approved for professional development, district meetings, competitions, field trips, etc. Such activities require administrative and, sometimes, district approval. Any request for temporary duty that involves additional expenses such as registration, hotel, per diem, etc. must include a written budget. The written budget must be presented to the supervising administrator in order for the request to be processed. No encumbrances may be made until the request is approved.

Temporary duty will be denied once a staff member has reached 10 days of missed work regardless of the reason. This includes partial days. Staff may ask for administrative review to consider special circumstances.

Leave that Requires Out-of-County Travel

All out of county travel must be approved in advance by the superintendent or designee (including all overnight sporting events). Staff should work with the activities administrator to

STAFF INFORMATION SECTION 2

generate a letter of request providing all the required information. No other paperwork may be completed or checks issued until the final approval is received.

Coaches who are traveling to an out of county contest are also required to complete a leave form for out of county travel.

Leaves of Absence

There is specific contract language regarding leaves of absences. It is your responsibility to review and understand leave policies. Ask the principal's secretary if you are unsure about what you need to do regarding an absence or leave.

Vacation requests for Year-Round Employees

Vacation time requests for year-round employees are to be submitted to the principal for approval. A schedule may be developed based on staff requests and school needs. A conflict in dates will be settled using seniority within job categories. Vacation time requests will only be approved if received with two weeks prior notice and if the requested dates do not conflict with an already approved leave.

Comp/Flex Time

Compensatory time can be granted upon mutual agreement between the principal and staff. Terms and conditions relating to the implementation of such compensatory time shall be mutually agreed upon at the time it is granted. Compensation time can't be banked for use all at one time, and must be used within the current pay period. Comp time cannot be used during student contact hours.

Keys/Locking Doors/Alarm System

Teachers are assigned keys to the classroom. **Keys are the responsibility of the teacher and should not be used by students or any non-employees.** Duplication or unauthorized possession of any school key will be considered a serious misconduct on the part of the employee and may result in disciplinary action.

Parking/Parking Lot

The staff parking lot is located in the front of the school and the first two rows of the Activity Center parking lot. Teachers must display their faculty parking decal while parked on campus. All vehicles must be parked in designated parking lots. Any vehicle parked otherwise may be subject to towing. It is advisable to lock your vehicle at all times and not to leave anything valuable in sight. The school may not be held responsible for stolen items or damage to vehicles.

Teacher Workrooms

Teacher workrooms are located throughout the building. Copiers are located in some workrooms for teacher use. Reams of paper are available for the duplicating machines and printers. Do not take paper for personal use. Your cooperation in keeping these areas clean is appreciated.

Students are not allowed in workrooms. Because of confidentiality, students are not allowed to pick up mail for teachers in the workroom.

STAFF INFORMATION SECTION 2

Duplication and Copy Work

Copy machines are available for use in several locations in the building. Each department will be assigned a code to enter and the number of copies available for use. If a department uses the total copy allotment, additional copies may be requested through the supervising administrator.

Smoke-Free Campus

July 1, 2016, Zephyrhills High School will become a smoke and tobacco free school. This means that employees and visitors may not use tobacco products in the buildings or on any outside grounds, including after hours.

Internet and Email Usage

It is mandatory that all staff check their e-mail daily for messages and announcements. Computer usage (e-mail, internet, etc.) is for appropriate school business. Faculty members that abuse the district's electronic use policy are subject to disciplinary action that may result in termination. This policy can be found in the Media Services section of this handbook.

It is highly recommended that staff do not utilize personal social networking accounts such as MySpace, Facebook, etc. for school activities. School staff should be mindful that the content of personal web pages and websites may result in disciplinary action.

Mail & Courier Services

A school mailbox for each employee is provided in the main office workroom. Memos, US mail, courier mail, and messages will be placed in mailboxes daily. It is mandatory that employees check their mailboxes upon arrival and if possible during the day or before departing. **Mailboxes may only be used for school business.** Courier service between schools and the district office is available. The drop off for both mail and courier is located in mailroom.

Telephones

Telephones are available for teacher use in each classroom and throughout the school. Please do not send students out of class to use the phone during class periods. If the teacher feels it is necessary for a student to make a phone call during the class period have them use the phone in your classroom.

All long distance telephone calls require you to enter your social security number. **Long distance should not be used for personal phone calls.** At the end of each month teachers will be asked to verify all long distance calls. Calls to information are billed to the extension from which they are made. Each call to information is billed at \$0.25.

Staff members may use their personal cellular phones during non-student contact time and in private areas. Teachers and staff may use their cell phones during planning time, breaks, or lunch. Be discreet when using a cell phone since we do not allow students to use them during the school day. **Personal calls during school time should be kept to a minimum.**

STAFF INFORMATION SECTION 2

MAKING A CALL

Within the school or district	4	-	four digit extension
New schools opened after 2006	6	-	four digit extension
To a local number	9	-	area code - telephone number
To a long distance number	9	-	1 - area code - telephone number - your SSN (<i>for school use only</i>) (<i>Be sure to log the purpose of the call</i>)

Fax

We have fax services available and the number is 727-246-4091. **The school fax should be used for business purposes only.**

Textbooks

Teachers are responsible for keeping track of textbooks. When textbooks are issued to students, textbook cards should be used to track issued textbooks. Teachers are also encouraged to initial textbooks as they are issued. At the end of each year, teachers are responsible for providing their department manager a list of all students who have failed to return their assigned textbook. Department Managers compile this list and turn it into the Assistant Principal in charge of textbooks.

All lost textbook monies must be paid to the textbook coordinator by the student who has the book(s) before replacement books are issued. Damaged books must be kept and turned in to the county textbook coordinator for credit. All requests for new books should be made to the department chairperson, who in turn will make the request to the textbook coordinator. The textbook coordinator is the Assistant Principal in charge of textbooks.

School Announcements

Announcements to staff may be put in a principal's e-mail message, announced at faculty meetings, at leadership team meetings, or on the school calendar. Flyers relating to school activities may also be placed in the individual staff mailboxes. Last minute changes will be sent out in an e-mail, included on the news program, or by an intercom announcement. Any flyers or posters must be approved by the administration **PRIOR** to its distribution or display.

The news show will air the first ten minutes of 1st period. These announcements are very important and all classrooms should view them daily. Afternoon announcements to students will be made during the last five minutes of school via the intercom system. During the school day, only emergency announcements will be made via the intercom such as cancellation of practice due to inclement weather. At no time will announcements be made to find or release students except for school-wide events. Before school, the intercom system will be used to make announcements. During the school day, announcements will be televised on the school news show scroll.

Visitors

All authorized visitors (i.e. guest speakers, mentors, club sponsors, etc.) to the campus must sign in at the main office and receive a visitor pass. Family members are considered visitors and must check-in at the main office to obtain a visitor pass. Students may not have visitors or bring guests to school. Visitations by parents, guardians, or others that are part of a school activity is limited to prearranged time frames and must be done with no less than one day notice.

STAFF INFORMATION SECTION 2

Former students should not be visiting on campus during student contact hours.

Staff should not bring children to school who are sick in lieu of staying at home. You must take leave instead of bringing them to work.

Press Releases and Community Publications Policy

Faculty members are encouraged to submit news articles about class or club activities on a regular basis for publishing in the school newsletter. News and accolades can also be given to the activities assistant principal for release to the print and news media. The administration should be notified any time a reporter or photographer is visiting the campus and the person must obtain a visitor pass. Before allowing students to be in any photograph or publication, please check with the registrar to see if the parent has signed prohibiting the student from participation in media publications.

We have established the following policies in order to assist our community in promoting programs, events, and activities available in the community that are beneficial to students and their families:

- Only programs, events, or activities that are deemed to be positive, safe, healthy and age appropriate in nature will be allowed. Any flyer promoting an activity or program that would require parental approval or promote an unsafe activity will not be accepted. In addition, advertisements that adversely single out a particular group of students, or have disruptive impact on the educational environment will not be accepted. Approved fliers will be made available to students in the media center for a one-week period until the supply is gone. Posters will not be accepted. Fliers must be no larger than 8 1/2 by 11.
- No announcements will be made via the intercom, television, or message board.
- The principal and/or her designee has final authority on such matters.

Letter Writing and/or Political Correspondence

Students may not be requested to write letters on behalf of a political idea supported by the teacher. There may be some activities where students request involvement or the letter writing is a normal part of the curriculum. In such cases, administration should be informed. All letters must be proof read in advance. Students should not be encouraged to e-mail since there is no way to screen their response for appropriateness. Staff may not use school letterhead or use of the school name for personal or political correspondence.

STAFF INFORMATION SECTION 2

Staff Injury

Any staff experiencing an accident during normal duty hours must report the accident to administration in writing within 24 hours following the accident in order to be covered under Workmen's Compensation.

All injuries or illnesses in the line of duty should be reported to the school nurse and principal's secretary as soon as possible. Such injuries or illnesses will be reported to Workmen's Compensation and the Superintendent within 24 hours of such notice. The employee must see a designated physician through Workmen's Compensation. The principal's secretary has the list of doctors.

Emergency Drills

During the year, unannounced evacuation drills will be conducted. The law requires emergency drills be conducted every month. Emergency procedures and evacuation routes **MUST** be posted in every room. Emergency procedures are outlined in the emergency plan flip chart.

Emergency Procedures

Everyone on staff receives the school's emergency flip chart. It is the responsibility of each staff member to understand these procedures and be ready to react quickly and responsibly.

The flip chart is to be kept in a location that will provide instant access in the event of an emergency. All flip charts should remain underneath the phone in each classroom and office.

Hurricane and Tropical Storm Information

The superintendent works closely with the Pasco County Emergency Operations Center to make informed decisions regarding school closures during severe tropical weather conditions. Due to the often unpredictable, yet slow nature of these storms the decision to close schools will be delayed until absolutely necessary. The anticipation of local flooding may require the opening of shelters, which is independent of school closures. All staff are expected to be in attendance unless the superintendent officially closes all schools. On occasion, the announcement for school closures occurs during evening hours or on a weekend. Pay attention to television and radio reports. The superintendent or principal may record a message that is sent to your home phone number.

In order to assist the county with safeguarding the citizens of our community, Florida Statute 252.38(10), Emergency Management Powers of Political Subdivisions, requires that:

During a declared state or local emergency and upon request of the director of a local emergency management agency, the district school board or school boards in the affected area shall participate in emergency management by providing facilities and necessary personnel to staff such facilities.

Firearm Possession

The possession of any firearm by other than authorized law-enforcement personnel is prohibited on any district property or at any district-sanctioned activity.

Lost and Found

All lost and found articles are turned in to the School Resource Officer.

**STAFF INFORMATION
SECTION 2**

Flower and Gift Fund – Sunshine Committee

The Flower and Gift Fund is created and maintained in an effort to promote goodwill within the school community. The fund is designed to benefit all **contributing** administrators, faculty and staff of Zephyrhills High School. Dues for one academic year are \$10.00 per person. Monies collected will be used for the following:

Flowers and Gifts:

- a. Death in immediate family (the parents or children of contributing member): \$25-\$35 plant or flowers sent to home.
- b. Retirement: Completed a minimum of 6 years of service in Pasco County and a total of:
 1. 10-19 years in education-engraved 8x10 plaque and gift certificate (minimum \$1 for each year of service)
 2. 20-29 years in education-engraved 8x10 plaque and gift certificate (minimum \$1 for each year of service)
 3. 30+ years in education-engraved 8x10 plaque, retirement dinner, gift certificate (minimum \$1 for each year of service)

STAFF DRESS CODE SECTION 3

ZHS Professional Dress Code

Personal appearance is an influencing factor in one person's response to another. Staff must meet the community expectations of professional appearance and demeanor at all times. It is the responsibility of each employee to come to work in attire, which will enhance his/her self-image with students and colleagues.

Our Superintendent, has asked all building level administrators to address the importance of professional dress. He has asked us to relay his thoughts that as educators and school support staff, we are professionals and our dress code should reflect our position in society. Below are the set ZHS Professional Dress Code expectations.

Standard Professional Dress for Men

- Men are encouraged to have shirts (school logo shirts, dress shirts, polo with collar) tucked into their pants. Although ties are not required, they are the most professional look in the workplace.
- Jeans (to include pants, shorts, skirts, and dresses), shorts (length appropriate & modest in fit), and t-shirts are not appropriate for regular school days, but can be worn on planning days (unless specified otherwise), and field trips/field days as appropriate for the location and audience of the activity.
- Unless you teach PE, casual lounge wear or athletic attire is not appropriate for the workplace on regular school days.
- Attire that contains inappropriate advertisements, symbols, or words/phrases is not appropriate at any time.

Standard Professional Dress for Women

- Length of skirts and dresses should be modest and appropriate. These garments should not be more than two inches above the front and the back of the knee. Please give consideration to how high the garment hikes up when you are seated.
- Dress pants are appropriate. Tailored slacks that end at the knee or ankle OR cropped slacks between the mid-calf and the ankle are professional and appropriate. Cotton capris, shorts that end at the knee, tights, stretch pants, or casual beach pants (regardless if they end at or just below the knee) are not appropriate.
- Other inappropriate clothing items include: very sheer fabrics, clingy garments, low cut shirts or blouses that expose cleavage, tank tops, garments that expose the abdomen, the back, or undergarments.
- Jeans, shorts (length appropriate & modest in fit), and t-shirts are not appropriate for regular school days but can be worn on planning days (unless specified otherwise), and field trips/field days as appropriate for the location and audience of the activity.
- Unless you teach PE, casual lounge wear or athletic attire is not appropriate for the workplace on regular school days.
- Attire that contains inappropriate advertisements, symbols, or words/phrases is not appropriate at any time.

STAFF DRESS CODE SECTION 3

Shoes

- Shoes that cover the foot are safest and the most professional; however, some slides/mules and/or open toed sandals may be very professional looking. If athletic type shoes are worn, they must be appropriate in style and a condition that reflect a business, not a sports look (ie: black leather vs. canvas athletic shoe).
- Sneakers, flip-flops, and casual sandals are not considered professionally appropriate. Some Birkenstocks fall into this casual sandal category. They may be worn only during planning days, unless specified otherwise. Sneakers may also be worn on field trips/field days as appropriate for the location and audience of the activity.
- For teachers with a physician-documented, foot related problem, sneakers may be acceptable.

Agriculture Teachers

Appropriate jeans may be worn but cannot be ripped/torn, and must be clean looking in appearance.

Physical Education Teachers

Appropriate athletic attire (including t-shirts, shorts, athletic pants) may be worn but cannot be ripped/torn, and must be clean in appearance. Sneakers can be worn.

Non-Instructional Staff

Non-instructional staff working in instructional areas and office staff will follow the same guidelines as listed previously. Custodial and cafeteria staff will dress appropriately for their jobs.

School Activity Days & Special Occasion Days

School, class, and athletic t-shirts are to be appropriate for the special activity/occasion. Such occasions are announced in advance. Jeans and/or shorts and/or sneakers are not to be worn unless announced in advance.

Planning Week & Planning Days

These days are less formal in dress, unless specified otherwise. Jeans (in good appearance), shorts (length appropriate & modest fit), capris, and sneakers may be worn when there are no activities planned that would require more formal attire.

Orientation Day

Standard professional dress code (previously described) must be worn by all staff on the Student Orientation Day(s) that occurs before and/or during the planning week at the beginning of the school year.

Open House Activities & Other Parent Night Activities

Standard professional dress code (previously described) must be worn by all staff unless announced otherwise and/or posted in advance.

STAFF DRESS CODE SECTION 3

Professional Development (In-services, workshops, trainings)

Staff is expected to wear standard professional dress to all on- and off-campus professional development, unless specified otherwise. A listing of “casual” on a flyer means business casual and the standard school code would be appropriate. Jeans nor shorts may be worn unless specifically stated as appropriate and confirmed by the participant in advance.

Body Piercings & Tattoos & Hair Styles

Restricted only if it is offensive to community standards according to SBPC Professional Appearance Policy.

Identification Badges

Staff must wear identification badges at all times on campus.

The School Board of Pasco County Bylaws & Policies - (#3216) Professional Appearance

This policy states that “The Superintendent and the worksite supervisor in the worksites of the District are authorized to make such further reasonable regulations as they deem necessary in order to properly implement and carry out” their professional appearance policy. Reasonable regulations may be adopted on items such as clothing, visible tattoos, piercings, and hairstyles that are deemed by the community as unprofessional.

Therefore, if ZHS Administration has to address a staff member regarding professional dress, we may take the following actions:

- Meet with staff member, document conference, provide a copy of a dress code, and provide appropriate garment if available, or send the staff member home to change clothes.
- Meet with staff member, document conference, provide a copy of dress code, and develop an Action Plan to rectify the concern.

Multiple infractions may result in further disciplinary action.

FACULTY & STAFF ASSESSMENT SECTION 4

Assessment is an appropriate, continuous and cooperative process involving teachers and administrators, which is designed to assess the quality of instruction in order to improve education. The District assessment system is based on current research on effective teaching practices, effective schools literature, managing productive schools literature and the Educator Accomplished Practices established by the Florida Education Standards Commission.

Teaching is a multifaceted process that requires not only knowledge of the subject matter but also skills to insure the material is presented in an appropriate manner. Additionally, because the teacher is a role model for students, there are other areas that need to be reviewed as a part of the teacher assessment process. Appropriate documentation is required to insure the process is taking place within the guidelines established by Florida Law and Pasco County Board of Education procedures. The established procedures for teacher evaluation are:

1. Development of a Individualized Professional Development Plan. 2. Observation(s) culminating in completion of a Teacher Assessment instrument.

Teacher Assessment

The Marzano Framework is used as the platform for teacher evaluation in Pasco County. Teachers are evaluated on Domains 1-4. Teachers are also required to complete a Deliberate Practice Growth Plan. Please refer to the Master Contract for more information on the evaluation process.

Walkthroughs

The use of walkthroughs by peers and the school's administration is not an evaluation tool. The walkthrough observation is a non-threatening, non-evaluative approach that provides gives a quick snapshot of student learning. The snapshot is used to engage teachers in dialogue and reflection about how to improve teaching through the sharing of best practices.

Certification

It is the responsibility of a teacher to keep their Florida educator's certificate current. Teachers must provide a copy of their certificate to the principal's secretary. You may obtain forms for application, extension, or renewal from the principal's secretary or the human resources department. Failure to keep certification current will result in termination of employment in the district.

Assessment of Student Performance

Each instructional staff member is responsible for demonstrating student performance gains at all levels. The teacher must use the data as reflected by the required state assessment instruments and those processes identified by the district for assessment in areas not measured by the state assessment programs.

SRP Evaluation

The formal evaluation occurs during the second semester of the school year. The worksite supervisor or designee making the evaluation will meet with the SRP to discuss the employee's performance. After the discussion, the SRP will receive a copy of the assessment instrument. An employee may be assessed more frequently when a need for improvement is identified by the school's administration.

SRP EVALUATION FORMS

MIS #321 Non-instructional Personnel Assessment Form

In general terms the nine (9) dimensions listed on MIS Form #321, may be defined as follows:

Quality of Work

Satisfactory performance is characterized by work that is complete, accurate, within timeliness, and results in no more than a minimal amount of rework.

Quantity of Work

Satisfactory performance is characterized by the accomplishment of essential job tasks which have been set or which are expected for the position. Quantity of work may be measured in the completion of specific numbers of tasks on a routine basis, or the completion of specific tasks to which the individual has been assigned, and may include the completion of tasks within specific time frames. Quantity of work may also be measured by time- on-task behavior during work hours, as opposed to non- work related or social activities, which are engaged in by an employee during work hours.

Work Attitude

Satisfactory performance is characterized by behavior at the work site which is viewed by colleagues, subordinates, and supervising administrators as being positive and productive in nature. Work attitude may be considered in terms of on-task behavior during work hours, verbal and/or nonverbal messages which are given to others, and readiness to exceed the minimum which may be required to accomplish a task.

Reliability

Satisfactory performance is characterized by work that is consistent as well as competent over time. Reliability may be considered in terms of the record of an individual in accomplishing those tasks to which he or she is assigned, whether those tasks are of a routine or are of a unique nature.

Cooperativeness

Satisfactory performance is characterized by working effectively with others, both within the department and with other employees, applicants, or members of the public. Cooperativeness may include the degree to which an individual exhibits behaviors which demonstrate problem solving, working with others to accomplish a departmental or system task, or willingness to take on or assist with a task which is assigned by a supervisor.

FACULTY & STAFF ASSESSMENT SECTION 4

Health

Satisfactory performance is characterized by the ability to accomplish the essential tasks of a position, by having the stamina and the mental and physical ability to do so over time.

Personal Appearance

Satisfactory performance is characterized by maintaining a personal appearance, which is consistent with the educational profession. Satisfactory performance is characterized by dress that is professional in nature, and does not include casual or unkempt attire. Fashion trends notwithstanding, clothing, which is too tight, too revealing, too suggestive, or which is generally considered to be out of place at the work site is not to be worn during normal work hours. However, special events or special days may call for the wearing of special casual attire.

Gets to Work on Time

Satisfactory performance is characterized by arriving at the individual's work station by the established starting time for the position, and includes arrival back to the work station after breaks and after lunch by the established times. Getting to work on time also includes beginning to work on time, as opposed to arriving at the work site and spending time on non-work related or social activities.

Attendance

Satisfactory performance is characterized by being at work a sufficient number of days to accomplish the essential tasks of the position without having to distribute to other employees or to delay those essential tasks. Satisfactory performance is generally characterized by not exceeding during an annual period the combined number of sick or vacation days, which are earned by an employee during that period. While unexpected illnesses or other circumstances, which may entail prolonged absences are understandable, frequent absences and/or questionable absences which result in hardship to other employees or which result in the delay of essential tasks can result in documentation of unsatisfactory performance. (Provisions of FMLA, ADA, Workers Comp., etc. must be considered.)

The descriptions above are not meant to be exhaustive, but rather to provide general descriptions for each item on the evaluation form. Supervisors may provide additional information or descriptions that are specific to certain positions and/or areas of assignment.

**FACULTY PLANNING &
CLASSROOM RESPONSIBILITIES
SECTION 5**

Classroom & School Responsibilities

- The primary responsibility of the teacher is to teach students the course curriculum from the beginning of the class period to the end of the class period every day.
- Teachers are to be at their doors five minutes before the students arrive in the morning.
- When a class is in session, the teacher is to be in the room at all times.
- A teacher shall inform the main office to arrange for supervision during their absence if an emergency arises.
- No student may be left unsupervised during the day, lunch periods, or while participating in extracurricular activities.
- The teacher has the responsibility to maintain discipline in the classroom, follow the school-wide discipline plan and be consistent with school expectations. A student should not be removed from a classroom without administrative approval. Students may not be left unattended in the hall or outside a portable.
- Students should be in compliance with the dress code. It is the teacher's responsibility to report violations to Student Services office.
- Teachers supervising activities that have special potential for accidents or injury should provide adequate orientation and training for the students. First aid training is recommended and available at no charge.
- Supervision of students is the responsibility of everyone. During class changes, all teachers must be at their doors or in designated supervision areas actively supervising students. Failure to comply with an assigned duty may lead to disciplinary action.
- If the class is meeting in an alternative location (i.e. a computer lab, media), the teacher must notify the front office and a sign should be posted on the regular classroom door to notify students where the class is meeting.

Classroom Maintenance

An attractive classroom provides for a positive learning environment. Our custodial staff will clean the classrooms daily. Students should pick up paper and remove marks from the desks. Chairs should be stacked in the appropriate classrooms. Any repairs needed in your classroom should be reported to the [Plant Manager via e-mail](#). Please note that artwork and teaching materials shall be permitted to be attached directly to the walls and shall not exceed 20 percent of the wall area. Please note that objects should be attached directly to the walls using command removable adhesive.

**FACULTY PLANNING &
CLASSROOM RESPONSIBILITIES
SECTION 5**

Lesson Development

Teachers will develop lessons that:

- Engage students in rigorous and relevant curriculum that provides a supportive structure for all learners;
- Incorporate best practices to improve student achievement and retention;
- Develop interdisciplinary and thematic units;
- Enhance student study skills;
- Improve FSA skills in mathematics, reading, science and writing;
- Develop and provide students with traditional and alternative assessments;
- Connect the relevancy of the material with life experiences and career applications;
- Practice job preparation skills including technical reading, writing and verbal communication, mathematical applications, group cooperation and leadership skills;
- Assign homework that reinforces newly acquired skills, prepares students for anticipated classroom activities, and/or extension activities that require students to apply information they've learned using research and problem-solving skills;
- Develop special events or extended activities that enhance the curriculum;
- Increase the opportunities for students to use technology;
- Recognize and stress character education.

Syllabus

A course syllabus should be posted on CANVAS with paper copies available to students during the first week of class and for parents during open house or conferences. Your assigned administrator must approve the syllabus during the pre-planning week before it is distributed. A rubric/self-analysis form will be made available to teachers during the planning week to assist in the development of the course syllabus. A class syllabus should include but is not limited to:

- Course title and teacher's name;
- Description of the class with a list of performance outcomes;
- Grading policies including make-up and late work;
- Information regarding any cumulative tests, special projects, and/or activities including grading and timelines;
- Information on how the student can get extra help;
- Suggestions on how the parents can be involved (i.e. reviewing weekly vocabulary words, checking the student folder daily for homework assignments);
- The policy for academic dishonesty;
- Information on how parents can contact the teacher.

Lesson Plans

Teachers are required to prepare lesson plans in advance for all classes they teach. There are several acceptable methods of planning. Lesson plans are to be maintained and up-to-date and must be consistent with county curriculum guides.

Lesson plans are legal documents that must accurately reflect the actual instruction going on in class. If a teacher decides to change activities for that period, either the old plan must be modified or a new plan prepared.

FACULTY PLANNING & CLASSROOM RESPONSIBILITIES SECTION 5

Suggested templates for lesson plans are available in the Staff section of the school website. A copy of the lesson plan must be submitted electronically to the supervising administrator weekly. The teacher's copy of the lesson plan should be maintained in the classroom. Administrators may ask to review the plans while visiting classrooms. Lesson plans should include the following:

- Learning Goal/ Targets/Learning Scale
- Florida Standards
- Learning Activities/Activating & Teaching Strategies
- Summarizing Strategies
- Modifications and Strategies for ESE, 504 Plan and ESOL students (a legal requirement)
- Materials and Supplies (text and page numbers denoted)
- Evaluation/Assessment Strategy

Instructional best practices should be apparent to classroom visitors. Evidence will include: posting an essential question related to the lesson being taught, use of graphic organizers, displaying student work, use of innovative teaching techniques, vocabulary development, a literacy rich environment, activation and summarization strategies, and use of grading rubrics.

Teaching Interns

A pre-service teacher submits an application for internship to the Human Resources Department. The applicants are placed at schools throughout the district. Once an intern is placed at the school, the department manager functions as a liaison for the principal. He/she will oversee the intern related to school obligations. The supervising teacher will be responsible for all grading. He/she will be responsible to see that the intern fulfills all requirements related to the program. Interns should adhere to all teacher expectations.

Classroom Management

Assumptions

In order for the school program to run smoothly, everyone must do his or her part in maintaining discipline. All teachers should strive to establish effective and firm discipline control within their own classroom settings. Teaching can only take place when effective behavior management systems are in place.

Teachers should make every effort to be fair to all students and to avoid the possibility of being accused of showing favoritism. Personal dignity, self-confidence, and self-control are important in teaching. Through proper administration of classroom management, the loyalty, confidence, and respect of students will be gained.

Student time on task generally equates to increased achievement. Students can be more readily accountable if they are fully aware of expectations. Idle class time is directly proportional to the level of inappropriate behavior.

**FACULTY PLANNING &
CLASSROOM RESPONSIBILITIES
SECTION 5**

Daily Routine

Remember: A well-planned lesson may be the best way to minimize inappropriate behavior. Plan a routine activity to take place during roll call/ announcements so that instruction begins promptly. Also, provisions should be made for planned activities for those students who finish their work early.

Classroom Rules

The classroom environment is the blueprint for a student's success! School-wide expectations should be posted and enforced in all classrooms. Any additions to these expectations must be included in the teacher syllabus. Upon administrative approval, these additions should be posted and completely explained to the students.

Academic Information

Grading Scale

The following scale will be used to determine grades each quarter:

A	(90 - 100)	(4 points)
B	(80 - 89)	(3 points)
C	(70 - 79)	(2 points)
D	(60 - 69)	(1 point)
F	(0 - 59)	(0 points)

Reporting Student Grades

Parents must be notified in writing at any time during a grading period when it is apparent that the student may fail or is doing unsatisfactory work in any course or grade assignment. This shall also apply to conduct. No student shall receive an unsatisfactory conduct grade if parents have not been notified. The opportunity for a conference with the teacher or principal must be provided to the parent prior to a student receiving a failing grade. Students will be graded on a 9-week basis. Progress reports will be issued four times yearly in-between grading periods for all students.

PROGRESS REPORTS

September 23, 2015
November 18, 2015
February 17, 2016
May 4, 2016

REPORT CARDS

October 29, 2015
January 21, 2016
March 31, 2016
June 10 (eSembler) 15 (mailed), 2015

Senior Grades for quarter 4 will be collected May 26, 2016
PMP collection is May 27th for Science

A grade of incomplete must be corrected by the teacher within 10 days after the grading period ends. An incomplete does not automatically become an F.

**FACULTY PLANNING &
CLASSROOM RESPONSIBILITIES
SECTION 5**

If it is necessary for a teacher to change a student’s grade after submission for report cards, the teacher should submit the student information in writing, on a grade change form, to the Data Entry Operator. The records in eSembler must also be updated by the teacher to match the grade change submitted.

Esembler and Grading

Evaluation of student progress, attendance and grade reporting is one of the most important responsibilities for a teacher. Attendance must be recorded each period by secondary teachers for FTE accuracy and audit purposes. Student grades and attendance will be maintained on the computer using the web based program eSembler. Parents may monitor student progress using this program. Teachers must update these records within a reasonable amount of time, generally within one week of receiving the assignment, with the exception of additional time for larger projects. Staff may choose to keep additional student data by using a standard grade book; however, posting to eSembler is mandatory.

Teachers must have grades well documented so that parents and students have evidence of how a grade was earned. Grades must be kept in a logical and understandable manner. Keeping in mind that a teacher's eSembler grade book is a legal document, the following information **must** be maintained:

- Absentees and tardies for each class period every day;
- Grades should be clearly labeled or identified using a numerical value;
- Grades must be in accordance with the county adopted grading scale;
- The final numerical average for each grading period must be posted under the proper heading (i.e. progress report, quarter, semester, year average, semester exams).

A minimum of nine graded assignments (approximately one per week) should be given and recorded. Large projects should be broken into several parts due at different times so that the earned quarter grade is not based primarily on just one grade.

An explanation for the calculation of grades should be noted so that an administrator or parent can easily interpret it. Administrators have access to grade books online and may review them periodically for compliance purposes.

Transfer Students

Students enrolling at our school during the quarter may receive an incomplete grade until the transfer grade is received. The registrar will maintain a book of transfer grades. It is the teacher’s responsibility to obtain transfer grades and to update the incomplete “I” using a grade change form provided by the data entry operator. The incomplete grade must be changed by the end of that semester. All possible efforts will be made by the guidance department to attain transfer grades in a timely manner for teachers.

Student Progression Plan

The Student Progression Plan (SPP) is designed to support the philosophy and goals of the District School Board of Pasco County. It can be viewed or downloaded from the District website.

**FACULTY PLANNING &
CLASSROOM RESPONSIBILITIES
SECTION 5**

Classroom Interventions

Classroom interventions should be instituted for student misconduct of a less serious nature. Some suggestions: direct eye contact, verbal correction, assigned seat, withdrawal of classroom privileges, assignment of detention, parent contact or conference, conference with student and administrator. It is suggested that you keep a record of your interventions. Teachers should document interventions and parent contacts in SWITS. Please refer to SWITS procedures provided during preplanning week.

Office Referral Procedure

In the case that a student's behavior has become unmanageable and teacher interventions have not been successful, then a referral to the office is appropriate. Please refer to the Discipline Flow Chart for classroom vs office managed incidents. Only one student should be reported on a referral.

Use the following guidelines when a referral becomes necessary:

Discipline referrals must be completed fully, including the student's six-digit number and the teacher number. Please indicate if parent contact was made and on what date.

- Describe specifically the student's behavior. Discipline records are available to parents and become available to district personnel in an appeal process. Be objective and specific. If necessary, attach another sheet of paper.
- Leave the "Type of Infraction" and "Intervention" blank. The administrator processing the referral will code these items.
- The referral should be brought to the Student Services Office. The student will be dealt with as soon as possible. A copy of the referral will be returned to the teacher after the referral has been processed.
- The office is not a holding tank for students who do not come prepared for class and who do not want to work. If it becomes necessary to remove a student from a classroom for an office-managed infraction, an administrator should be called.

**FACULTY PLANNING &
CLASSROOM RESPONSIBILITIES
SECTION 5**

Suggestions for Classroom Success

- Eye Contact (Never Force Eye Contact) – Always try to get eye contact for instructions and neutral messages. During reprimands, do not force eye contact or use the eyes to stare down an angry student.
- Voice Volume - The closer you are to a student the softer you should speak.
- Format - Make direct requests. For example, “Would you please sit down?” is not as good as “I need you to sit down.” Follow requests with a simple “Thank you.”
- Proximity/Distance - Respect a student’s personal space. When speaking do not stand too close to a student.
- Non-Emotional - Control your anger if your goal is compliance. Avoid sarcasm.
- Positive Start Requests - “Please start your assignment.
- Descriptive Requests - “Please sit in your chair, eyes forward looking at me, hands on your desk” as opposed to “pay attention.”
- Reinforce Compliance - Do not ignore positive results. “I appreciate that you were on time to class today.”
- Public Embarrassment - When you put down a student you lose rapport with the student and all other students. For example, “John, I can’t believe you asked that question. I’ve been over this a million times.”
- Avoid Inappropriate Responses - “Shut your mouth,” “Get out of my classroom!”
- Punishing With Work - I used to have an English teacher who would have me write selected literature passages over and over. This is not a great way to teach appreciation for good literature.
- Rules - Making rules or assignments for all students based on the actions of a few students is not a good idea, and it is also very unfair.
- Equality - Treating students as equals is also unfair. All students are different. Students want to be treated fairly.
- Establishing a Relationship - It is extremely important to establish a relationship with students by supporting events/activities that are important to them.
- Gifts/Strength - Everyone has these, but they are often hard to see in difficult students. Recognizing these may be the routine to a positive relationship.
- Acknowledge Feelings - “I bet that was tough” or “That must have been painful,” as opposed to “I understand how you feel, but you’ll get over it.”

STUDENT SCHEDULES SECTION 6

Class Rosters/Teacher Notification of Schedule Changes

Student rosters are updated on a daily basis on eSembler. Pay close attention to students listed on the roster. Discrepancies should be immediately reported to the data entry secretary.

Registration For Courses

Course selection guides will be made available in the second semester and the registration process for the next school year will take place accordingly. In addition, there will be an informational session in the spring for parents and students to explore course options. New students will make an appointment to meet with a guidance counselor to select classes.

Course Recommendations

To ensure the success of our students, the guidance counselor is responsible, along with the teacher's recommendation, for the academic advisement and placement of students. If the parent chooses to place a student in a class other than what has been recommended, a waiver or waiver letter is placed with that student's course request. According to state statute, a student will be placed on progress monitoring or in remedial classes if the student does not demonstrate grade level mastery on assessments.

Schedule Change Policy

A change may be granted under the following conditions:

- The course has already been taken and credit has been earned
- The student does not meet the prerequisite(s) for the course
- The student is a senior in need of a specific course for graduation
- As a result of a staffing recommendation

Schedule change requests will be considered during the first week of school. The student's counselor and an administrator will review the schedule change request. If needed, they will involve appropriate staff members. The data entry operator will notify the appropriate people when a schedule is changed. However, according to the SPP a student can be moved within the first five (5) weeks of a semester class and receive full credit (.5) for the course. A student can be moved within the first eleven (11) weeks of a yearlong class and receive full credit (1.0) for the course.

All ESE schedule changes will be implemented only after a TIEP Revision form and Data Entry Sheet has been completed and submitted along with the Schedule Change Request.

Teacher Request For A Student Schedule Change

Teachers should not make any statements or recommendations to students about schedule changes. Discuss your concerns with the student's guidance counselor or administrator.

STUDENT ATTENDANCE SECTION 7

Attendance General Information

Attendance must be taken in each class period, preferably within the first 10 minutes of each class. Absences should be properly recorded on eSembler. This duty cannot be delegated to a student. Be sure to print a roster with photos for a substitute teacher.

A student absent from class is to be marked absent regardless of nature of the absence, excused or unexcused. Teachers must also document tardies. If a student is in school, but not in class due to a school activity, the absence will be changed to a school related absence (SRA) by office staff. ISS and OSS will be coded as suspended students.

Absences

To receive an excused absence, a student must bring a written excused note from a parent or guardian within 48 hours (2 school days) of the absence directly to the main office. The school will update TERMS, which in turn will update the eSembler records.

Reasons for an excused absence are:

- Illness of student
- A major illness in the immediate family of the student. Immediate family is defined as parents, brothers, sisters, grandparents, aunts, uncles, legal guardians or persons in loco parentis or a member of his own household
- Death in the immediate family of the student
- Duration of religious holiday of a specific faith of student
- Religious institutes, conferences or workshops, provided that the principal approves the absence in advance
- Absence for trips or other parental request as judged appropriate for the student by the principal, provided that the requests are approved in advance
- Subpoena or forced absence by any law enforcement agency. A copy of the subpoena for court summons must be presented to the school
- Detention at a juvenile center
- ISS

In the case of excessive absences*, upon request of the principal a parent will provide documentation (doctor's statement) of a student's illness.

Students Arriving Late or Leaving Early

A student arriving late to school beyond 7:40 am must sign in at the Front Office. If their parent verifies the tardiness for an excused reason (note or in person), an excused pass will be issued to the student. Acceptable reasons for student tardies include medical and dental appointments, legal appointments, traffic due to an accident, power outages and illness of the student.

STUDENT ATTENDANCE SECTION 7

When a student needs to leave school before the bell for dismissal, the student must bring a note from their parent stating the time and reason for early dismissal. The note must be signed by the parent, contain the student name and number and have a phone number for parent contact. This note should be turned into the front office before the 7:30 am bell. The student is required to sign out through the front office at the time listed on the parent note. Parents may also come into the front office to pick up their child. The parent must have proper photo ID and be listed on the student emergency card. For students who become ill during the school day, early dismissal will be handled through the clinic. **Students will not be able to be checked out via phone call during lunch periods. Parents must come into the front office to sign the student out.**

Students must attend the entire day to participate in extracurricular activities that school day. If a student athlete must be absent/leave early or arrive late to school, on the day of practice or athletic event, due to an emergency or a doctor appointment, their ability to participate in the event or practice must be cleared with the Athletic Director.

Failure to follow these procedures will be considered an unexcused absence and will result in a referral for skipping and/or leaving campus without permission.

School-Related Activities

The sponsor of a school activity that involves a SRA should email a list of students expected to attend the event to the staff at least one week prior to the SRA. The document should include the date or periods of the activity. A list of students who were actually in attendance must be given to the Student Services office upon return, so student absences are properly designated as SRAs in TERMS.

All visits to colleges need to be prearranged with the college and preapproved by administration. A prearranged absence form must be obtained from the principal's secretary, completed by the student and given to teachers. Students must return with a statement from the college on their letterhead with a signature and date validating their visit in order for the absence to qualify as a SRA. Visits to PHSC and other local institutions should be scheduled after school hours if possible.

Make-up Work

School attendance and active participation in class are extremely important to learning and success in making good grades. Class time will be used for current instructional purposes and teachers will be available before and after school for those students in need of make-up instruction. Excused absences guarantee students the right to make up work assigned on the day(s) of absence, at full credit. The student is responsible for asking the teacher for assignments and make-up tests within two class meetings with the teacher. The teacher shall specify a reasonable period of time for the completion of make-up work. In no case shall the time be less than one full calendar day for each day missed. Work due to be turned in on the day of the excused absence will be turned in upon return and be awarded full credit. If a student has an excused absence on the day of a test, he/she is expected to make up the test on the day of their return to class. Students served in Detention/ISS will be entitled to complete make-up work missed while in Detention/ISS at full credit. The principal shall have the authority to modify these conditions with a confirmed hardship.

STUDENT ATTENDANCE SECTION 7

Make-up Work Requests for Long Absences or OSS

It is a teacher's professional responsibility to comply with any request regarding make-up work within the timeline specified.

Out-of-School Suspension will count as an absence from school but students will be able to make up work for full credit.

Habitual Truancy

The Florida Legislature has enacted F.S. 1003.27(1) that minors (ages 14-17) satisfy school attendance requirements in order to apply for or maintain their driving privileges. The principal will notify the District School Board of those students who accumulate 15 unexcused absences in a period of 90 calendar days. The school superintendent is then required to submit to the Department of Highway Safety and Motor Vehicles (DHSMV) the names of the students along with their date of birth, sex, and social security number. (For the purposes of maintaining the right to drive, days of suspension from school will not be forwarded to the DHSMV as unexcused). If a student's name is sent to the DHSMV for lack of attendance, then the student is in danger of having the current privilege to drive suspended, or for students who are under age 16, having their application for licensure denied. Hardship waiver hearings will be available in cases where the driver has been notified by DHSMV that the license will be suspended. Following a license suspension by DHSMV, the driving privilege may be reinstated if the student submits written verification to DHSMV that the student has completed 30 days of attendance in school without an unexcused absence. Your accuracy in attendance recordkeeping ensures compliance.

Hall Pass Procedures

- Lanyard with orange ID card with room number
- Every teacher will have a Pass Log (provided), which includes columns for:
 - Student Name
 - Time Out
 - Time In
 - Destination
- Guidance will send for a student if necessary. A peer, with a peer badge, will deliver the pass to the student's classroom.
- If a student is having a crisis, the teacher should call for an administrator or a School Counselor to pick up the student.
- If a student needs to go to the clinic, the teacher will issue a clinic pass to the student.
- If an administrator finds a student without a pass, they will escort the student back to class.
- If a teacher/staff member finds student in the hall without a visible pass, they are to ask the student for their pass and advise the student to return to class. If the student becomes aggressive, please call for an IA or Administrator.

Excusing Students from Class

Teachers may not cause any student to be absent from or tardy to another class. A student who needs to see a guidance counselor or administrator for a non-emergency, should make an appointment during their lunch, before, or after school so as not to miss any academic time.

Textbooks and Receipts

It is the teacher's responsibility to issue and account for all textbooks in the classroom and those assigned to their students. Each student who receives a textbook is to complete all the information on the textbook receipt card. This card serves as a receipt for the book. The teacher keeps the textbook card until the book is returned.

Each department manager will keep a record of the number of textbooks issued to each teacher. Teachers submit an accounting of textbooks to their department manager at the end of each year. Department chairpersons will be responsible for submitting the department inventory to the textbook coordinator at the end of the year. Textbooks should be collected as soon as the class no longer needs them.

Requests for Textbooks

Department Managers work with teachers to determine textbook needs during the spring for the upcoming school year. School priorities will determine how the budget will be allocated among the departments throughout the school. The assistant principal responsible for textbooks will schedule a meeting with the department manager during the second semester of each school year to review textbook ordering procedures.

Textbooks: Procedure to Issue

Adhere to the following procedures when issuing textbooks to students:

- Have students complete the textbook receipt card. Be sure that each student enters his/her name, student number, name of the textbook and number. The student signs the card.
- Write the teacher's name in the space provided in the text. This way, a lost book can be returned to the proper teacher.
- Keep the textbook receipt cards in a secure place. It is suggested that they be kept in alphabetical order by each class period.
- When a new student enters your class, issue a textbook in the same manner. When a student withdraws, take back the textbook, check it for damage, and return the receipt card to the student if the book is in satisfactory condition.
- When a student returns a textbook, the student must receive the Textbook Receipt card from the teacher. It serves as their receipt that the book was returned.

Textbooks: Lost or Damaged

If a student does not return their textbook at the end of the school year, the teacher should give the textbook receipt card to the department manager with a notation on the card "book not received" with the teacher's signature or initials. The department manager will alphabetize all cards for the department and turn them in to the textbook coordinator before checking out.

If a student states that they lost the book, the teacher informs the student that it is the student's responsibility to pay for that book. The student is to remit payment to the textbook coordinator. If the student does not pay for a lost or damaged book, he will not be issued textbooks the following year. If there is family hardship, the parent should contact the principal.

TEXTBOOKS SECTION 8

If a book has been damaged, the teacher must use his/her judgment to decide whether to assess a charge for the damage. The charge is the full price of the book. If a student pays for the damaged book, they may keep the book. Once the student brings back a signed receipt from the textbook coordinator stating that the book has been paid for, the teacher returns the original textbook receipt card to the student.

Charges for Lost or Damages Textbooks

Students must pay back the full cost of lost or damaged instructional materials. The bookkeeper has the Florida Book Depository catalog to determine the replacement cost.

GUIDANCE AND STUDENT SERVICES

SECTION 9

Organizational Structure

The Guidance & Student Services Department includes the school counselors, the career specialist, SSAP and GEP teachers, behavior specialist, guidance secretary, data entry secretary, registrar, itinerant personnel, the school nurse and other clinic personnel.

Guidance Services

There is a counselor assigned to each grade level. The guidance department offers a wide range of guidance services including testing, counseling, scheduling, registration and post-secondary planning. Guidance services are available to students and parents during regular school hours. Students and parents should make an appointment with assigned counselors for academic and/or personal counseling. A student is not counted absent from class during a counseling appointment, but the student must present a pass from the guidance counselor or itinerant staff member.

Cumulative Files

Student files are stored in the Records Room with access through the registrar. These files include all student information and testing data reports. The files are not to leave the cumulative file room. Personnel removing cumulative files must follow the correct procedure for signing them out. These files must be kept in a secure location and returned promptly.

Referrals for Guidance Services

Students can be referred to guidance in a variety of ways.

- Teacher - request form, phone or e-mail
- Parent - phone, appointment with secretary or e-mail
- Student - self referral with request form, sign up sheet, secretary or teacher

Small Group Counseling

Counseling groups are offered to students to address specific individual needs. The type of groups offered each year will vary depending on the needs of the students. The following are examples of groups that can be made available: ninth grade success groups, divorce groups, grief groups, new student groups, anger management groups, and study skill groups.

Parent & Teacher Conferences

Conferences may be requested by the teacher, counselor, or parent, and are arranged by the guidance secretary. Meetings will be held in the teacher's classroom or a conference room. Typically, conferences are held with all of the student's teachers. Although counselors and administrators would like to be able to attend all conferences, it is not always possible. If a guidance counselor is not available, one staff member should take notes and complete appropriate forms, and submit a copy to the guidance secretary for filing.

Requests for additional support can be made when there is an issue that the teachers in attendance can't resolve or the parent has a history of hostility. If, during a conference, a parent becomes argumentative, a call can be made for an administrator. Participants in conferences must abide by the district's Respect and Civility Policy.

Classroom Presentations

Counselors are responsible for classroom presentations throughout the year. Recommended district topics include: bullying and harassment, violence intervention and date rape. Other topics may be added at the request of the teacher. Counselors will arrange dates and times with teachers so as to limit disruption to instruction.

College, Career and Military Representatives

We invite representatives from colleges, vocational-technical schools, and military services as well as career guest speakers to present informational sessions during the school day. These programs are advertised on the television news program, bulletins boards and on the website. All interested students who sign up in advance may attend. Passes are issued in advance of the presentation. The student is responsible for asking the teacher for make-up work.

English for Speakers of Other Languages (ESOL)

Services in Pasco County are designed to provide academic, cultural, social, and support services to students who have limited English proficiency. Comprehensible instruction is delivered in English in order to facilitate the development of language skills that enable him/her to actively participate in a student-centered learning process. Language acquisition skills, together with thematic holistic concepts, enable language to become real for the students.

Administrators and teachers recognize the diverse needs of our rapidly changing demographics, and model best educational practices that provide maximum opportunity for our limited English proficient students to achieve and develop skills that make them empowered learners.

Teachers who are assigned ESOL students for instruction participate in special training workshops that address appropriate strategies for increasing English language development as well as understanding content. Training is offered through class instruction, as well as through online opportunities. Teachers who are assigned ESOL students are required, as a matter of law, to record accommodations in their lesson plans to verify that appropriate strategies are being used in instruction.

Clinic

Students who become ill or are injured during school or during an extracurricular activity should report to the clinic. The students must have a clinic pass from their teacher or be escorted by a staff member. Students may not call home from a classroom in lieu of reporting to the clinic.

All medications must be administered in the clinic. Other staff members may not dispense medication, including over-the-counter medicines such as aspirin or cough drops. Staff members must contact the clinic and arrange to dispense medications during field trips and other off campus activities.

GUIDANCE AND STUDENT SERVICES

SECTION 9

If it is necessary for medication to be brought to school it must be brought to the clinic by the parent and labeled as follows:

- Student name
- Name of the drug
- Directions concerning dosage
- Time of day to be taken
- Physician's name
- Date of prescription
- Duration of edict (length of time patient should be administered medication)

No more than a two-week supply of medication should be brought to school at any one time (when brought by parent). When the student must bring medication to school, only a one-day supply is allowed. The parent must provide written permission for medicine to be taken by a student at school. Nonprescription, such as cold tablets, will not be administered at school unless accompanied by a physicians' statement.

Students may carry metered dose asthma inhalers and certain medications (i.e. EpiPen) for life-threatening conditions with written permission from their parent or guardian and a physician prescription. Documentation must be submitted to the school nurse.

The school nurse will make copies of student health care plans available to staff members. These care plans include important health information related to students currently assigned to a teacher's class. It is the teacher's professional responsibility to read, understand, and adhere to the individual care plan. Questions about a student's health status should be referred to the school nurse.

MEDIA CENTER

The Media Center will be open from 7:00 A.M. until 2:45 P.M. each school day. All students in the school are entitled to use the Media Center, which is a place for both study and recreational reading.

Before entering the Media Center, a student is required to have a pass properly signed by the teacher who issued it. The pass should show the name of one student, the date, and the hour. This pass should be presented upon entering the Media Center to the person in charge at the circulation desk. Upon leaving the Media Center, the student is to have the pass signed by the media person who again stamps the date and hour of departure. The student returns the pass to the teacher who issued it. During a regular class period a teacher may send **no more than five students** to the Media Center with individual passes. If a teacher wants to bring a larger group or an entire class they must sign up ahead of time with the RMA. Magazines are to be used only in the center. Books may be borrowed for a period of two weeks and may be renewed once for the same period of time. Reference books circulate on a limited basis only.

Twenty passes each lunch period will be made available to students.

Overnight books must be returned before 7:25 A.M. on the following day. Reserved books may be used for one period or after school or overnight.

Teachers may schedule classes in the Media Center. Please schedule as soon as possible but no later than the last day of the week prior to the planned visit, advising the LDC/RMA of any special assistance needed. Teachers who have scheduled classes in the Media Center are expected to remain with their classes.

Teacher Media Orders

The school receives a budget from the county each year for the purchase of library books, software, and media equipment. Each teacher is asked to submit a list of desired books, software and media equipment to the media specialists. Teachers are urged to get their lists to the media specialists as promptly as possible in order to expedite service.

Teachers ordering materials they wish to be housed in the media center should contact the media staff at their earliest convenience. These “wish list” items will receive first consideration when funds are released for ordering.

Audio-Visual Equipment and Materials

The school owns a variety of AV equipment and materials which are available for use. Materials owned by the school may be checked out to faculty members by the RMA. DIMC AV materials are also available for check-out. Teachers should fill out video request forms and place them in the container on the media assistant's desk for ordering. Requests for video taping and filming services should be requested as soon as possible prior to the date needed but no later than the last day of the week prior to the scheduled use.

Teachers should sign up for Audio-Visual equipment well in advance to insure availability.

INSTRUCTIONAL MEDIA CENTER
SECTION 10

The District provides technical support for repairs. Equipment needing repair should be left with the RMA with a request form attached. An electronic ticket system is available for reporting.

Teachers must get prior approval from the principal to show videos that are not on the county approved list. Teachers must also consult District copyright policies before use of such materials.

Media-Related Classes

TV Productions, Media Productions, and Computer Applications students will be available to assist teachers with their AV and computer needs after they have completed training in these areas. The media staff will notify teachers when these students are sufficiently prepared to be of assistance to them.

Computer Labs

The computer lab is available for use by any class. A sign-up sheet is available at the circulation desk. Please be respectful of others who might want to use the lab by not using the lab more than once a quarter.

Copyright and School Board Policies Regarding the Use of Video Tapes

School Board Policy EGAA clearly delineates what is and is not permitted with regard to the use of videos, books and periodicals, music (printed or recorded), and audio recordings, audio-visual works, and computer disk/computer software.

In simple terms, the following uses of videos are permitted under copyright fair use and School Board Policy:

1. Off-air recordings if specifically requested and recorded on school equipment.
2. These recordings may be used once by individual teachers in the course of relevant teaching activities during the first ten days following the recording. After 10 days and up to 45 days the recording may be used for teacher evaluation purposes. After 45 days the video must be erased.
3. Videos purchased by the school district or school may be used provided the condition of sale of the videos conforms to statements for use as specified in School Board policy EGAA.

The following uses of videos are not permitted under copyright fair use or School Board policy:

1. Video recordings made at home by teachers.
2. Off-air video recordings made on school equipment and retained beyond 45 days (i.e., to create “collections”).
3. The showing of videos personally purchased by a teacher.
4. The showing of any video that has been rented.
5. The showing of any commercial video that has been borrowed from another individual.
6. The showing of videos that have been recorded as part of a “blanket” request. That is, it is not permitted to request that the nightly news be taped as a matter of routine during the course of the school year.

In addition to the information above, any videos or other audiovisual materials need to be used in the course of relevant teaching activities. For secondary teachers this means that such materials should support the specific course content, course outcomes, and student performance standards for the course. Videos, feature-length movies, or such other materials shown purely for entertainment purposes are expressly discouraged by the Department of Basic Educational Programs. The use of feature-length films or other audiovisual materials as “rewards” is also discouraged unless it can be shown that such material supports or enhances the instructional unit that has been completed.

Policy Regarding Potentially Controversial Materials

Some videos within the media collection have been purchased which contain strong language, profanity, violence, or nudity; these videos have been labeled and are to be checked out only by teachers who have sent home letters informing parents of the following:

1. Educational purpose in using the video and how it enhances the lesson plan
2. A cautionary note regarding the content, with an explanation as to what students will hear or see
3. A space provided for a parent signature, giving permission for the student to view the material.
4. An alternate assignment if the parents decide their child should not watch the video.

Electronic Network Use Guidelines for Employees and Students

The School Board has issued official guidelines for students and employees regarding the use of the network on school property. Use of the network must support the educational goals of the district. Failure to comply may result in disciplinary measures taken against the teacher. Please remember to abide by the Electronic Network Use Guidelines form that you signed on your hire date.

It is a general policy that Pasco network facilities (i.e. computers, electronic mail, conferences, bulletin boards, data bases, and access to the Internet), referred to as "the network" are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the District School Board of Pasco County. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Employees, please be aware that unacceptable uses of the Network may result in disciplinary action.

Students will read and sign the Electronic Network Use Guidelines For Students in their Planner and will be required to sign and obtain a parent signature. Students will return the forms to their first period teacher. First period teachers will keep these forms on file for students in their first period class.

Inter-Library Loan (ILL)

The media staff can borrow materials located at other schools and at the District Instructional Materials Center (DIMC). ILL forms and DIMC video request forms are located at the circulation desk. Materials borrowed will be sent to the media center and may be picked up at the circulation desk. Be sure to return the loaned items by the due date.

Periodicals and Newspapers

A variety of newspapers and periodicals are available in the media center. EBSCOhost, an online database service for magazines and other resources, is available on the MIND website to access periodicals for research. It can be accessed at school and at home for educational use in Pasco County.

Video and DVD

In accordance with School Board policies, all videos or DVDs shown in the classroom must be checked out through a Pasco County school site, which includes the DIMC. All videos or DVDs must be appropriate for high school and previewed by the teacher before they are shown. Teachers may not show anything that has been rented from a video store or purchased for home use. To do so is illegal. Only materials that have been purchased with the fair use statement on a district purchase order will meet the criteria. Teachers that do not follow the video policy will be reprimanded and may receive an unsatisfactory evaluation. Based on the situation, a teacher may be recommended for termination.

School movie use can be classified into two categories; educational films (i.e. National Geographic) and “Hollywood” feature movies. Both categories can have instructional value if used properly. Teachers must consider the educational value of a movie by determining its effectiveness to meet the objectives of the lesson being covered, the developmental appropriateness for that grade, and its running time.

Teachers are required to obtain their administrator’s permission/signature and be able to show a connection to the curriculum if they want to show a theatrical release rated above PG or films containing material that might be perceived as controversial. In the written request the teacher must supply the following information:

- Title and brief description
- Audience rating
- Purpose for the showing
- Correlation to course objectives
- Proposed date(s) of showing

All materials should be previewed by the teacher for content and connection to the curriculum. Any movie rated above a PG will require consent to be given by a parent/guardian. Any student that does not receive permission will be given an alternate assignment and should be sent to the Learning Lab. Whenever possible, parents should be provided the opportunity to preview a feature movie. Movies shown for fundraising purposes must have obtained licensing agreement (www.movlic.com) and paid appropriate fees.

Off Air Taping

In accordance with School Board policies, off-air taping of programs to be shown in the classroom must be recorded at a Pasco County school site or DIMC. Forms to request off-air taping are available at the circulation desk. Please make recording requests several days before the actual program airing. Such tapes must be viewed within 10 school days, unless otherwise specified by the copyright holder.

INSTRUCTIONAL MEDIA CENTER SECTION 10

Equipment

COMPUTERS are assigned to classrooms. If the teacher moves to a new room, the computer does not move with the teacher, but remains in the original classroom.

OVERHEAD PROJECTORS AND CARTS are checked out to the teacher. When replacing a bulb in the overhead projector, take precautions to make sure they are inserted correctly. Bring old bulbs to the media center to exchange for a new one. Please contact media center staff if you need assistance.

LCD VIDEO PROJECTORS, AIRLINERS, ELMOS, and SMART BOARDS are available for classroom use. Teachers may check out this equipment in the beginning of the year. Contact the media center staff if your LCD projector bulb needs to be replaced.

CD players, tape recorders, camcorders and digital cameras may be checked out from the media center. Televisions are standard classroom equipment. The media center supplies replacement batteries for remote controls.

Please be sure to return equipment if you are not using it so others can have an opportunity to check it out.

Copyright Agreements

A complete set of the copyright procedures adopted by the Pasco County School Board is available in the Instructional Media Center.

Computer software is usually purchased for one copy, one computer usage. No multiple loading of software is permissible unless you have a site license or lab agreement. Software is not to be copied on a disk without specific agreement from the publisher. Students may not bring their personal software for use on school computers.

Please contact the technology department for guidance in site licensing.

Equipment and Material Purchased by Other Funds

Any equipment and AV materials purchased through any school fund and/or lottery money (LEAD funds) must be processed and cataloged through the media center for inventory purposes. The materials will be processed and then checked out to that department or teacher.

Damaged or Stolen Equipment

Please notify administration or the SRO immediately if any equipment is intentionally OR unintentionally damaged or stolen from the classroom.

**BOOKKEEPING AND BUDGET
SECTION 11**

General Information

The District School Board of Pasco County Bookkeeping Handbook specifies all requirements regarding money and purchases. This handbook is available through the bookkeeper for all staff. Staff must comply with all requirements.

Property Records

Equipment costing \$750.00 or more must be logged on the property records inventory. State law requires that this property be inventoried annually. Any electronic equipment purchased with school or Teacher Lead Money must be inventoried through the school media center. This includes cameras, LCD projectors and DVD players.

Tax Exempt Status

A copy of the tax exemption certificate can be obtained from the bookkeeper on request. The certificate is to be used for school purchases only. Fundraising supplies or items to be retained by students (t-shirts, for example) are not tax exempt. Tax will be added to the invoice.

Booster clubs must obtain their own tax exemption certificate from the state and meet the requirements for a non-profit organization as required by law. Outside booster clubs cannot use the school's tax-exempt certificate.

Ordering Supplies and Equipment

Orders are submitted by the Department Manager, or Sponsor to the bookkeeper. Once submitted, the principal must approve orders before any encumbrance to the school occurs. Internal purchase orders may be placed as soon as they are processed by bookkeeping. Purchase orders using district funds must also be approved and processed through the purchasing department. Vendors with district bids or a state contract must be utilized first, regardless of the price or convenience. Additional vendors may be considered when the requested item is unavailable. The district must approve all vendors in advance. Purchase orders and checks can only be processed when this procedure has been completed.

To expedite your order, please use the correct form and a current catalog. These items are available in the bookkeeper's office. Internal POs or check requests must be accompanied by documentation. All orders must include the following information:

- | | |
|-----------------------------------|---|
| A. Vendor Name & Address | E. Grand Total |
| B. Quantity & Description of Item | F. Quotes for any order exceeding \$3000.00 |
| C. Unit Price & Extended Total | G. Applicable Discounts |
| D. Shipping Costs (if applicable) | |

Using Internal Accounts

All purchases for merchandise and services through approved vendors must be pre-approved by administration and processed by bookkeeping prior to purchase. Vendors must be on the approved list or have a completed W-9 and be assigned a vendor number by the district office before a purchase order or check can be processed. Requests for expenditures must be approved by the principal and processed through bookkeeping before any items may be ordered or purchased.

BOOKKEEPING AND BUDGET SECTION 11

All requests for checks and purchase orders must be supported by documentation (i.e. quote, order form, copy of registration form, etc...). Monies collected must be turned in the form they are initially received from the payer. Collections cannot be used to purchase supplies or to cash checks. All receipts, invoices, and packing slips must be signed, dated, and returned to the bookkeeper within five (5) workdays.

Requests for Checks

A minimum of one week must be allowed for a check request. Reimbursements will only be made for purchases with an approved purchase order, and with an original signed and dated receipt. The date on the receipt must be after the approval date of the purchase order. All receipts must be signed in ink with a full signature. Unauthorized purchases will not be reimbursed. The school is prohibited from reimbursing sales tax for tax-exempt purchases. A copy of the tax exemption certificate can be obtained from the bookkeeper, upon request, to be used for qualifying purchases.

Transfers Between Funds

Funds may be transferred from one account to another with the principal's approval. A transfer authorization form must be completed with the signatures of the principal and the sponsors of the accounts involved.

Packages

All packages will be checked by the bookkeeper. Employees will be notified by the bookkeeper when a delivered item is ready to be picked up from the front office. Employee should sign and return the enclosed packaging slip to the bookkeeper.

Fundraising

The purpose of fundraising projects should be to contribute to the educational experience of the students. All fundraisers must comply with Pasco County School Board policies and should not be in conflict with the overall instructional program. Anyone submitting a fundraising proposal must sign a school fundraiser agreement form. All fundraising projects and activities must first be submitted on an Activity Request form, approved, and scheduled on the calendar in advance. The person responsible for the internal account must sign the activity request prior to submission to administration for approval. After the fundraiser is approved, a packet with a checklist may be obtained from the bookkeeper. Fundraisers supported by school organizations are subject to sharing a profit with the school. The money distributed to the school is used to support student organizations, competitions, and other worthwhile student events. The percentage is determined on a yearly basis at the discretion of the principal. Students are not to go door-to-door in their neighborhood to make sales. All off-campus fundraising events must have a staff member supervising at all times. Fundraisers that require students to approach people in public areas requesting cash donations will not be approved (i.e. mall day, standing with cans at intersections or in front of stores). No individual group or person will have exclusive rights to a specific fundraiser every year, but may apply every year. No fundraisers will be held during the school day. Exceptions will include athletic events and special needs. Any such request will require district approval.

The charge for admission to events must be approved by administration prior to advertising the event or ticket sales. All tickets are to be purchased through the bookkeeper. Tickets will be signed out in the bookkeeper's office and returned at the end of the sale.

BOOKKEEPING AND BUDGET SECTION 11

No food or drink sales (including candy) during school are allowed. All food sales must be via brochure order during school hours.

Raffles sponsored by school organizations are not legal and may not be conducted. Not only are raffles prohibited, so are any other types of game of chance, including sports pools, lotteries, 50/50 drawings, and matching games.

No school or school organization shall participate in fundraising projects or activities of any kind on Sunday. The school building and grounds shall not be used during regular school hours by a person, group, or organization for any activities. Assemblies or activities that all students may attend during school hours are to be open to all the students, regardless of their ability to pay.

Students shall not participate in non-school sponsored charitable fundraising drives using the name of the school or an organization in the school. This does not prevent participation as an individual.

The principal shall strictly control the solicitation of advertisement.

Florida Department of Revenue Statute specifies that tangible personal property sold through the school for fundraising purposed is taxable based on the delivered cost to the school. If the company is a registered sales tax vendor, it is recommended that the vendor collect and pay the sales tax to the Department of Revenue.

Solicitation of Funds

Because of the number of schools in close proximity, the same businesses are often asked to contribute money and goods for school functions. To avoid conflict, solicitations should only be made within the school attendance zone.

Collection of Money

The collected money is the responsibility of the teacher until deposited with the bookkeeper or designee. Deposits are to be made on a daily basis. A drop safe is available for deposits in the main office.

The only authorized collection of money from students is district-approved student fees and any authorized school activities or fundraisers. No other money may be collected unless approved in advance by administration. Procedures for handling collection of funds should be discussed with the bookkeeper before the activity. All money collected on the school campus and in the school's name must go through the school's internal accounts. Money collected should be payable to the school. Some fundraising activities may qualify for direct payment, but must be authorized in advance. Money collected from students may not be used for anything other than student or school benefit.

BOOKKEEPING AND BUDGET SECTION 11

Collection of Money Procedures

All money collected must be substantiated by reports of money collected, pre-numbered tickets, reports of tickets issued and sold, or other audit records. All reports must be completed in ink. All signatures must be in ink and include first and last name. All money should be counted by the person making the deposit and should be given directly to the bookkeeper or designee or placed in the drop safe and logged in. All monies collected should be turned in DAILY. DO NOT keep funds in your classroom.

Ticket Sales

Tickets are obtained through the bookkeeper. No tickets are to be purchased or produced without administrative approval. All tickets must be numbered, regardless of the purpose of the activity or the source of the tickets. Ticket numbers must be recorded in the bookkeeper's office before the sale. All collections from ticket sales must include a report of tickets sold form, which includes an inventory of the number of tickets purchased, color of tickets, ticket numbers, prices, and number of tickets sold. Each ticket must be accounted for by turning in the money collected and unused tickets after the event.

District Budget

The district budget comes from money allocated to the school from district departments. The principal determines the funding level for each department. Department managers monitor funds within their work group.

The budgeted funds will be released according to the following schedule:

- All district funds must be spent by the last workday in March.
- All purchase orders using district funds must be processed by the published deadline.
- Any remaining balances after the March deadline are forfeited and will be used to meet other school needs.

The funds in the district budget are separate from internal funds. Money may not be combined for a single purchase.

Lead Funds (If Appropriated)

The Florida State Legislature established the Florida Teachers Lead Program, which provides for a one-time appropriation of funds to each eligible teacher. Those eligible for the funds are certified teachers whose full-time responsibility is classroom instruction of students. Lead funds are disbursed through internal accounts to eligible teachers through a single check payable directly to the teacher. The money must be spent on supplies that assist teaching and learning in the classroom. The teacher is responsible for record keeping of all original receipts. These receipts must be maintained and returned to the bookkeeper for auditing purposes. It is suggested that these receipts be kept with your personal tax records. Forms must be completed with the bookkeeper upon receipt of the funds and during the checkout procedures at the end of the school year.

BOOKKEEPING AND BUDGET
SECTION 11

Student Fees

Student fees will be collected on the Orientation Day and also during the first few weeks of school. All academic fees are voluntary and are used to support school programs. These fees are for consumable supplies. Athletic participation, band, choral, and photography class fees are mandatory. The money collected goes to the district.

Distribution of Fees to Departments

The total of all fees collected will be distributed to the programs collecting fees. Department leaders determine how the funds allocated to their group will be dispersed. These fees are deposited into the internal account. The balance remaining at the end of the year does roll forward to the next school year.

Notes from the Bookkeeper

Important Guidelines

August 1, 2015

Collection of Money: All monies collected must be recorded on a Monies Collected form and placed in the safe within 24 hours after being received. If you cannot secure funds or are unable to get to the front office, call me at 4-6104.

Purchase Order/Check Requisition: Department Managers, Class or Club Sponsors, Coaches, Administrators, etc. will be responsible for completing a purchase order prior to purchasing ANY items. District School Board policy states that purchases made without proper authorization will be the full financial and legal responsibility of the person placing the order. The District Purchasing department requires all staff to adhere to the approved vendor bid lists, which includes DSBPC warehouse and Office Depot for basic office supplies. Please see your department manager for any items you may need.

Fundraisers: You will need to complete an Activity Request form and a Fundraising Application a minimum of 3 weeks prior to the requested start date. Once/if approved by Principal, it is your responsibility to complete a Purchase Order, collect & deposit funds, and submit signed invoices for payment. A **Fundraising Re-cap** must be completed after all funds are received and invoices are paid within 10 days.

Field trips: You must complete a Field Trip Request Form a minimum of 3 weeks prior to the day of the event. After/if approved by Principal, it will be sent to the Superintendent's staff for approval. If the field trip is approved by the Superintendent's staff, then transportation arrangements, a Purchase Order, and Parent Permission forms must then be processed. Field Trip Requirements are attached.

Travel: If you are required to travel out of county for any school related reason, a MIS101 form must be completed—even for a non-work day. If reimbursement or overnight travel is required this must be approved by the Superintendent's staff as well. Again, a minimum 3-week notice is required.

SCHOOL ACTIVITIES SECTION 12

Scheduling Activities

All special activities (curricular or co-curricular, on campus or off campus, during the day or after school hours) are to be approved ahead of time and placed on the activity calendar. The Activities Request Form is located in the mailroom and on the Staff section of the website. The Principal approves all activities outside of regular class instruction.

All requests must be received at least two weeks before the proposed activity. If the activity is a field trip, a field trip request form must be completed with the activity request form. If an activity requires School Board approval, requests must be submitted eight (8) weeks before the proposed activity.

Although the form requires you to list materials and equipment needed for the activity, **YOU** are responsible for requesting and obtaining equipment needed for the activity with the plant manager, media staff, etc...

A set-up form must be attached to the activity request form if you have special requirements for tables, chairs, etc. In most cases, **your organization is responsible for supplying assistance with the arrangement of furniture.**

If for some reason your activity is canceled, it is your obligation to notify everyone.

For organizations wanting to do a fundraiser, a completed Fundraising Application (MIS #176) must be submitted with the Activity Request Form. After the fundraiser is complete a Fundraising Recap must be submitted to the bookkeeper within ten days.

The administration will determine the ending time for special events such as dances, Homecoming activities, and the Prom. No event should be planned to end after 11 PM.

Activities Policies

All non-school board chaperones must submit a volunteer application and be approved prior to student contact. Any extended activity that involves prolonged student contact by any non-school board employee contact also requires fingerprinting. Examples include auxiliary coaches and clinicians.

All vendors with sustained student contact must meet school board requirements regarding fingerprinting.

A list of students who will be involved in the activity must be given to the attendance secretary and all teachers via email at least three days prior to the event. A list of attendees must be provided after the event.

The Food Service Manager needs two weeks advance notice to prepare special student lunches for field trips. The school has an obligation to provide the meals at free or reduced prices, even when the students are on a field trip.

The Code of Student Conduct is in effect at all student activities regardless of when or where they occur. Administration should be notified of any serious infraction.

SCHOOL ACTIVITIES SECTION 12

All necessary paperwork (leave requests, requests for substitutes, etc.) must be completed before the activity.

Activities Calendar

The Principal is in charge of coordinating all events, meetings, and fund-raising activities. Once an activity is approved it will be placed on the school-wide calendar. The school calendar can be accessed through a link on the school website. No school or student event may be scheduled without permission from the administration and subsequent placement on the calendar.

Teachers are responsible to monitor the activities calendar throughout the school year to become aware of events that will affect the school day.

Assemblies and Other Activities During the School Day

Activities that take students out of class during the school day must receive administrative approval **prior to any planning and advertising**. Any event that impacts large numbers of students may be reviewed by the leadership team for suggestions, prior to administrative approval.

Assemblies, performances, and other school-wide programs that support the school and student body as a whole will be approved on a limited basis during the school year. When school-wide activities are held, school staff will assist in the supervision of students at the activity or by supervising those students who choose not to participate. A list of duty assignments may be published.

Activity Admission Fees

Students may be charged for an on campus activity during regular school hours if the proceeds are a donation to a school organization. These activities are limited to no more than three events during any school year.

Admission fees for after school activities must be approved through administration in advance. In general, events should cost no more than \$5.00. The exceptions would be the homecoming dance and prom. Extenuating circumstances may be considered for an increased fee for other events.

Dance Policy

Dances are for ZHS students. For Homecoming and Prom, guests of our students will only be permitted if they have been registered in advance. Middle school level students are not permitted. The maximum age of a guest is 20. Students attending the alternative school or who have been recommended for expulsion in the last year (a minimum of one full semester) are not eligible to attend Homecoming or Prom. The dance sponsor is responsible for distributing, collecting and submitting for approval all requests for non-students to attend a dance. Forms are available electronically and should be copied by the dance sponsor. The principal or designee must approve these forms.

Clubs

Any new club or organization will be considered by adherence to the criteria outlined in the school's application packet. Applications will be accepted during the first two weeks of each semester. All club forms are available on the Faculty section of the school website.

SCHOOL ACTIVITIES SECTION 12

All club events must be scheduled in advance and placed on the school calendar. Club meetings are held on scheduled club days each month. Club members should be issued a membership card by the second meeting of the year. Students first report to their class for attendance and then are released to the club meeting. Students who are habitually truant, have a poor grade or citizenship, may be retained in class. Club sponsors take roll. When asked by staff members, club sponsors should provide a roster of students in attendance for meetings.

Clubs must be open to all students for application. Any selection requirements and membership process must be approved by administration and posted for students in advance of the selection process. Hazing is illegal and will not be tolerated.

Club fundraising activities must be pre-approved. All money earned must be deposited in the club's school internal account. Outside accounts are not permitted.

Club Sponsors

Teachers interested in forming new clubs should contact an assistant principal to discuss the proposal and procedures for approval. It is recommended that an equitable distribution be maintained but this will not exclude a teacher from holding more than one assignment. The principal or an assistant principal must approve all club activities. A completed "Activities Proposal Request" must follow previously described procedures.

All club information for the morning announcement or bulletin must be approved by 2:15 p.m. the day before the announcement is to be made. Members of the club must have Field Trip/Activity permission release forms signed by a parent or guardian for any event that takes place out of school and off school grounds. The Superintendent must approve any field trip activity planned during the school day. Rules and by-laws of the club should be submitted to an assistant principal and copy to each member of the club. Sponsors should maintain a file folder or binder that will include rules and by-laws as well as minutes of meeting, budget, membership, etc. All clubs and organizations must have disciplinary procedures included in their charter or constitution as per the Student Code of Conduct.

Disciplinary Procedures by Club Sponsor/Student Code of Conduct

If a student member of a club or school organization is to be disciplined severely for some reason (e.g., suspended from the club), the advisor is to discuss the issue with an assistant principal or the principal prior to action being taken. Emergency situations are exempted with the stipulation that the matter will be brought to the attention of the principal or an assistant principal as soon as possible.

SCHOOL ACTIVITIES
SECTION 12

Club Schedule
2015-2016

Period	Start	End
1st	7:30	8:20
2nd	8:25	9:10
3rd	9:15	10:00
4th	10:05	10:47
5th	10:52	11:34
6th	11:39	12:21
7th	12:26	1:08
Pep Rally	1:13	1:55

Pep Rally Schedule
2015-16

Period	Start	End
1st	7:30	8:20
2nd	8:25	9:10
Clubs	9:15	9:45
3rd	9:50	10:35
4th	10:40	11:25
5th	11:30	12:15
6th	12:20	1:05
7th	1:10	1:55