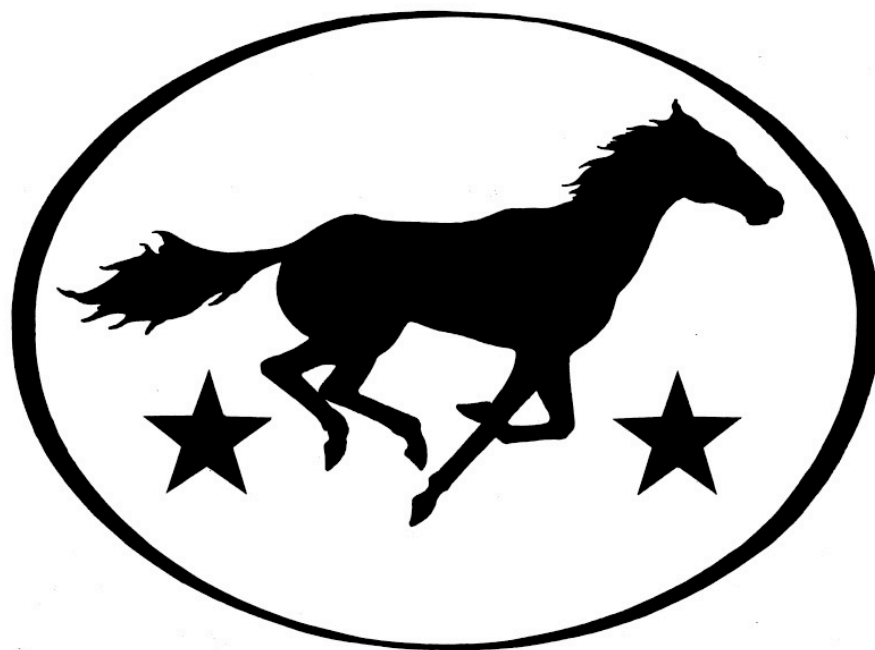


**Northwest  
ELEMENTARY SCHOOL  
FACULTY/STAFF HANDBOOK  
2015-2016  
rev. 08/03/2015**



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## Northwest Elementary School Staff Handbook 2015-2016

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## ACTIVITY REQUEST FOR MASTER CALENDAR

An *Activity Request Form* must be used for activities such as field trips, guest speakers, concerts, PTO events, etc. It should be submitted to an administrator at **least five days in advance**. The Master Calendar should be checked prior to scheduling any activities or events. A paper calendar can be found in the principals' office or on the principals' iCal.

### ATTENDANCE-STAFF

The instructional work day is seven and one-half hours each day including lunch. All employees are to be at their work station by **8:40 and leave no earlier than 4:10**. The non-instructional workday is seven hours excluding lunch.

**All personnel sign in and out each day on the payroll form sheet located near the mailboxes in ink.** Employees must sign the time sheets at the end of the two week payroll period and initial next to the total hours. It is school board policy that no personnel shall leave the school campus during the hours of duty without authorization from an administrator. Anyone who leaves the school campus during the day, after receiving authorization, must sign out and back in on a special sign out sheet on the table by the mailboxes.

Regular attendance is very important in maintaining the continuity of learning in your classroom. In the event that you must be out, please use the procedures outlined below:

**As soon as you are aware that you are going to be absent, please follow these steps:**

#### Instructional and Non-Instructional Staff

1. Use the "Request for Leave" email to notify us when you are out of the classroom (district meetings, trainings, sick, personal, inservice, planning, IEP's, etc.) whether it is a full day, part day or two hours. This includes coming in late or leaving early.

You will receive a "**Reply**" from Nicole or Debbie to your leave.  
Donna and Shirley will be monitoring all leaves.

2. Enter your absence in Aesop *as soon as you know you will be out* of the classroom. Detailed information is available online.

**You may call Donna Garcia at 774-4702 (voice mail anytime day or night)**

If you need to be out for less than half a day, please use the **Leave Request** email box for permission. Depending on when you need to leave, you will be charged accordingly. Something to remember is that you will be charged in **one hour** increments. In the past, you were able to leave early and make up the time. This policy will no longer be in effect. However, if you earn comp coupons, you may use them **PRIOR** to students arriving on campus or you can save them up and use them on a teacher planning day. Of course, we know situations arise so please see Nicole or Debbie to discuss and receive permission to

leave. Always remember to get lunch duty coverage when you know you are going to be out.

**Non-classroom staff:** (Resource or Inclusion, etc.) If you are ON CAMPUS but at a training or meeting for half or full day, please enter your absence in Aesop (as meeting, planning or training). *Please make sure you have duty coverage.*

Note: Vacancies, Military, Injury Line of Duty, Workers Comp, Educational Leave, Child Rearing, FMLA and Long Terms absences can only be put into the Aesop system by administration.

A. If you know of an absence in advance, then you must submit a *Leave Form* (located in the bookkeeper's office) to an administrator prior to the day off. You will then call the substitute system. If there is a problem with the time off, an administrator will speak with you.

B. Consult the Master Teacher Contract for legitimate uses of personal days. Personal days will not be granted for recreational purposes. You may not extend a holiday or long weekend unless it meets a purpose under contract language.

\* **C. Staff should make every effort to schedule medical appointments after student contact time. Please inform the office of medical appointments in advance; avoid informing the school the day of the appointment.** The Master Teacher Contract provides leave for absence in one-hour units during non-student contact time or in half-day units. Refer to your contract for details.

### **Personal Leave Days**

Article VII, Section B.3 or the Instructional Master Contract:

Teachers shall be allowed up to six (6) days of personal leave at full compensation during each year of their employment. Such leave will not be cumulative and shall be deducted from accrued sick leave when used. Such leave shall not be used for recreational purposes. Reasons may include family problems, household emergencies, legal business, transportation problems, or other appropriate reasons, which are beyond the control of the employee. Teachers shall not be required to indicate a reason on leave forms.

Article VIII, Section B.3 of the SRP Master Contract:

SRP shall be allowed up to six (6) days of personal leave at full compensation during each year of their employment. Such leave will not be cumulative and shall be deducted from accrued sick leave when used. Such leave shall not be used for recreational purposes, and the SRP may be required to give the reason for requesting leave to the worksite supervisor or designee. Said reasons may include family problems, household emergencies, legal business, transportation problems, or other stated reasons. When SRP cites one of the four reasons stated above, no additional explanation will be required.

E. When you return to work after an absence, be sure to sign your leave form in the bookkeeper's office.

Please always check the white board outside Shirley's room every morning. It should be completed by 8:30 am for staff who are out and coverage is needed for lunch duty, etc.

Please always double check Aesop to see if you have a sub for the day you will be out, in planning or training.

When emailing your leave please give date and day of leave, am or pm or full day and reason.

### **ACCIDENT REPORTS**

Any time you or a student is injured at school, it is necessary to complete an accident report immediately. Student accident reports should be made in the clinic. Teacher and staff accident report forms can be found in the bookkeeper's office. If you allow the custodial crew to help you and avoid standing on sinks, tables, desks or chairs, you may be able to avoid the need to complete an accident report for yourself!

### **ACTIVITY CALENDAR AND FORM**

A master calendar will be maintained on GoogleDocs. In order to minimize scheduling conflicts and to keep all faculty/staff informed of school events, please check the calendars on a regular basis. If you wish to add a special event, activity, field trip or meeting you must get prior approval from administration and have the event added to the master calendar.

### **ANIMALS**

Students are not allowed to transport animals via the bus. If children wish to bring animals to school, they must have the administration's permission prior to bringing the animal. A parent must bring the animal to class. Students will not be allowed to play with or touch the animal. The parent must take the animal home immediately following the display.

### **ARRIVAL AND DISMISSAL PROCEDURES**

When students arrive at school they are to report to breakfast in the cafeteria and/or straight to the classroom. Please have a quiet activity ready at 9:15. We will begin each day with announcements and the Pledge of Allegiance. Morning announcements contain important information for everyone in the school. Children and all adults must pay attention. Students from assigned classes will be chosen to lead the pledge each day. A schedule has been provided for you. During your week, please be prepared to send your students to the office by 9:30. If you have an announcement, please date it, write a brief and clear message and place it in the announcement folder by the microphone.

All classes should be ready and quiet at 3:35 to prepare for dismissal. Please listen carefully and follow instructions at dismissal. The Media Center closes at 3:10. Car riders will be called first at 3:40. Bus riders should be ready when they are called. All children will be silent as they walk through the building. Students should work or read quietly beginning at 3:35 until they are called for dismissal. **There is no reason why a student should miss the bus. It is the teacher's responsibility to see that every student leaves on time when his/her bus is called. The teacher will be responsible for calling the parent if a student misses the bus.**

## ATTENDANCE

1. Opening school activities will begin at 9:40 a.m. It is important that roll be taken daily as soon as the morning announcements are completed. Attendance will be kept on eSembler and should be submitted via computer by 10:00 a.m. each day.
2. Students who arrive after 9:40 a.m. will need to report to the office to receive a TARDY SLIP. The office will correct the attendance.
3. When a student checks out of school BEFORE 10:00 A.M and does not return, the office may correct the attendance by marking the student absent.
4. When a student returns from an absence, parents are advised to notify the school in writing explaining the cause of the absence. **PLEASE NOTE:** These notes are sent to the office.
5. When a student misses 3 CONSECUTIVE DAYS, contact by phone with the parent must be attempted by the teacher. If contact is not made, the teacher completes a Referral for School Social Work Services: Form MIS 427. When a student has a pattern of absences, a Referral For School Social Work Services is to be completed by the teacher.
6. A parental request for an extended absence should be brought to the attention of an administrator. Typically, one trip per year for educational purposes or a family emergency will be approved not to exceed 5 days.
7. When absences are affecting the student's achievement, the student is counseled by the guidance counselor, social worker, assistant principal, and/or principal.

## **BUDGET PROCEDURES**

All funds are allocated to the teams or special areas. It is the responsibility of the team members to plan and determine priorities for materials, to enhance the education of the students. Materials purchased under these approved procedures become the property of the Pasco County School Board.

**ANY SUPPLIES PURCHASED OVER \$25 BY A TEACHER WITHOUT APPROVAL FROM AN ADMINISTRATOR WILL BECOME THE PROPERTY OF THAT TEACHER. THE TEACHER WILL ALSO HAVE THE FINANCIAL RESPONSIBILITY FOR THAT PURCHASE.**

## **CAFETERIA INFORMATION**

At the beginning of each day, the teacher will check with students to make sure each child has lunch or lunch money. Any student needing to repay a lunch loan will be sent to the cafeteria following morning announcements. Lunch money will be collected daily in the pre-kindergarten through second grade and taken to the cafeteria. Students in grades 3-5 wishing to prepay their lunches should be sent to the cafeteria on Monday mornings. All other students will pay the cashier as they go through the lunch line. Each student will need to clearly say his or her last name or assigned lunch number, as the cashier is required to keep a tally sheet. The School Board approved this year's school lunch prices as indicated below.

	<b>Breakfast</b>	<b>Lunch</b>
<b>Regular Student Prices:</b>	<b>Free</b>	<b>\$2.15</b>
<b>Reduced Price:</b>	<b>Free</b>	<b>\$0.40</b>
<b>Adult Prices:</b>	<b>\$1.75</b>	<b>\$3.75</b>

Florida Income Eligibility Guidelines for Free and Reduced Price Meals are available in the office.

## **CAFETERIA RULES**

Following cafeteria rules is an expectation. The following rules are posted in the cafeteria:

# Cafeteria

<b>Safe</b>	Stay seated.	Walk.	Stay with your class.	Remain silent while the lights are off.
<b>Respectful</b>	Follow the directions given by your lunch monitor.	Use appropriate table manners.	Eat your own lunch.	Use a quiet voice.
<b>Responsible</b>	Raise your hand if you need something.	Keep your area clean.	Carry your tray with two hands.	Report spills to an adult.

## CAFETERIA PROCEDURES

**Teachers**, please walk students to the serving line in the cafeteria. At the end of lunch, teachers will need to pick up their students on time.

## CAFETERIA SPECIAL REMINDERS

- 1.) Stress good cafeteria manners and behavior to your students.
- 2.) Go over the cafeteria rules with your class on a regular basis.
- 3.) If you are late for lunch, you cannot make time up by extending your lunch period. Students will be dismissed according to the lunch schedule.
- 4.) Be sure to pick up your students on time. You are responsible for students' safety once your lunchtime is over.



## **CHILD ABUSE**

It shall be the duty of all personnel in each school to report cases of suspected child abuse. Such a report shall be made immediately by telephone, toll free, to the Child Abuse Registry (1-800-342-9152). School personnel making such a report may do so without telling or involving any other individual at the school. However, if the reporting person discloses such information to any other school personnel, he/she should inform an administrator that he/she has taken such action.

## **CHILDREN OF STAFF MEMBERS**

It is important to remember that the primary purpose of the time before the students arrive is for planning, conferences, and meetings. It is recommended that the PLACE Program be utilized for before and after care when possible. However, if PLACE is not being used, children of staff members who arrive with their parents are to remain in the classroom with the parent. Students are not allowed to roam the campus or playground before school and should go immediately to the parent's classroom after school. It is important to be aware that the children should not infringe on the parent's work responsibilities or the responsibilities of the other staff members in the school. Planning days can be used most productively with only adults present. Please be sure to make alternate child care arrangements on those days. If arrangements cannot be made, please speak with administration. On days of faculty and staff meetings, please have a plan for supervision of your children while you are attending the meeting.

## **CLASSROOM APPEARANCE**

The Pasco County School Board has provided us with a well-equipped facility to provide a productive learning atmosphere. It is very important that the classrooms are attractive and orderly at all times. Classroom appearance is a direct reflection on a teacher's organization. We can make the most effective use of our time and space if storage areas are kept neatly organized. Most importantly, our students' education will be enhanced by attractive surroundings. Always keep in mind that first impressions are important. Refer to Custodial Information for teacher/student responsibilities regarding classroom maintenance.

## **CLINIC**

The clinic is staffed by a full time health assistant to attend to students who are injured or who become ill during the day. Send the child to the clinic after issuing a clinic pass. Medication prescribed or over the counter, will only be administered by the health assistant or other trained personnel who will follow the School Board Policy for the administration of medication at school. The only medication that the health assistant will administer is medicine that is: -prescribed by a physician in the prescription bottle, properly labeled with a current date and accompanied by a note from the parent giving the school permission to give the medication. No more than a one month supply of medication should be brought by a parent to school. No nonprescription medication will

be given by the clinic assistant unless there is a written request from the physician stating that it needs to be given. This includes cough drops, aspirin, etc. Due to high volumes of students in the clinic from 12:00-1:00 pm, we are going to ask that you only send emergencies. We appreciate your support with this matter!

## COMMITTEES

All committees have open attendance and teachers/staff/parents may sign up at the beginning of the year for any that interest them. A representative from each team should be on each major committee.

## COMMUNICATION

The best method to remain current on school activities is through our weekly agenda and emails.

Each employee is provided with a mailbox. Please check **twice** daily for mail, morning and afternoon. Please do not send children for your mail. Please do not use your mailbox for storage and refrain from placing open drinks, mugs, cups, or food in the mailbox.

Telephone messages received during the school day will be placed on the message board. Please check the board frequently, especially if you are expecting a call. Telephones are to be used for school business only. Please do not make long distance personal calls.

Leave your phone microphone on. Please limit your personal calls. **Please turn off your cell phone in classrooms and refrain from having personal conversations while you are responsible for the supervision of children.**

E-mail must be checked at the beginning and end of each day. It is expected that all employees will read their e-mail. Electronic correspondence and internet use through our server must be in accordance with our school board policy. E-mail correspondence is public record. *Please use email for school business only.*

## CONFERENCES

Every effort will be made to encourage parents to make appointments for conferences. It is the teacher's responsibility to come to the conference prepared with the student's current grades, sample work, his/her portfolio, and be able to speak on behalf of any teammates who are unable to attend.

*Parent/Teacher Conference Forms* are to be completed during the conference. The yellow copy is given to the parent at the conference. The white copy is to be retained by the teacher. This copy will be filed in the student's permanent record at the end of the school year. Please share a copy of the conference summary with an administrator if a potential problem is anticipated.

### **TIPS for a SUCCESSFUL conference:**

- Begin by saying something positive about the child.
- Be honest and truthful.

- Hold in strict confidence all that is told to you.
- Express honest admiration for what parents are doing.
- Remember that parents have a tremendous knowledge of their child.
- Avoid destructive criticism. Realize that it's easier to be objective about a child who is not your own. Lead with data, rather than feelings, and you will be more apt to keep the conference productive.

### **CUSTODIAL INFORMATION**

Fill out a maintenance request form via email and submit it to an administrator. The request will be reviewed and routed to the plant manager. In order to maintain a clean environment, classroom chores for the students include:

1. Picking up all trash from the floor daily.
2. Stacking the chairs daily.
3. Emptying pencil sharpeners daily.
4. Keeping desks and shelves neat and orderly.
5. Notify office of large spills requiring a custodian. (Teacher)

#### **Preventive Maintenance Tips:**

1. Use tackable surfaces for posting student work or other items.
2. Avoid putting staples, thumbtacks or tape on dry wall surfaces.
3. Remove staples from walls after each use.
4. When hanging items from classroom ceilings:
  - a. for safety, use clothespins rather than paper clips at the bottom of the hanging strings
  - b. hang items no more than six inches from the ceiling or six feet from floor.
5. Avoid putting tape on the vinyl tile floors or carpeting.
6. Avoid putting tape on any doors. Use sticky tack instead.
7. Avoid hanging items from ceilings in hallways or exit paths.
8. Exit routes must not be blocked at any time.
9. Report any large spills immediately.

10. Any food (cookies, candy, etc.) must be stored in airtight containers. Original packages and plastic baggies are not airtight and bugs will get in them. Please refrain from giving students candy. Please clean up thoroughly after eating. Also remember that no one should be eating in the classrooms. Please check for availability in the cafeteria or use the picnic tables outside.

11. Help us to conserve energy. Turn off lights in your area when you and your students are not there.

12. Follow the 20% rule for posting student work or other items.

Please check with an administrator before making any permanent changes to the building or to any furniture including painting of furniture or bulletin boards. If you notice any change in equipment (classroom or playground) that could lead to a student injury, immediately fill out and submit a maintenance request form so it can be corrected.

## **DISCIPLINE**

Appropriate behavior is absolutely necessary if students are going to learn. Teachers set the tone in their classroom beginning the first day. Our school wide rules and consequences should be posted in every classroom. Our Positive Behavior Support Team develops the discipline plan for our school. Mutual respect, kindness to others, and a commitment to learning should be encouraged daily. We will continue to teach these skills at our school.

### **Northwest Mustang Motto**

**We believe in ourselves and try our best.**

**We cooperate with the adults in charge.**

**We respect school property and the property of others.**

**We speak with indoor voices everywhere, using acceptable language.**

**We stop, think and make good choices when solving problems.**

Our students are to be respectful, obey all adults, maintain a quiet classroom atmosphere and move quietly from one area to another. Daily reminders, posted classroom rules and consistency are all necessary ingredients for good discipline. Teachers need to be familiar with the Pasco County Code of Student Conduct. The goal of discipline is changed behavior; school is a “learning place” where misbehavior is not acceptable. All verbal or physical threats by students or parents are to be treated seriously.

Teachers are expected to make it clear that they are in charge in their classroom. Discipline interventions should include counseling, time out, **FREQUENT** parent conferences and guidance referrals. Writing sentences, copying dictionary pages or assigning additional work as punishment are ineffective methods. All teachers are expected to be firm, fair, and to use praise and recognition to mold behavior. Parents are the best resource you have for improving behavior. The office should be used only as a

last resort. If students are referred to the office, they must bring a discipline referral with them. **Please call the office before sending a student to be sure an administrator is available.**

The Pasco County Student Code of Conduct provides the framework for any course of action relating to discipline. Each teacher should be thoroughly familiar with the Code of Conduct and the rules set forth by the School Board. Students must be supervised at all times and should NOT be directed to stand outside the classroom doors or in hallways. **Students should be sent to the office as a last resort when all other interventions, including a mark in the planner and a parent contact, have failed.** If it is necessary for the student to be sent to the office, a note of explanation or a discipline referral must accompany the student.

Homework and academic assignments are tools for learning rather than discipline interventions. Music, PE, Art, Media, and Guidance are important parts of the curriculum, and it is required that all students attend those classes. Each team will be responsible for implementing the following expectations through developmentally appropriate classroom procedures.

School-Wide Expectations:

1. Be Safe.
2. Be Responsible.
3. Be Respectful.

School-wide expectations and procedures should be shared with parents early and often.

**A few points to remember:**

1. The teacher is the most effective disciplinarian.
2. Sending a student to the office sends a message to the child that you are not able to handle the problem.
3. Keeping students from P.E., music, media, speech, art, shall not be used as a punishment.
4. Specialists are responsible for students' behavior. Students cannot be sent back to class as a punishment.

**The following suggestions are effective in preventing discipline problems:**

1. Begin your class promptly. You should be the first person a child sees when he/she enters the classroom.
2. Be well planned and organized. Lack of preparation is an invitation to problem behavior. Children will get into trouble when they do not have enough appropriate work or activities or when they do not have the necessary supplies to do this work.
3. Your students should know the rules and consequences of your team; review them often.
4. In general, avoid predicting or threatening specific punishment. Idle threats become meaningless and impair, rather than increase, your effectiveness.
5. Be consistent. Do not suppress specific behavior one day and tolerate it the next day.

Let your pupils know what your expectations are and your disciplinary problems will be few.

6. Treat all students alike and be fair.

7. Get to know your students. Teachers who take the time to get to know and understand their students usually find that discipline problems decrease.

8. Be sure to praise and compliment students when it is appropriate. Students appreciate a teacher who is quick to praise.

9. Be friendly, but realize that there is a difference between "friendliness" and "familiarity".

10. Do not back students into a corner by placing them in such a position that the only thing they can do to save face is to strike back verbally or physically. Always try to leave the student a graceful way of exiting a precarious situation without a serious confrontation. Diffuse such situations by giving the student a choice.

11. Keep your sense of humor. Students look forward to classes with confident teachers whose cheerfulness and humor combine to make lessons interesting and worthwhile.

### **E-MAIL AND NETWORK USE**

The district provides each staff member with an e-mail address and **it should be checked daily**. Communication via e-mail with parents as all teacher e-mail addresses will be available to parents on the school website.

Pasco network resources (i.e., computers, electronic mail, conferences, bulletin boards, databases, 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, vision, and curriculum of the District School Board of Pasco County. Board policy and guidelines for acceptable and unacceptable use of the network by students and employees are established and will be distributed to employees and students. Electronic Network Use Guidelines for Students will be distributed to all students each year. Electronic Network Use Guidelines for Employees will be distributed to all employees each year. A copy of the Electronic Network Use Guidelines for Employees shall be signed by all employees and become a part of each employees personnel file with new employees signing as a part of the hiring procedures. Remember, teacher laptops are the property of the District School Board of Pasco County. Keep this in mind when using and maintaining these expensive computers.

With the use of the network comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. The District School Board of Pasco County views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools.

Specifically, those uses which support the mission, vision, and curriculum of the District School Board of Pasco County are acceptable. Users are responsible for their activities that take place on the network. Any employee working with students who are utilizing the network has the responsibility to monitor such use to assure compliance with the Electronic Network Use Guidelines.

Student and employee users agree to the general policy and Electronic Network Use Guidelines as a condition for using the network and shall have no expectation of privacy during such use. Failure to adhere to the policy and Electronic Network Use Guidelines may result in the loss of access to the network and/or other disciplinary action.

## **EMERGENCY DRILLS AND PROCEDURES**

Each teacher is provided a Crisis Intervention Plan flip chart. Please refer to this for all drills such as fire, tornado, and lock down. It is important to display the Emergency Plan Map near your door for everyone to see. Substitutes must be able to find these documents easily and quickly.

Each month we will conduct a practice Fire Drill. A Severe Weather or Lock Down Drill will be conducted two times per year.

**Fire Drill** (alarm bell) – All students should exit quickly from the building. Please follow your evacuation map located in your room and remember to bring your attendance folders. Students are expected to walk silently and face away from the building until an all-clear call is made.

**Severe Weather Drill** (series of continuous beeps) – All students need to be moved to an inside wall of your suite. If you are in a portable, you will need to go to the room to which you have been assigned. If you are outside during a tornado drill, you will need to go to the room closest to your location. Students who are in the media, cafeteria or office should remain in those buildings. This must be done quickly and quietly.

**Lock Down Drill** (an announcement will be made) – Teachers are to lock the doors immediately. The SAFE sign should be posted on the outside door as well as the inside door. All students and staff need to move to the center pod area. **NO ONE IS ALLOWED OUT OF ANY AREA AT THIS TIME.** If you are outside, please go to the nearest room. This needs to be done quickly and quietly. When all is clear, the principal and/or assistant principal will come to each room to give the all clear.

### **Emergency Evacuation**

Should a situation arise that requires students and staff to be removed from the school premises, transportation will be provided to the following locations:

Primary Location Hudson High School or Hudson Middle School.

## **ENERGY CONSERVATION**

All lights should be turned off when leaving the classrooms and restrooms. It is important to keep the classroom doors closed when the air conditioning system is operating. All thermostats will be kept at 76 degrees. If the temperature in your suite is uncomfortable, please notify the office. They will contact a custodian to investigate needed adjustments.

## **EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES**

Students: The District School Board of Pasco County is committed to the premise that the right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of age, sex, race, color, religion, national or

ethnic origin, disability, handicapping condition, pregnancy, parenthood, marriage, political beliefs, social and family background, or for any other reason not related to his/her individual capabilities.

Employees and Applicants for Employment: The District School Board of Pasco County is likewise committed to its policy of offering equal employment opportunities for all persons regardless of race, religion, color, sex, national or ethnic origin, age, marital status, disability or handicap, and acknowledges veterans' preference in employment.

It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations, and offer greatest promise for future development.

## **EVALUATION**

### 1. Statement of Philosophy

Assessment is an appropriate, continuous, and cooperative process involving teachers and administrators which are 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.

### 2. Purposes of Assessment

This assessment system is designed to help members of the instructional and administrative staff to:

1. Improve the quality of instruction
2. Promote the growth and development of the individual and the organization.
3. Link the individual's job-related objectives to the current goals of the organization.
4. Permit discussion of actual job performance relative to the established expectations and establish methods for continuous improvement.
5. Emphasize self-assessment and individual development which will lead to motivation for improvement and acceptance of the fairness of the system by members of the instructional staff.
6. Provide support and direction for staff members for both short-term improvement and long-term professional development.
7. Effectively utilize sound educational principles based on contemporary research when assessing performance.

Faculty and staff evaluations are scheduled by administrators. A copy of these forms can be found on the district Staff Development website as well as [truenorthlogic](#). It is important that all employees are aware of evaluation criteria and procedures. The administrators will answer any questions that you may have regarding evaluation procedures and policies.



## FACULTY LOUNGE

The lounge is for your convenience, comfort and relaxation. Please treat others who share it with consideration by being neat and tidy. Personal dishes should be washed and put away immediately after use. The refrigerator will be cleaned out every Friday. Leftover food will be thrown away. Drinks such as water or coffee may be taken to the classrooms. We encourage faculty and staff to use the lounge for lunch; if you choose to eat in another location be certain to discard your leftovers appropriately. Teachers should not be eating or drinking in front of students during instructional time. The lounge is for adults only. This applies to faculty and staff members' children as well as to other students.

## FIELD TRIPS

All field trip requests must be submitted to the principal by team leaders **prior** to making plans. Forms may be obtained from the bookkeeper. **Be sure trips are affordable so that they are available to all children. Students may not be denied a field trip due to failure to pay.**

The following information should be secured regarding the place you plan to visit: the hours it is open; admission process (check for special school rates); size of group which can be accommodated; facilities for picnic grounds; special instructions such as where to park, who is in charge and distance from school.

All field trips require a Field Trip Request/Bus Worksheet approved by the administration. A sponsor/teacher checklist should be used by the sponsor throughout the process. These forms are available from the bookkeeper. **Bus request forms must be turned in to the bookkeeper at least four weeks prior to field trip along with lesson plans.**

There must be one adult chaperone for each 10 children. School personnel should be used when possible, but approved volunteers may go. A list of all chaperones must be included on the Field Trip Form. This list should indicate which chaperones are board-employed and which are not. The names must be approved by the board.

One teacher must have full responsibility for the trip. This person will be responsible for seeing that all students are supervised at all times.

Every student going on a field trip **MUST** have a signed Parent's Release (MIS 109) Form.

Students may order a school bag lunch for a field trip in advance. A Field Trip Lunch on the Go form is used to request meals from the cafeteria. The cafeteria manager needs two weeks notice when your class will be going on a field trip whether the cafeteria is providing lunches or not. Please let the manager know what time you will need the lunches to be ready.

If there are students who need to take medication while on the field trip, someone from the team must be medicine trained.

Field trips will not be authorized for the purpose of participation in the promotion of commercial entertainment establishments.

Professional attire on field trips is appropriate. When going on an outdoor field trip, comfortable attire is acceptable. (See dress code)  
Students may not purchase souvenirs.

1. Field trips will not be authorized for the purpose of participating in the promotion of commercial enterprises or attending commercial entertainment establishments primarily for entertainment. Types of excursions thus prohibited include: trips to commercial establishments whose primary function is the providing of a variety of entertainment, i.e., amusement parks, movie theaters, etc. However, such excursions may be permissible if it can be shown that the program will specifically contribute to the educational program of the students.

2. Students shall be allowed free time for special events or trips which are approved by the School Board. No student is required to make up work missed while on a field trip. This applies, for example, to field trips made by Student Council or science fair winners.

3. Board approved permission slips must be used any time a student leaves campus for a school sponsored activity. The original copy of the permission slip is to be kept in the office, while the second copy is taken on the trip.

4. Requests for field trips are to be submitted to an administrator 30 working days in advance on the "Request for Activities" form. The administrator will approve the date for you. The school bookkeeper will then provide you with a Field Trip and Bus Worksheet. Give the completed worksheet and any other appropriate forms to the bookkeeper.

5. Each team will be responsible for informing parents of field trip details, receiving parent permission for the trip, arranging for the administration of any medications to students, and determining if students will require a school bag lunch.

6. Please note on the form if bag lunches are necessary. Teams are responsible for notifying the cafeteria of the total number of bag lunches needed 10 working days prior to the field trip. Students who participate in the Free Lunch Program will have bag lunches provided on all field trips.

7. Once transportation costs are set, no refunds will be permitted.

*If you have an ESE Student requiring a harness, indicate so on the Field Trip Bus Request form.*

## **FREEDOM FROM HARASSMENT**

### **The School Board of Pasco County Bylaws & Policies Instructional**

The District School Board of Pasco County is committed to take steps to create and to ensure an education and work environment free of harassment.

#### **3362 - ANTI-HARASSMENT**

##### **General Policy Statement**

It is the policy of the Board to maintain an educational and work environment that is free from discriminatory harassment based on sex/sex-stereotyping, race, color, ethnicity, national origin, religion, marital status, disability, or genetic information that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment). This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of legally prohibited harassment. This policy applies to legally prohibited conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

For purposes of this policy, "District community" means students, administrators, teachers, staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

The Board will vigorously enforce its prohibition against all forms of unlawful harassment, including sexual harassment, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

**"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging legally prohibited harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of legally prohibited harassment, when responsibility for reporting and/or investigating legally prohibited harassment charges comprises part of one's supervisory duties.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics

or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. Inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes legally prohibited sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

**NOTE: Any member of the District community who engages in sexual conduct with a student may also be guilty of a crime.**

### **Other Unlawful Harassment**

Other prohibited unlawful harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race, color, religion, national origin, disability, etc., and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race, color, religion, national origin, disability, etc, such as slurs, nicknames implying stereotypes, epithets, and/or negative references relative to a legally protected class.

### **Reports and Complaints of Harassing Conduct**

Members of the District community, which includes all staff and third parties are encouraged to promptly report incidents of unlawfully harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Compliance Officer or designee within two business days.

Members of the District community or third parties who believe they have been unlawfully harassed by another member of the District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complainant's employment or participation in educational or extra-curricular programs unless the complainant makes the complaint maliciously or with knowledge that it is false. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of reported act of bullying and/or harassment in accordance with Policy [5517.01](#) – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to the Compliance Officer who shall investigate the allegation in accordance with this policy.

### **Anti-Harassment Compliance Officer**

The following individual serves as the "Anti-Harassment Compliance Officer" for the District and is hereinafter referred to as the "Compliance Officer".

Title:	Equity Manager
Name:	Sandra May
Address:	7227 Land O'Lakes Blvd. Land O'Lakes, FL 34638
Phone:	(813) 794-2679
Fax:	(813) 794-2119
E-mail:	smay@pasco.k12.fl.us

The name, title, and contact information of this individual will be published annually in the parent and staff handbooks, in the School District Annual Report to the public, on the School District's website, on the "Your Employment Rights" poster prominently displayed at each worksite, and published in local newspapers.

The name, title, and/or contact information of the person presently serving as Compliance Officer may change from time to time, and such changes shall be deemed technical corrections within the meaning of Bylaw 0131.1 and shall be made pursuant to that bylaw.

The formal and informal processes for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of unlawful harassment was substantiated are set forth in Policy [3122.04](#) – Complaint Procedures Related to Alleged Discrimination in Employment (Employees) and Policy [5517](#) – Anti-Harassment (Students).

This procedure will be readily available to all members of the District community and posted in appropriate places throughout the District.

Members of the District community or third parties who feel they have been legally prohibited harassed should file a formal written complaint with the worksite supervisor or the District Equity Officer identified in the anti-harassment complaint procedure. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a

worksite supervisor will be immediately reported to the appropriate compliance officer identified in the anti-harassment complaint procedure and the worksite supervisor will not conduct an investigation unless directed to do so by the District Equity Officer.

The complaint process set forth in the policies listed above is not intended to interfere with the rights of a member of the District community or a third party to pursue a complaint of legally prohibited harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of legally prohibited harassment regardless of whether the member of the District community or third party alleging the legally prohibited harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person or in such other manner as deemed appropriate by the Board or its designee.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to the District's Equity Officer. Thereafter, the Equity Officer must contact the student, if over age eighteen (18) or the student's parents if under age eighteen (18), to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

## **Confidentiality**

The District will make reasonable efforts to maintain the confidentiality of the parties involved in an investigation of unlawful harassment. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the *Family Educational Rights and Privacy Act* will be maintained in a manner consistent with the provisions of the Federal law.

## **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where legally prohibited

harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

## **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

## **Mandatory Reporting of Misconduct by Certificated Employees**

The Superintendent is required by State law and Board Policy 8141 to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of legally prohibited discriminatory practices. The Superintendent shall provide appropriate information to all members of the school community related to the implementation of this policy and shall provide training to District students and staff when appropriate. All training, as well as all information provided regarding this policy and harassment in general, will be age and content appropriate.

F.S. 110.1221, 760.01, 760.10, 1000.05, 1006.07

20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq., Age Discrimination on Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973

29 C.F.R. Part 1635

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

20 U.S.C. 1681 et seq.

42 U.S.C. 1983

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

National School Boards Association Inquiry and Analysis - May 2008

Revised 3/1/11

Revised 10/15/13

## **3470 - INSTRUCTIONAL COMPLAINTS AND GRIEVANCES**

The Board encourages the prompt and fair handling of problems before they become formal grievances. The grievance procedure shall be followed objectively so that no individual should



fear retribution for seeking full satisfaction of the problem. Instructional staff are included in a collective bargaining unit and are subject to the provisions of the grievance procedures contained in the applicable bargaining agreement.

## The School Board of Pasco County

### Bylaws & Policies

### Noninstructional

#### **4362 - ANTI-HARASSMENT**

##### **General Policy Statement**

It is the policy of the Board to maintain an educational and work environment that is free from discriminatory harassment based on sex/sex-stereotyping, race, color, ethnicity, national origin, religion, marital status, disability, or genetic information that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment). This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of legally prohibited harassment. This policy applies to legally prohibited conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

For purposes of this policy, "District community" means students, administrators, teachers, staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

The Board will vigorously enforce its prohibition against all forms of unlawful harassment, including sexual harassment, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

**"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

## **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging legally prohibited harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of legally prohibited harassment, when responsibility for reporting and/or investigating legally prohibited harassment charges comprises part of one's supervisory duties.

## **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
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placed in the work or educational environment, which may embarrass or offend individuals.

- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
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- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. Inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

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**NOTE: Any member of the District community who engages in sexual conduct with a student may also be guilty of a crime.**

### **Other Unlawful Harassment**

Other prohibited unlawful harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race, color, religion, national origin, disability, etc., and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race, color, religion, national origin, disability, etc, such as slurs, nicknames implying stereotypes, epithets, and/or negative references relative to a legally protected class.

### **Reports and Complaints of Harassing Conduct**

Members of the District community, which includes all staff and third parties are encouraged to promptly report incidents of unlawfully harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Compliance Officer or designee within two business days.

Members of the District community or third parties who believe they have been unlawfully harassed by another member of the District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complainant's employment or participation in educational or extra-curricular programs unless the complainant makes the complaint maliciously or with knowledge that it is false. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of reported act of bullying and/or harassment in accordance with Policy [5517.01](#) – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to the Compliance Officer who shall investigate the allegation in accordance with this policy.

### **Anti-Harassment Compliance Officer**

The following individual serves as the "Anti-Harassment Compliance Officer" for the District and is hereinafter referred to as the "Compliance Officer".

Title: Equity Manager  
Name: Sandra May  
Address: 7227 Land O'Lakes Blvd.  
Land O'Lakes, FL 34638  
Phone: (813) 794-2679  
Fax: (813) 794-2119  
E-mail: smay@pasco.k12.fl.us

The name, title, and contact information of this individual will be published annually in the parent and staff handbooks, in the School District Annual Report to the public, on the School District's website, on the "Your Employment Rights" poster prominently displayed at each worksite, and published in local newspapers.

The name, title, and/or contact information of the person presently serving as Compliance Officer may change from time to time, and such changes shall be deemed technical corrections within the meaning of Bylaw 0131.1 and shall be made pursuant to that bylaw.

The formal and informal processes for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of unlawful harassment was substantiated are set forth in Policy [4122.04](#) – Complaint Procedures Related to Alleged Discrimination in Employment (Employees) and Policy [5517](#) – Anti-Harassment (Students).

This procedure will be readily available to all members of the District community and posted in appropriate places throughout the District.

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The complaint process set forth in the policies listed above is not intended to interfere with the rights of a member of the District community or a third party to pursue a complaint of legally prohibited harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of legally prohibited harassment regardless of whether the member of the District community or third party alleging the legally prohibited harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person or in such other manner as deemed appropriate by the Board or its designee.

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## **Confidentiality**

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During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

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## **Sanctions and Monitoring**

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Where the Board becomes aware that a prior remedial action has been taken against a member of the District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

## **Retaliation**

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The Superintendent is required by State law and Board Policy 8141 to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of legally prohibited discriminatory practices. The Superintendent shall provide appropriate information to all members of the school community related to the implementation of this policy and shall provide training to District students and staff when appropriate. All training, as well as all information provided regarding this policy and harassment in general, will be age and content appropriate.

F.S. 110.1221, 760.01, 760.10, 1000.05, 1006.07  
20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)  
42 U.S.C. 2000d et seq.  
42 U.S.C. 2000e et seq.  
29 U.S.C. 621 et seq., Age Discrimination on Employment Act of 1967  
29 U.S.C. 794, Rehabilitation Act of 1973  
29 C.F.R. Part 1635  
29 U.S.C. 6101, The Age Discrimination Act of 1975  
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended  
20 U.S.C. 1681 et seq.  
42 U.S.C. 1983  
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
National School Boards Association Inquiry and Analysis - May 2008

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Revised 10/15/13

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## **4470 - SUPPORT STAFF COMPLAINTS AND GRIEVANCES**

The Board encourages the prompt and fair handling of problems before they become formal grievances. The grievance procedure shall be followed objectively so that no individual should fear retribution for seeking full satisfaction of the problem. Support staff who are included in a collective bargaining unit are subject to the provisions of the grievance procedure contained in the applicable collective bargaining unit.

## **Definitions**

A grievance is a claim by an employee(s) or applicant(s) for employment of an alleged infraction or misinterpretation of a provision of a policy, procedure, or agreement which was adopted by the Board.

A complaint/grievance which alleges discrimination and/or harassment is one in which a claim is made of an infraction or misinterpretation of a provision of the policy of nondiscrimination or the policy which assures freedom from harassment based on an individual's race, religion, color, gender, ethnicity, national origin, age, marital status, or disability.

## **Purpose**

To encourage prompt and equitable solutions and to ensure that no person need fear coercion, interference, restraint, discrimination, or reprisal for utilizing the procedure. The District will investigate any reports of discrimination or harassment or known instances of discrimination or harassment whether or not the individual who allegedly is the subject of discrimination or harassment files either a formal or informal complaint.

Complaints should be addressed as soon as possible following the alleged infraction. In cases which involve alleged discrimination and/or harassment, including sexual harassment, the initial complaint or report of any alleged infraction should be made within thirty (30) days of the alleged infraction, although the District will investigate any such complaints which are made within one (1) year of the alleged discrimination and/or harassment. All complaints and grievances will be dealt with in a confidential manner to the fullest extent as required by law.

## **Steps**

### **A. Step 1**

A person who feels aggrieved shall orally and informally confer with the administrator or other individual involved. In cases which involve alleged discrimination and/or harassment, including sexual harassment, the person may begin the process at the third step.

### **B. Step 2**

If a solution is not reached at Step 1, the person may file a grievance in writing to the immediate supervisor.

A formal grievance shall be filed as soon as possible but in no event longer than twenty (20) working days after the grievant knew or could reasonably have been expected to know of the occurrence or action giving rise to the grievance.

The written statement shall include a description of the alleged violation, the date of the alleged violation, a suggested resolution, and the signature of the grievant.

### **C. Step 3**

If the grievance is unresolved at Step 2, the grievant may request in writing within five (5) working days a review by the Superintendent or his designee. In cases which involve alleged discrimination and/or harassment, including sexual harassment, the review will be handled by the assistant superintendent for administration or his designee.

The written request shall include a copy of the original grievance and the decision arrived at in Step Two. In cases which involve alleged discrimination and/or harassment, including sexual harassment, the initial complaint or report of any alleged infraction may be made in other than written form.

Within ten (10) working days after the receipt of the written request for appeal, the Superintendent or his designee shall hold a hearing on the grievance.

The person who filed the grievance and the administrator involved in Step 2 shall be given at least two (2) days' written notice of the hearing.

Within five (5) working days after the hearing, the Superintendent or designee shall communicate his decision in writing, together with supporting reasons, to all parties present at the hearing, including the grievant.

D. Step 4

If the grievance is unresolved at Step 3, the grievant may request in writing within five (5) working days a review by the Board. The appeal shall be in writing and shall include a copy of the original grievance and the decisions arrived at in Steps 2 and 3.

Within fifteen (15) working days after the receipt of the appeal, the Board shall hold a hearing.

All parties, including the person who filed the grievance, shall be given written notice at least two (2) days prior to the hearing.

Within fifteen (15) working days after the hearing on the appeal, the Board shall communicate its decision in writing, together with its supporting reasons, to the grievant.

In cases of alleged discrimination and/or harassment in employment, nothing in this policy shall prohibit an employee or applicant for employment from pursuing a grievance through the complaint and/or grievance procedures as may be established by the Instructional Master Contract or School-Related Personnel Master Contract or Federal and/or State statutes or regulations.

No person shall be subject to adverse action in retaliation for having filed a grievance or for having testified, assisted, or participated in any manner in an investigation, proceeding, or hearing conducted under the authority of this policy.





District School Board of Pasco County  
**SCHOOL BOARD POLICY ACKNOWLEDGEMENT**

The District School Board of Pasco County believes that a safe, secure, nurturing, and civil environment is essential in accomplishing its educational mission. This philosophy of inclusion and respect is clearly articulated in the following District School Board Policies:

The Nondiscrimination and Equal Employment Opportunity Policy (1122, 3122, 4122) states that, “[t]he District School Board of Pasco County does not discriminate on the basis of race, color, sex/gender, religion, national origin, marital status, disability, genetic information or age in its educational programs, services or activities, or in its hiring and employment practices.” If a person believes that s/he has been discriminated against or harassed because of one of these protected classes, the District has developed a complaint process (1122.04, 3122.04, 4122.04) to provide prompt, fair investigation and equitable resolution.

As articulated in the Respect and Civility Policy, the District promotes mutual respect, civility and orderly conduct among all employees, students, parents, and the general public. This Policy (1380, 3380, 4380) is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace that is free of disruptive demeaning, intimidating, threatening, or aggressive behavior. Staff are expected to treat students, parents, fellow staff members and members of the public with respect and expect the same in return. Volatile, hostile, or aggressive actions and words will not be tolerated and employees who engage in these actions may face disciplinary action.

The Equity Manager, Sandy May, is available to provide assistance or additional information on the above-referenced board policies at [smay@pasco.k12.fl.us](mailto:smay@pasco.k12.fl.us) or 813-794-2579.

In addition to the above, every school district employee is bound to comply with all School Board policies as a condition of their employment. The policies referenced in this notice along with all School Board policies can be accessed at <http://www.neola.com/pasco-fl/>. All employees are encouraged to be familiar with those that are applicable to their responsibilities.

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Location: \_\_\_\_\_

Do you understand the School Board Policies regarding non-discrimination and workplace civility?  
 YES  NO

Do you understand that, as an employee of the DSBPC, you have an obligation to comply with School Board Policy, including those regarding non-discrimination and workplace civility?  
 YES  NO

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## **FURNITURE AND EQUIPMENT**

All furniture and equipment is to remain in the classroom to which it is assigned. Furniture needs should be communicated to the administration. The sinks, tables, desks and chairs are not appropriate to stand on; doing so could lead to an injury. Please contact the custodial crew if you need assistance.

## **GRADE BOOKS/RECORD KEEPING SYSTEM**

Each teacher is required to keep and maintain a grade book and/or record keeping system. The grade book/system should be neat and easily explained.

The following information should be maintained in the grade book/system:

Teacher name and school year should be recorded on the front cover.

Marks for progress should be maintained for all academic and behavioral work habit areas.

Attendance should be maintained within on Esembler or in the gradebook.

Assignments, tasks, or assessments should be specified.

Dates of assignments should be listed.

A key of marking symbols should be specified.

A Band of Expectations should be discussed and utilized consistently within each team.

Students and volunteers are not to have access to grade books.

A general rule of thumb for the number of grades is a minimum of one grade per subject per week.

## **HOMEWORK**

- ❖ Homework should be tailored to the child.
- ❖ Homework should not count for a grade, nor should students lose rewards for not doing homework.

## **OTHER HOMEWORK CONSIDERATIONS**

1. Homework should be thoroughly understood by the student before it is assigned.
2. Homework should be scheduled sufficiently in advance to assure that the students can obtain the resource materials needed and that materials will be available.
3. Homework should be assigned as practice/skill reinforcement rather than as a disciplinary procedure.
4. Homework policies should be explained to parents.

## **INFORMATION SENT HOME TO PARENTS**

Any information sent home to parents must be approved by the administration before it is distributed. We are professionals, and all materials should be a reflection of our professionalism. Correct grammar and spelling are essential. Each teacher is responsible for typing his/her own materials.

## **INTERNAL ACCOUNTS COLLECTION AND DISTRIBUTION OF FUNDS**

The teacher will complete a "Report of Monies Collected" form (MIS 170), filling in purpose of collection, date, name of student and if cash or check. If you receive a check, you must list the check number on the monies collected form. List only one type of money collected on each report and total the amount. The total on the report must match funds. Turn in both copies of the "Report of Monies Collected" form and money to the bookkeeper **the day of receipt**. Do not keep any money overnight in your classroom. The bookkeeper will issue an official receipt and return a copy to you for your records. The security of any monies is the teacher's responsibility.

The team leader or special area teacher will complete the white "Check Requisition/ Purchase Order" form (MIS 172) for orders. Most outside orders should go on a regular Purchase Order. Present it to the Bookkeeper for assignment of a P.O. number prior to purchasing any materials or supplies. Forms are located on the right side of the mailboxes. The Vendor is the person or company who is to receive the warrant (check).

Complete the "not to exceed area" with exact or very close to exact amount as all P.O.'s will be encumbered. Please check prices, make phone calls. Use the form #MIS 172 for requesting reimbursement for any amount over \$25.00. Attach signed receipt to approved form and submit to the bookkeeper for reimbursement in check. For reimbursements under \$25.00, sign the receipt and give it to bookkeeper.

## **LEAVING CAMPUS DURING WORK HOURS**

Teachers should remain on campus during work hours. If an emergency arises, please see one of the administrators PRIOR to leaving. It is strictly prohibited for teachers to leave campus during work hours without prior approval (this includes planning time).

## **LEAVING STUDENTS UNATTENDED**

Teachers are responsible and liable for the proper supervision of students. No class or student is to be left unattended. If there is an emergency, notify the office immediately and alternate classroom coverage will be arranged. If it is unavoidable, ask another teacher on the team to supervise the class. No student is ever to be left in charge of a class and every effort should be made to avoid leaving an instructional assistant responsible for a classroom. Practice active supervision of students, especially when outside; avoid long conversations, laptop computer use, and use of cell phones when supervising students.

## **LESSON PLANS**

Weekly or short-range lesson plans should be available for the administration to view by Friday for the following week. An electronic version can be emailed to the administration or if using Google Docs please make sure the files are shared. Team leaders should let the administration know which format your team is using.

## **MAINTENANCE REQUESTS**

Request for repairs are to be e-mailed to the principal and plant manager. Please do not expect verbal requests to be honored.

## **MEDIA CENTER**

The Media Center offers a wealth of services for you and your students. The Media Center is reserved for media activities during the school day. If you need to schedule the Media Center for an event, please coordinate this activity with Sue Elliot prior to adding it to the school calendar.

Reminder: The front office needs to be informed of an event being held at our school.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b><i>Week 1</i></b>	8:40-9:20 Team Planning	8:40-9:20 Team Planning Primary PLCs during Specials	8:40-9:20 TBIT SBIT (As Per Schedule)	8:40-9:20 Team Planning Primary PLCs during Specials	8:40-9:20 Voluntary Tech. Trainings
<b><i>Week 2</i></b>	8:40-9:20 Team Planning	8:40-9:20 Team Planning Primary PLCs during Specials	8:40-9:20 TBIT SBIT (As Per Schedule)	8:40-9:20 Team Planning Primary PLCs during Specials	8:40-9:20 PLC Facilitator Meeting
<b><i>Week 3</i></b>	8:40-9:25 Team Planning	8:40-9:20 Team Planning Primary PLCs during Specials	8:40-9:20 TBIT SBIT (As Per Schedule)	8:40-9:20 Team Planning Primary PLCs during Specials	8:40-9:20 Committee Meetings / Faculty Meetings (as needed)
<b><i>Week 4</i></b>	8:40-9:25 Team Planning	8:40-9:20 Team Planning Primary PLCs during Specials	8:40-9:20 Specials TBIT SBIT (As Per Schedule)	8:40-9:20 Team Planning Primary PLCs during	8:40-9:20 Students Taking Charge Book Study

## **MOVIES, TELEVISION, VCR**

Audiovisual productions can make a valuable contribution as an alternate teaching tool. Any movies, television shows, or VCR recordings must be included in your lesson plans as a material to help you meet your objectives. Only District provided video programs, movies, or television shows approved for elementary schools may be shown in your classroom. We are subject to very stringent copyright laws. A Video Request Form (available in the media center office) must be submitted in advance to the administration for any video being shown in the classrooms. Discovery Education Streaming clips are a wonderful teaching tool; it is recommended that teachers make use of this resource.

## **NOTICES SENT HOME**

All class or team notices sent home must be approved by the principal or the assistant principal. After approval, give one to Donna Garcia. If someone calls with a question, the office will be familiar with the situation. Any letter of a controversial nature should be shown to the principal or assistant prior to its being sent home.

## **PAPER RECYCLING**

In order to make the most efficient use of our paper, each classroom needs to have boxes available for recycling. The school receives all revenue earned from recycling; so, it is important that everyone does their part in recycling.

## **PARENT CONTACT LOG**

Each teacher is expected to keep a parent contact log. All phone contacts, portfolio reviews, conferences, and notes home should be dated and listed on the log. The logs are available in the Forms Box in the teachers' lounge. Teachers/teams may design their own form or use the one available in the Forms Box. An entry in the parent contact log should accompany a student sent to the Office with a discipline referral for lower level offenses such as classroom disruptions.

## **PARTIES**

Current research shows that effective schools maintain a businesslike atmosphere and stress time on task. Although socializing is an important aspect of a child's growth, it is important that parties and celebrations are kept in perspective in the educational program. Parties may be held four times per year within each team: Winter Holiday (day before winter vacation), Valentine's Day or Spring Holiday (day before spring vacation), and End of the Year (last day of school). Please notify office personnel when celebrations are scheduled. Please invite parents as often as possible. Food must be prepared here or store bought. Please refrain from passing out candy.

Please do not send students home with food as this creates problems for bus riders. Parties should be one hour or less in length. Birthday parties are not allowed in school.

### **PASSES**

Passes should be issued to all students who leave the team. Exceptions will be made for the students scheduled to attend another class (Speech, Clubs, etc.). Students are not allowed to wander around the school or "visit" other classes.

### **P.E. AREAS**

Students are required to walk from the building to the playing area. Notes about limiting physical education or physical activities need to be given to the P.E. coaches promptly. The P.E. coaches will keep these notes and turn them in with their grade book at the end of the school year.

### **PERMANENT RECORDS**

A permanent record is maintained on each child enrolled at school. These records are kept in the front office. The records are filed in alphabetical order by school. **Cum and ESE folders may be signed out as needed but are not to be removed from the campus. Do not remove the green hanging folder from the drawer. Cum folders may only be signed out for 1 (one) day. They should be returned to the office at the end of the day. Please remember that these are confidential.**

### **PHOTOCOPYING**

Students must be able to clearly read any materials distributed to them. Make sure any copies you distribute to students or parents are legible and that spelling and grammar have been checked.

All new staff or volunteers using the machines must complete training session each year on procedures for proper use of the equipment in the workroom.

Students or teenage volunteers are not to use copy machines. Any time a machine is not working, contact the media assistant or secretary immediately.

Machines are to be checked and serviced only by authorized personnel.

### **PLANNERS**

All students will have a planner. Teachers are encouraged to use the planners regularly to communicate with parents. However, other forms of communication are acceptable. Using the planner to communicate homework is encouraged. Consistent use of the planner from teacher to teacher & grade to grade enhances parent understanding. Deviating from the school-wide plan diminishes the impact of the student planner.

## PLANNING TIME

The planning time available at the beginning and during the instructional day should be used conscientiously and wisely for individual work, team meetings, parent conferences, etc.

Each team should meet during regularly schedule common planning time in order to assure consistency and sharing of materials, ideas and efforts to reach goals. Weekly meetings will focus on curriculum development.

## PROFESSIONAL APPEARANCE GUIDELINES

### Professional Appearance Guidelines

Our personal appearance directly impacts the professionalism that we display when working with fellow staff, School Board members, students, parents, and members of the general public. Employees, therefore, are expected to maintain a professional appearance at all times.

In accordance with the Board's policies on professional appearance, each worksite supervisor is authorized and expected to create reasonable regulations in order to maintain the appropriate professional appearance expectations at his/her worksite. Worksite supervisors also are permitted to offer occasional opportunities for more relaxed dress, however employees are still expected to dress in a manner that maintains the dignity of the education profession.

Decisions regarding whether particular attire is appropriate rest with the employee's worksite administration. Employees not adhering to Board policy or the established worksite guidelines will be sent home and asked to change into appropriate attire. Employees sent home to change into appropriate attire will be required to use their personal leave. Flagrant and/or persistent disregard of Board policy or established worksite guidelines may result in disciplinary action.

Listed below are examples of apparel not appropriate on any workday:

- Overly-tight fitting or revealing clothing
- Visible undergarments
- T-shirts, sleeveless undershirts, or outer shirts of similar design
- Tank tops or muscle shirts
- Excessively worn, wrinkled, or torn clothing
- Bedroom slippers, flip-flops, or beach sandals
- Clothing depicting alcoholic beverages or tobacco products
- Other clothing considered to be derogatory and/or offensive by community standards

Additional professional appearance considerations:

- Professional appearance includes maintaining good hygiene and being well groomed.
- Hats and caps should be removed while inside buildings unless required for the job being performed.
- Piercings and tattoos considered to be offensive to community standards may be restricted.

Please note that employees working in particular areas (e.g., Transportation, Maintenance, Food Service, Custodial, Physical Education) may have different professional appearance expectations and should abide by those expectations and/or the expectations articulated in the SRP Master Contract (for those positions to which the SRP Master Contract applies). Always remember that maintaining a professional image is essential to our commitment to excellence.

Thank you for your cooperation and continued dedication to our commitment to excellence, which is highly dependent upon every employee maintaining a professional image.



Personal appearance is an influencing factor in one person's response to another. Our community expects its educational employees to dress in a manner which will add dignity to the educational profession. It is the responsibility of each employee to come to work in attire which will enhance his/her self-image with students and colleagues. We are engaged in the business of education, and therefore, the district school board does not expect its employees to come to work in casual or sloppy attire.

Visible body piercings and tattoos that are offensive to community standards will be restricted.

All employees of the District School Board of Pasco County are required to dress and maintain a personal appearance conducive to respect for the education profession.

The superintendent and the worksite supervisor in the worksites of the Pasco County school district are authorized to make such further reasonable regulations as they may deem necessary in order to properly implement and carry out this policy.

### **Planning Days**

The exceptions from the "Regular School Day" policies allowable for planning days include:

\*Jeans may be worn as long as they are free of holes, frayed, bleached, or faded areas; however, if jeans are worn, they are to be worn with a collared school shirt.

\*Official School Spirit T-shirts may be worn, but not with jeans.

\*Sneakers may be worn as long as they are clean and neat in appearance.

### **Professional Casual Days (Fridays with students)**

\*Jeans with a collared school shirt are allowed.

\*Clean sneakers are allowed.

### **Special Activity or Occasion Days**

\*For outdoor field trips or field days shorts of appropriate length and jeans free of holed, frayed, bleached, or faded areas are permissible as long as worn with a collared school shirt. Clean sneakers are allowed.

\*or inside field trips (such as a trip to the theater at River Ridge for example) the professional appearance guidelines set forth under "Regular Work Day with Students" should be followed.

## APPROPRIATE APPEARANCE FOR DISTRICT OFFICE MEETINGS/TRAININGS

### Participating in District Training

Professional appearance is expected. Some examples include:

#### ACCEPTABLE

Business Casual Attire

Business Slacks/Skirts

Business Shoes

Business tops/Shirts with collars/

Dress shirts/Sweaters

Head covers worn for religious purposes  
or to honor cultural tradition

Good taste and moderation with visible  
piercings and body tattoos that are  
consistent with community standards

#### Parent Orientation/Meeting Days

Attire for these days should follow what is outlined for “Participating in District  
Trainings/Meetings”

#### Specialized Teaching Assignments

Tennis shoes that are clean and neat in appearance may be worn. Shorts of appropriate  
length may be worn by PE coaches and other school professionals when required to  
attend PE with students

#### NOT ACCEPTABLE

Clothing that reveals too much cleavage,  
your back, your chest, your stomach or your  
underwear

Any clothing that has words, terms, or  
pictures that may be offensive to others

Jeans/Sweatpants/Exercise pants/Shorts

Flip-Flops/Athletic shoes

Tee shirts/Tank tops/Halter tops/Bare  
midriff or bare shoulders tops/Shirts with  
potentially offensive words, terms, logos,  
pictures, cartoons, or slogans

Hats of any other type

Visible body piercings and tattoos that  
are offensive to community standards

## **PROGRESS REPORTS**

Progress Reports will be issued to all students each mid-quarter. Parents will be asked to sign and return the bottom portion of the progress report. Teachers are requested to keep this returned portion until the end of the school year at which time they may be discarded. The last copy (hard copy) is to be filed in the student's permanent folder.

## **RECESS**

Recess should not exceed 15 minutes in length and will be occurring on days your students do not have PE. It is important to allow students to exercise, but it is also important to keep instructional time guarded for the success of our students.

Recess is a time for children to learn socialization skills, release extra energy and have a good time. With this in mind, recess was reinstated so that students would be provided with the opportunity to be out of the classroom and moving around.

In reference to the loss of recess, research states that “punishment” alone doesn’t work. Some students may exhibit inappropriate behaviors in the classroom or in the cafeteria that could result in the loss of recess. However, a lot of the time the students causing the disruptions need the time outside the most. Keeping this in mind, we want students to be able to have an outlet during the day. We want to avoid using loss of recess as a punishment especially for minor misbehaviors, not completing classwork or homework.

## **REPORT CARDS**

Legal names are to be used on all official records and communications. Students are to be evaluated according to their individual progress during each marking period. A variety of formal and informal assessment strategies should be used including summative evaluations of objective mastery as well as marks for daily work, homework and observation of student behaviors. Documentation of marks should be maintained in the teacher grade book and evidence of progress documented in the student portfolio. Report cards will be given to the administration for review each quarter. The due dates will be determined quarterly. A report card needs to be filled out for every child who withdraws from school regardless of the number of days in attendance. If present less than 20 days, please write in comment area "Not in attendance long enough to assess grades." On the report card, indicate the number of days present, absent, and tardy for each quarter.

Art, Music and PE teachers will enter grades for all students and comments for specific students directly onto the report cards on the server. This will be completed at least one day prior to the deadline for turning in report cards each quarter. Report Card training will be provided as needed to assist with this process.

## ROOM PARENT PROGRAM (Watch D.O.G.S.)

Room parents may be recruited for your class. You may choose to use your room parent in the following areas:

organizing class parties (NOTE: they should not provide all refreshments personally!)

assisting with supervision of class parties

organizing chaperones for field trips

preparing classroom materials

making bulletin boards

working with individuals or small groups in the classroom.

Room parents must have an approved volunteer application on file each school year.

## SAFETY

### *TEACHER CLASSROOM SAFETY*

**The following is a list of the most common violations of the Florida Fire Prevention Codes identified in our classrooms during our Annual Safety Inspections:**

❖ **Blocked Exit Doors**

Any condition likely to interfere with safe exit should be corrected immediately, if possible, or otherwise reported to the appropriate authorities.

❖ **Hanging of Paper on Exit Doors**

The only exception is when a lockdown is taking place.

❖ **Door Wedges on Exit and/or Storage Room Doors**

Propping doors open with a wedge allows for smoke and fire to spread from a classroom/storage room into the exit corridors, thus cutting off and preventing safe exit from the building.

❖ **Blocked Exit Paths**

Exit paths must remain clear at all times so that students and staff can get to the exit doors in the event of an emergency.

❖ **Extension Cords**

The use of extension cords is not permitted. Power strips that have a circuit breaker are allowed providing they are plugged directly into the wall outlet.

❖ **Hanging of Paper from the Ceiling**

Hanging paper or anything combustible from the ceiling is prohibited.

❖ **Blocked Life Safety Devices**

Emergency lighting, fire horn/strobe lights, exit signs and fire extinguishers must not be obstructed.

❖ **Displaying of Artwork/Teacher Material**

○ **Classrooms:**

No more than 20% of each classroom wall may be covered in a non-fire sprinkled building.

No more than 50% of each classroom wall may be covered in a fully fire sprinkled building.

○ **Corridors:**

No paper or student work is allowed on these walls as this is your path out of the building in the event of a fire

## **SCHOOL ADVISORY COUNCIL**

The SAC meets monthly with school staff to identify student needs and develop and implement goals and plans to meet those needs. The Advisory Council is composed of an appropriately balanced number of teachers, school related personnel (SRPs), parents and other business/community members. The legislature requires that new members be elected by those they represent and that they are representative of the ethnic, racial and economic community that they represent. Elections are held in the fall of each year.

## **SCHOOL NEWS**

To gain the support of the community, we need to keep them informed of the activities at our school. When you have a newsworthy activity, please write a brief article and submit it to the Brooke as soon as possible as newspapers need advanced "lead time" for all publicity.

## **SIGN-IN SHEET**

All personnel, itinerant and regular, are to sign in and out daily **prior** to reporting to offices or classrooms. The clock in the front office will serve as the official time for the school. Volunteers and interns are required to sign in and out as well on the appropriate log.

## **STUDENT ORGANIZATIONS**

Student organizations include Student Council and Safety Patrols. Sponsors will advise you of organization criteria, etc.

## **STUDENT PROGRESSION PLAN**

A copy of the Pasco County Student Progression Plan is available in the front office and on the district web site.

## **STUDENT SERVICES TEAM**

An itinerant student services team will serve Northwest every Wednesday. The team consists of a school psychologist, a social worker, and a nurse. A yearly inservice is held to inform you of services that can be provided by the Student Services Team.

The guidance counselor serves as the in-school staffing chairperson for exceptional student education programs and for referrals to the Student Services team.

## **SUBSTITUTE PACKET**

Teachers are expected to complete a substitute packet to keep with their lesson plan notebook. It should be easily accessible for a substitute. Make sure your team leader and members of your team know where the substitute packet is located. A substitute should never be left with no or inadequate lesson plans.

## **TEACHER/STAFF MAILBOXES**

All staff should check mailboxes in the morning and the afternoon. Personal mail should be handled at home. Please do not use the mailboxes for storage of personal items. Only authorized staff should be inserting and retrieving mail. Mailboxes are to be used for official school board correspondence.

## **TELEPHONES**

Phones are available for staff use. You are encouraged to use those phones only for school business. Any personal calls requiring long distance charges are prohibited. If a personal long distance call is made, you will be asked to write a check to cover the cost of the call. A phone call to parents can be very effective in gaining parental support and in keeping parents apprised of student progress. Do not use the phones in the front office to call parents. A message will be placed in your mailbox if you receive a routine call during the day. If the call is an emergency, you will be notified immediately. Students may be allowed supervised use of telephones only in emergency or unusual circumstances. Please restrict student phone use. **Personal cell phones should not be**

**used during the school day unless you using it for academics or behavior or are making calls on your lunch or planning time. Cell phones should be in the silent position. There should not be any ringing or buzzing noises while students are in your presence or during meetings.**

### **TEXTBOOKS**

The reading specialist, assistant principal and the team leaders will be responsible for the distribution and collection of textbooks. It is their responsibility to keep an accurate inventory of all textbooks. Therefore, it is necessary for all textbooks to be checked out by one of these persons.

### **VISITORS ON CAMPUS**

Every attempt will be made to notify you of all visitors prior to their arrival in your classroom. All school visitors should check in at the office and will receive a visitor's badge, from the Raptor System, to be worn while they are on campus. It is EVERYONE'S responsibility to monitor visitors on campus. If someone arrives at your classroom without a visitor's badge, please direct him or her to the office. Be very cautious of all strangers on campus and notify the office immediately of unidentified persons.

### **VOLUNTEERS**

The volunteer program should be an integral part of our total instructional program. Brooke will be the contact person for the volunteer program and the school coordinator will organize volunteer activities/schedules.