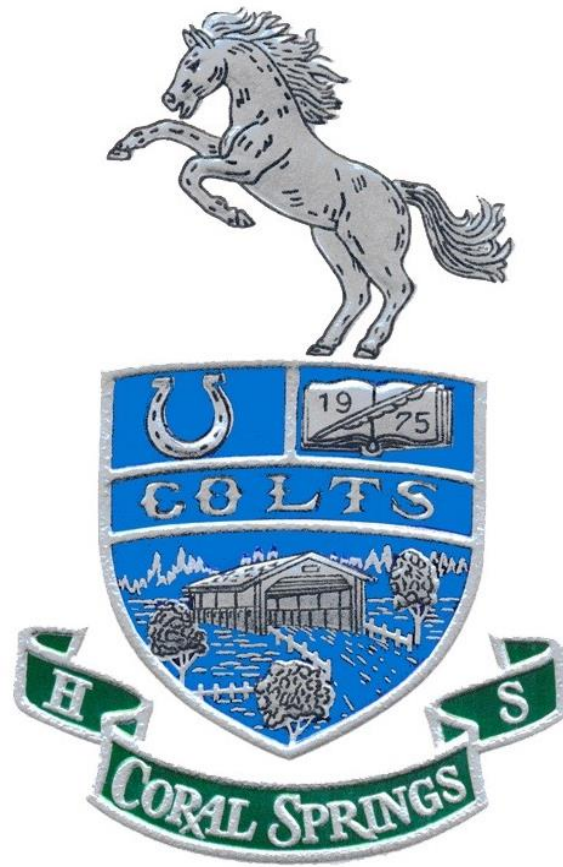


# Coral Springs High School



## FACULTY HANDBOOK 2018-2019

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# **Section 1: Vision and Mission Statement**

## **Broward County Schools**



### **Mission Statement**

Broward County Public Schools is committed to educating all students to reach their highest potential.

### **Vision Statement**

Educating today's students to succeed in tomorrow's world.

## **Coral Springs High School**

### **Mission Statement**

The mission of Coral Springs High School is to prepare students to meet the challenges of education, work, and life as we foster equal opportunities for success and celebration, in a safe environment of mutual respect that honors the diversity of the school community.

### **Vision Statement**

At Coral Springs High School, we prepare our students to be academically competitive, culturally appreciative and technologically proficient. We foster a love of learning and regularly engage in professional collaboration. We support a safe and positive environment of mutual respect that honors the diversity of the school community. We practice the careful analysis of student assessments to increase student achievement in preparation for college and career readiness. We value the partnership that exists between our school and the community and the part it plays in radiating our tradition of excellence.

# Section 2: Staff Assignments

## Administration

Name	Administrative Role
<b>Ms. Vivian Suarez</b>	Principal
<b>Mrs. Patty Brown</b>	12 <sup>th</sup> Grade Administrator & 2 <sup>nd</sup> In Command, Referrals 12 <sup>th</sup> Grade
<b>Mr. Ronald Adam</b>	11 <sup>th</sup> Grade Administrator
<b>Mr. Michael Marhefka</b>	10 <sup>th</sup> Grade Administrator
<b>Dr. Tameka King</b>	9 <sup>th</sup> Grade Administrator
<b>Ms. Jill Williams</b>	Assistant Principal over curriculum
<b>Mr. Fabian Calero</b>	Behavior Specialist – Referrals 9 <sup>th</sup> – 11 <sup>th</sup> Grade

## Administrative Duties

Patty Brown-Second in Command 12 <sup>th</sup> Grade Administrator	Ronald Adam 11 <sup>th</sup> Grade Administrator	Tameka King 9 <sup>th</sup> Grade Administrator	Michael Marhefka 10 <sup>th</sup> Grade Administrator	Jill Williams Activities Administrator	Fabian Calero – Behavior Specialist
<ul style="list-style-type: none"> <li>• Rtl/Operation Graduation</li> <li>• 12<sup>th</sup> Grade Discipline</li> <li>• Announcements</li> <li>• BRACE</li> <li>• College Fair</li> <li>• Credit Recovery</li> <li>• Curriculum Guide</li> <li>• Debate</li> <li>• Dual Enrollment/Acceleration</li> <li>• Faculty/Leadership/Planning Agendas</li> <li>• FSA Reading/LA PLCs/Data</li> <li>• Graduation Ceremony</li> <li>• Graduation Rate</li> <li>• Khan Academy – LA</li> <li>• Listen/HOPE Initiative</li> <li>• Master Schedule/CSR</li> <li>• Naviance Plan</li> <li>• Newspaper</li> <li>• PIVOT</li> <li>• Senior Awards/Top 10% Recognition</li> <li>• Senior Mentoring</li> <li>• Silver Knight Awards</li> <li>• Teacher Certification</li> <li>• Yearbook</li> <li>• Zone Articulation/Scheduling</li> </ul>	<ul style="list-style-type: none"> <li>• Rtl/Operation Graduation</li> <li>• Attendance Committee/Plan</li> <li>• Bell Schedules</li> <li>• Cafeteria</li> <li>• Exam Exemptions Process</li> <li>• Facilities</li> <li>• Faculty Handbook</li> <li>• Field Day – ROTC</li> <li>• Field Trips</li> <li>• Health Services Clinic/Accident Reports</li> <li>• iObservation/BrDGES</li> <li>• Inventory</li> <li>• Keys</li> <li>• Lockers</li> <li>• Marquee</li> <li>• Obligations</li> <li>• Open House</li> <li>• Pinnacle/Interims/Report Cards</li> <li>• Prevention/EEO Liaison</li> <li>• Skoolive</li> <li>• Student ID's</li> <li>• Substitutes</li> <li>• Technology Programs</li> <li>• Testing</li> <li>• Textbook Distribution a</li> <li>• US History EOC PLC/Data</li> </ul>	<ul style="list-style-type: none"> <li>• Rtl/Operation Graduation</li> <li>• Art Gallery</li> <li>• Biology EOC PLC/Data</li> <li>• Campus Tours</li> <li>• Curriculum Night</li> <li>• District Data Reports</li> <li>• ER/PSD Agendas</li> <li>• First Week Procedures, Documents</li> <li>• Freshmen Invasion</li> <li>• Grants</li> <li>• Innovative Programs/Monitoring</li> <li>• Media Center</li> <li>• Newsletter</li> <li>• Marketing/Materials</li> <li>• TIER/Clinical Educators</li> <li>• PASL/PASL PLC Data</li> <li>• Personalization Class</li> <li>• PLCs</li> <li>• Professional Development/Staff Development Plan</li> <li>• PTSO</li> <li>• Quantum Leap</li> <li>• SAC/SAF/SIP</li> <li>• Transportation</li> <li>• PK/Early Childhood</li> <li>• Website</li> <li>• Zone Initiatives/PD</li> </ul>	<ul style="list-style-type: none"> <li>• Rtl/Operation Graduation</li> <li>• Alumni/Business Partners</li> <li>• Anti-Bullying Liaison</li> <li>• Athletics/Athletics Calendar</li> <li>• Athletic Coverages</li> <li>• Auditorium Use</li> <li>• Booster Clubs</li> <li>• Coach's Handbook</li> <li>• Critical Incidents</li> <li>• Discipline Committee/Positive Behavior Plan</li> <li>• Employee &amp; Student Parking</li> <li>• Emergency Drills</li> <li>• Facility Rentals</li> <li>• Fire Academy</li> <li>• Golf Carts</li> <li>• Industry Certification PLC/Data/Acceleration</li> <li>• Internal Suspension</li> <li>• LEEO</li> <li>• Parent Link</li> <li>• Safety and Security</li> <li>• Safety Plan/Team</li> <li>• Security Posts</li> <li>• STAR Procedures</li> <li>• Student Assemblies</li> <li>• Student Crime Watch</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Camps</li> <li>• Activities/SAN</li> <li>• Advanced Placement/Acceleration</li> <li>• Admin Coverages</li> <li>• Algebra EOC PLC/Data</li> <li>• Colts of Character</li> <li>• ESE Program</li> <li>• ESOL Program</li> <li>• Geometry EOC PLC/Data</li> <li>• Guest Speakers</li> <li>• Honor Roll Assemblies</li> <li>• Khan Academy – Math</li> <li>• Latinos in Action</li> <li>• Literacy Plan</li> <li>• Mentoring Tomorrow's Leaders (MTL)</li> <li>• Peer Counseling</li> <li>• FSA Reading PLC/Data</li> <li>• Rtl Plan</li> <li>• Sponsor Handbook</li> <li>• Teacher Appreciation/Celebrations</li> <li>• Volunteers</li> <li>• Weekly Bulletin</li> </ul>	<ul style="list-style-type: none"> <li>• Grades 9-11: Discipline/Behavior Interventions</li> <li>• Detentions</li> <li>• FTE Attendance</li> <li>• Positive Behavior Plan</li> <li>• Rtl</li> </ul>
<b>Evaluations:</b> Language Arts (23), Guidance Director and 12 <sup>th</sup> Grade (2), Guidance Clerical (3), BRACE (1), TA (1)	<b>Evaluations:</b> Social Studies (19), Facilities Service Personnel (10), ROTC (2), Tech Clerical (2), Testing (2), 11 <sup>th</sup> Grade Guidance (1)	<b>Evaluations:</b> Fine Arts (5), Media (1), Media Clerical (1), Science (15), PK (1), PK Assist (2), 9 <sup>th</sup> /10 <sup>th</sup> Grade Clerical (1), 9 <sup>th</sup> Grade Guidance (1)	<b>Evaluations:</b> CTE (11), Fire Academy (1), PE (5), Security (8), World Languages (8), 10 <sup>th</sup> Grade Guidance (1)	<b>Evaluations:</b> ESE (10), ESE Paras (10), ESE Clerical (1), ESOL (1), ESOL Paras (2), Mathematics (22), Office Clerical (5), Reading (6)	
25 instructional plus 5 non- (30)	22 instructional plus non-14 (36)	23 instructional plus 4 non- (27)	26 instructional plus 8 non- (34)	38 instructional plus 18 non- (56)	

## Guidance

Name	Position
Eric Belliard	Guidance Director
Sharon Dearen	12 <sup>th</sup> Grade Counselor
Michal Waskowiak	11 <sup>th</sup> Grade Counselor
Angelida Rivera-Galan	10 <sup>th</sup> Grade Counselor
Karen Strayer	9 <sup>th</sup> Grade Counselor
Colleen Warren	BRACE Advisor
Mary Beth Winteholler	ESE Specialist
Derrick Burgess	Testing Coordinator
Ricardo Michel	ESOL Coordinator
Anita Parsotan	Literacy Coach
Dan Jacob	Athletic Director
Benjie Prospere	Social Worker
Jennifer Graham	Family Counselor

## Support Staff

Name	Department
Mary Beth Winteholler	ESE Specialist
Jennifer Graham	Family Counselor
	School Psychologist

## Department Heads

Name	Department
Theresa Beans	Physical Education
Brett Dawson	Fine Arts
Jason Freedman	CTE
Denise Miranda	Math
Stacey Weaver	Social Studies
Lisa Yurkin	ESE
Jenny Martinez-Raposo	Foreign Language
Eric Belliard	Guidance
Jean Brodie	English
Vamini Ramkissoon	Science
Anita Parsotan	Reading

# Section 3: School Information

## School information

**Address:**

7201 W. Sample Road  
Coral Springs, FL, 33065

**Phone:**

754-322-0500

**Fax:**

754-233-0630

**School Hours:**

7:40 am – 2:40pm

**Office Hours:**

7:00 am – 3:30pm

**School Number:**

1151

**School Colors:**

Royal Blue and Kelly Green

**School Mascot:**

Colt

**School Motto:**

“It’s not easy being the best, but around here its tradition!”

**Feeder Schools:**

Coral Park Elementary, Forest Hills Elementary, Hunt Elementary, Park Springs Elementary,  
and Forest Glen Middle School

**Cadre Director**

Mr. Michael Ramirez



# Bell Schedules

**CORAL SPRINGS HIGH SCHOOL  
BELL SCHEDULE**

*STAFF REPORT*                      7:20 AM

PERIOD 1/5    7:40 AM    9:10 AM

PERIOD 2/6    9:18 AM    10:48 AM

PERIOD 3/7

<b>A-LUNCH</b>	<b>10:48 AM</b>	<b>11:24 AM</b>
CLASS	11:32 AM	1:02 PM

CLASS	10:56 AM	12:26 PM
<b>B-LUNCH</b>	<b>12:26 PM</b>	<b>1:02 PM</b>

PERIOD 4/8    1:10 PM    2:40 PM

*STAFF DISMISSAL*    2:50 PM

Green Day A-Lunch	Green Day B-Lunch
Building 10 Building 11 400s 800s 900s (Not including the portables)	200s 300s 500s 600s 700s All Portables

Blue Day A-Lunch	Blue Day B-Lunch
Building 10 Building 11 400s 800s 900s (Including the portables) 200's (except 206 & 208)	206 & 208 300s 500s 600s 700s

**Lunch is determined by location of period 3 on Green Days and period 7 on Blue Day.**

CORAL SPRINGS HIGH SCHOOL  
**EARLY RELEASE BELL SCHEDULE**

STAFF REPORT

7:20 AM

PERIOD 1/5	7:40 AM - 8:39 AM	(59 min)
PERIOD 2/6	8:47 AM – 9:46 AM	(59 min)
PERIOD 3/7	9:54 AM – 10:53 AM	(59 min)
PERIOD 4/8	11:01 AM – 12:00 AM	(59 min)
<b>LUNCH</b>	<b>12:00 PM – 12:35 PM</b>	

**Early Release Days**

October 18, 2018

December 21, 2018

February 21, 2019

March 21, 2019

May 9, 2019

June 4, 2019





**CORAL SPRINGS HIGH SCHOOL  
Midterm Exams  
BELL SCHEDULE**

*STAFF REPORTS 7:20 AM*

*STAFF DISMISSAL 2:50 PM*

Monday December 17<sup>th</sup> is a Regular School Day

**Tuesday, December 18<sup>th</sup>**

<b>1<sup>st</sup> PERIOD EXAM</b>	7:40 AM	9:35 AM
<b>2<sup>nd</sup> PERIOD EXAM</b>	9:45 AM	11:40 AM
<i>Lunch</i>	<b>11:40 AM</b>	<b>11:50 AM</b>
	<i>Grab and Go Lunch</i>	

**Wednesday, December 19<sup>th</sup>**

<b>3<sup>rd</sup> PERIOD EXAM</b>	7:40 AM	9:35 AM
<b>4<sup>th</sup> PERIOD EXAM</b>	9:45 AM	11:40 AM
<i>Lunch</i>	<b>11:40 AM</b>	<b>11:50 AM</b>
	<i>Grab and Go Lunch</i>	

**Thursday, December 20<sup>th</sup>**

<b>5<sup>th</sup> PERIOD EXAM</b>	7:40 AM	9:35 AM
<b>6<sup>th</sup> PERIOD EXAM</b>	9:45 AM	11:40 AM
<i>Lunch</i>	<b>11:40 AM</b>	<b>11:50 AM</b>
	<i>Grab and Go Lunch</i>	

**Friday, December 21<sup>st</sup> (District Early Release Day)**

<b>7<sup>th</sup> PERIOD EXAM</b>	7:40 AM	9:35 AM
<b>8<sup>th</sup> PERIOD EXAM</b>	9:45 AM	11:40 AM
<i>Lunch</i>	<b>12:00 PM</b>	<b>12:30 PM</b>

**Notes:**

1. Students who go home by car or walk may leave after the last exam each day.
2. Students who take the school bus will be scheduled to leave at 11:50 AM on normal exam days, but later on District Early Release Day.

**CORAL SPRINGS HIGH SCHOOL**  
**Final Exams**  
**BELL SCHEDULE**

*STAFF REPORTS 7:20 AM*

*STAFF DISMISSAL 2:50 PM*

**Thursday, May 30th**

<b>1<sup>st</sup> PERIOD EXAM</b>		7:40 AM	9:35 AM
<b>2<sup>nd</sup> PERIOD EXAM</b>		9:45 AM	11:40 AM
	<b>Lunch</b>	<b>11:40 AM</b>	<b>11:50 AM</b>
		<b>Grab and Go Lunch</b>	

**Friday, May 31st**

<b>3<sup>rd</sup> PERIOD EXAM</b>		7:40 AM	9:35 AM
<b>4<sup>th</sup> PERIOD EXAM</b>		9:45 AM	11:40 AM
	<b>Lunch</b>	<b>11:40 AM</b>	<b>11:50 AM</b>
		<b>Grab and Go Lunch</b>	

**Monday, June 3rd**

<b>5<sup>th</sup> PERIOD EXAM</b>		7:40 AM	9:35 AM
<b>6<sup>th</sup> PERIOD EXAM</b>		9:45 AM	11:40 AM
	<b>Lunch</b>	<b>11:40 AM</b>	<b>11:50 AM</b>
		<b>Grab and Go Lunch</b>	

**Tuesday, June 4<sup>th</sup> (District Early Release Day)**

<b>7<sup>th</sup> PERIOD EXAM</b>		7:40 AM	9:45 AM
<b>8<sup>th</sup> PERIOD EXAM</b>		9:55 AM	12:00 PM
	<b>Lunch</b>	<b>12:00 PM</b>	<b>12:30 PM</b>

**Notes:**

1. Students who go home by car or walk may leave after the last exam each day.
2. Students who take the school bus will be scheduled to leave at 11:50 AM on normal exam days, but later on District Early Release Day.

# School Calendar



## 2018/19 SCHOOL CALENDAR

AUGUST				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- Employee Planning (no school for students)
- Schools & Administrative Offices Closed
- Schools Closed
- Report Cards Issued
- Interim Reports Issued
- Early Release Day
- First & Last Day of School

Hurricane makeup days in order of preference: 10/18/18, 12/21/18, 2/21/19, 3/21/19, 5/9/19, 6/4/19

**Everyone must** complete the  
**2018-2019 Required Employee Documents  
Completion Confirmation!**

<https://www.surveymonkey.com/r/ZW2KLPD>

**DON'T FORGET TO ALSO SIGN THE Universal  
Precautions' and 'Sexual Harassment' rosters  
in Media Center**

Directions to access the required videos/websites and memorandum will be shared on email and posted in Sharepoint during our Opening Week by Dona Maggio and Dr. King. Once the required material has been viewed, you will be able to access.

Dr. King's provided SurveyMonkey to "sign" your verification, or you may utilize the above verification hardcopy that is provided in your Opening Day folder.

During Employee Planning Week and the first two weeks of school, BECON will air the videos you and your students need to watch daily on Classroom Channel 14. Check BECON's schedule for air times. They will also be available On Demand from the BECON "[Back to School Channel](#)."

Here's a complete list of what's available:

***Code of Ethics for Public Officers and Employees***

***Digital Guidelines for SBBC Employees***

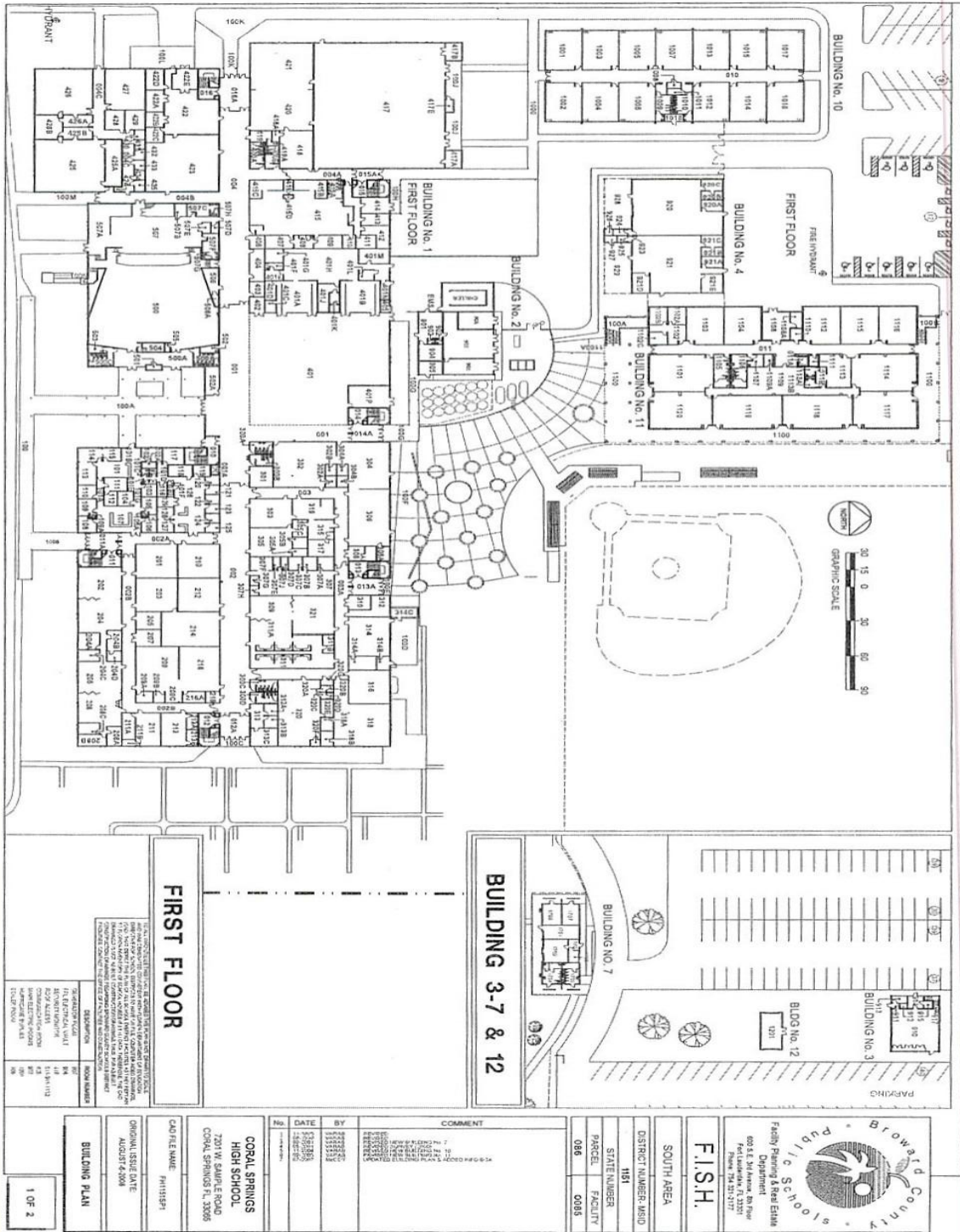
***Confidentiality: An Overview of Privacy Protection***

***Recognizing and Preventing Sexual Harassment***

***Student Anti-Bullying***

***Student Code of Conduct***

# School Map





# **Section 4: School Board Policies**



## **Broward County Drug Free Workplace Policy 2400**

### Drug-free workplace

It is the intent of the board to comply with the drug-free workplace act of 1988 and other applicable law which requires the board to maintain a drug-free workplace. The board authorizes the superintendent to develop procedures to carry out this policy

Authority: f.s. 230.22 (1) (2)

f.s. 322.62

drug-free workplace act of 1988, p. L. 100-690

Policy adopted: 6/22/89

Rules amended: 9/4/90;10/6/92;12/20/94;7/18/95, 3/6/01:

### **RULES**

1. The Superintendent shall provide each permanent Board employee with a statement indicating that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited on all school board property and at school sponsored activities. Employees are strictly prohibited from reporting to work or being on duty while under the influence of alcohol or a controlled substance.
  - a. School board property shall be defined as school grounds, building, school bus, or vehicle provided for transportation by the school system.
  - b. School sponsored activities shall be defined as any approved school board event or official school board business, on or off school board property.
2. The Superintendent shall continue to provide district employees with information regarding the dangers of drug and alcohol abuse, the availability of drug counseling and the Employee Assistance Program.
3. Each Board employee must refrain from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, in the workplace.
4. The Board must take appropriate disciplinary action against affected employees who violate this policy, up to and including termination of employment, or require the affected employee(s) to participate satisfactorily in a state licensed drug and/or alcohol abuse program. Employees who violate this policy are subject to referral for criminal prosecution.
5. Upon request of the Executive Director of Professional Standards & Special Investigative Unit and/or his/her designee the employee shall submit to testing for the purpose of determining the alcohol content or the presence of controlled substances when reasonable suspicion is determined under applicable laws. The test should be performed in a reasonable manner through Risk Management. (F.S. 440.101) (F.S. 112.0455)  
An employee who tests positive shall be recommended for discipline action up to and including termination of employment. An employee who refuses to submit to testing will be recommended for termination of employment.



6. Drug and alcohol testing for applicants and employees who must hold a Commercial Driver's License. (CDL)
  - a. Applicants for employment (permanent and temporary) and Board employees (permanent or temporary) who are required to have a Commercial Driver's License (CDL) as a condition of employment shall be required to participate in a drug and alcohol testing program.
  - b. A CDL licensed employee (permanent and temporary) who does not submit to the required drug and/or alcohol test shall be terminated immediately.
  - c. Applicants who test positive for drugs/alcohol shall no longer be considered for employment. School Board employees who test positive shall be recommended for disciplinary action up to and including termination of employment to the Superintendent.
  - d. The Board authorizes the Superintendent to charge applicants for the drug/alcohol test. However, the Superintendent may waive this fee during periods of critical staff shortages as determined by the Superintendent.
7. Rule number 6 above shall be effective commencing on January 1, 1995.
8. Any employee who voluntarily self reports alcohol/drug/ dependence not connected to a criminal arrest will be referred to the Employee Assistance Program.
9. Switching, tampering with or adulterating any specimen or sample collected under the company's policy for the purpose of testing for drugs or alcohol, or attempting to do so, or assisting another in an attempt to do so, is prohibited. Any such effort may result in disciplinary action up to and including termination.

**Reports of suspected substance or alcohol abuse** - Florida Statue 232.277 -

(1) **School personnel are required** to report to the principal or principal's designee any suspected unlawful use, possession, or sale by a student of any controlled substance, as defined in s. 893.02; any counterfeit controlled substance, as defined in s. 831.31; any alcoholic beverage, as defined in s. 561.01(4); or model glue. School personnel are exempt from civil liability when reporting in good faith to the proper school authority such suspected unlawful use, possession, or sale by a student. **Only a principal or principal's designee is authorized to contact a parent or legal guardian of a student regarding this situation.**

(2)

- (a) It is the intent of the Legislature that all school students understand that the magnitude of the harm caused by unlawful use, possession, or sale of the substances set forth in subsection (1) mandates the reporting of occurrences of such unlawful acts for prosecution or other action as appropriate.
- (b) Reports made and verified under subsection (1) shall be forwarded to an appropriate agency.
- (c) School personnel shall timely notify the student's parent, guardian, or legal custodian that a verified report made under subsection (1) with respect to the student has been made and forwarded as provided for in this subsection.

**You should report this to Administration before the student leaves your room or, if you are not in class when you have observed the student, follow the student discretely and locate another staff member to contact security.**

## **Child Abuse and Neglect Policy**

### **Child Abuse Designee: Karen Strayer – 9<sup>th</sup> grade guidance Counselor**

To comply with Florida Statute 415.504 which makes mandatory the reporting of child abuse and/or child neglect, any teacher or other school employee who knows or has reasonable cause to suspect that a child has been subject to abuse/neglect shall immediately report such knowledge or suspicion to the Department of Health and Rehabilitative Services at the statewide toll-free hotline: 1-800-96-ABUSE and immediately notify the principal or his/her designee that a report has been made. If there is some question of reasonable cause, the school employee shall consult with the school-based child abuse designee and/or principal or his/her designee prior to making the report. Florida Statute 415.504 provides for anonymity of the person making the report. Florida Statute 415.504 provides penalties: "Any person who willfully or knowingly makes public or discloses any information contained in the child-abuse registry or the records of any child-abuse case...may be held personally liable. Any person injured or aggrieved by such disclosure shall be entitled to damages."

## **Anti Bullying**

The School Board of Broward County has one of the nation's most comprehensive Anti-Bullying policies. Policy 5.9, adopted on July 22, 2008, helps to ensure all students feel safe and respected while attending school. The District's Anti-Bullying Policy specifically prohibits bullying of or by any District student or employee. The policy defines "Bullying" as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. To be determined to be bullying, the behavior must include all three elements. It must be:

**R** – Repeated (more than once), have an

**I** – Imbalance of Power (involve or be characterized by), and be

**P** – Purposeful (intent to do harm).

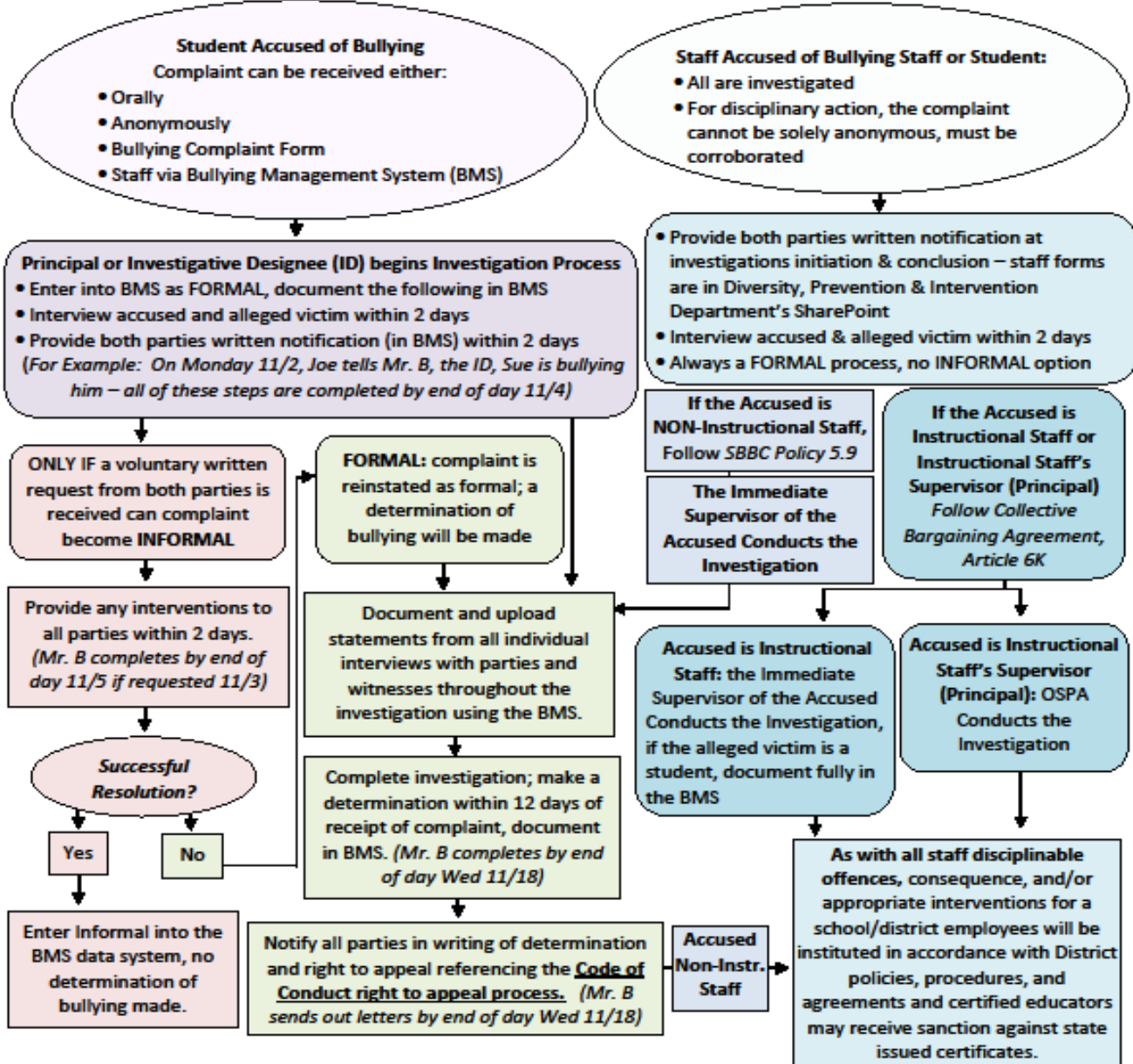
The policy sets forth guidelines for the identification and reporting of bullying as well as a timeline for the investigation and appeals process. The Anti-Bullying Policy was developed by a District task force including district staff, school staff, as well as community and parent partners. See the appendix A for a blank bullying complaint form.

[Anti-Bullying Policy 5.9](#)

# Broward County Public Schools



## BULLYING INVESTIGATIVE PROCEDURES FLOW CHART



**Please Note:** No matter what the determination, referring staff and the ID will monitor and follow up with all parties.

- "Days" refers to school days for student accused, work days for staff accused; "Within \_\_\_ days" refers to days from the receipt of initial complaint
- BMS = Bullying Management System, ID = Investigative Designee, OSPA = Office of School Performance and Accountability
- Employees wishing to file a complaint of sexual harassment, discrimination and/or bullying based on a protected category listed in Federal and State Laws, Local Regulations and/or School Board Policy 4001.1, are to be referred to the Department of EEO/ADA Compliance.

## **Reporting Suicidal Student(s)**

### **Suicide Designee:**

Be aware of the signs and danger signals of students who may be contemplating suicide. If one of your students exhibits these behaviors notify the child's guidance counselor immediately. If you are not able to locate the counselor contact administration. These staff members will follow the prescribed procedure for dealing with the situation. In the event of a suicide attempt, do not leave the student alone. Notify a staff member mentioned above by messenger. As always, be discreet in these sensitive matters. Do not label a student suicidal or depressed, simply document behaviors.

**EVEN IF A POTENTIALLY SUICIDAL STUDENT ASKS YOU TO KEEP THEIR INFORMATION CONFIDENTIAL, BOTH LEGALLY AND ETHICALLY, YOU ARE REQUIRED TO LET THE SUICIDE PREVENTION DESIGNEE KNOW**

## **Sexual Harassment - (Reference Policy #4001.1)**

Sexual harassment is a form of discrimination and not only violates School Board policy, but also applicable local, state, and federal laws. Sexual harassment in the workplace is defined as unwelcome sexual advances and other forms of oral, written, or physical conduct of a sexual nature, when:

- (1) submission to such conduct is made directly or indirectly as a term or condition of employment;
- (2) submission to or rejection of such conduct is used as the basis of employment affecting the individual; or
- (3) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Sexual harassment falls into two basic categories: "Quid Pro Quo" (meaning this for that, or giving something in exchange for something else), and "Hostile Work Environment." "Quid Pro Quo" sexual harassment includes, but is not limited to:

- offering a raise, promotion, or other benefits in exchange for sexual favors
- threatening an employee with an unsatisfactory evaluation or other negative consequences if she/he refuses to grant sexual favors
- firing an employee for refusing to grant a sexual favor
- "Hostile Work Environment" sexual harassment includes, but is not limited to:
  - distributing suggestive or obscene letters, notes, invitations
  - making sexually suggestive slurs, jokes, or comments
  - pinching, grabbing, patting, or rubbing unnecessarily against a person's body
  - impeding or blocking movement, sexual assault, or molestation

Hostile Work Environment sexual harassment often involves repeated incidents of a sexual nature. However, one incident of sexually inappropriate conduct can constitute sexual harassment if it is deemed to be severe (such as unwelcome physical contact, sexual molestation, or sexual assault).

The School Board of Broward County, Florida, has developed a Sexual Harassment Training Program aimed towards increasing awareness of and preventing sexually inappropriate behavior in the school and workplace. All employees are required to preview the video,

“Recognizing and Preventing Sexual Harassment,” review the accompanying sexual harassment information package, and sign the training acknowledgment form. This material can be obtained by contacting the “EEO Liaison” in your school/department or the Equal Educational Opportunities Department at 754-321-2150.

### [Policy 4001.1](#)

#### **Penalties for Violation of This Policy**

Harassment based on other protected classifications is also a form of discrimination. Illegal harassment consists of behavior or conduct of a demeaning or derogatory nature pertaining to an individual’s disability, gender, race, national origin, or other protected classifications, that has the effect of creating an intimidating, hostile, or offensive school or work environment. Employees who are found to have engaged in discriminatory or retaliatory conduct or harassment will be disciplined. Disciplinary actions for violation of this policy can range from verbal or written warnings, up to and including immediate termination of employment, depending upon the circumstances.

#### **Americans with Disabilities Act Amendments Act of 2008 (ADAAA)**

The Americans with Disabilities Act Amendments Act of 2008 provides that no qualified individual with a disability shall, because of that disability, be excluded from participation in or be denied the benefits of services, programs, or activities, or be subjected to discrimination, harassment, intimidation, retaliation, or coercion.

Under the ADAAA, the School Board is required to provide *reasonable accommodation* to the known disability of a *qualified applicant or employee*, unless such an accommodation would pose an *undue hardship*. Under the ADAAA, a *qualified applicant or employee* with a disability is one who:

- (1) has (or is regarded as having) a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, speaking, or breathing; and
- (2) is able to perform the *essential functions* of the job held or sought with or without reasonable accommodation.

A *reasonable accommodation* is an adaptation in the workplace that would allow the individual to perform the essential functions of the job unless the accommodation would impose an undue hardship. An *essential job function* is a fundamental job duty. An *undue hardship* is an action, which requires significant difficulty or expense.

An employee requiring accommodation under the ADAAA should inform his/her supervisor of the disability requiring accommodations. The supervisor, will, in turn, provide to the employee the ADAAA Reasonable Accommodation Procedures and forms. Information provided by the employee, his medical provider, and the supervisor will be reviewed to determine whether the employee is covered under the ADAAA and what accommodations are needed to perform the essential job functions. Employees may also contact the Equal Educational Opportunities Department for assistance at 754-321-2150.

### [Policy 4001.1](#)

#### [Service Animal Policy](#)

#### [Equal Educational Opportunities \(EEO\) Website](#)

#### [SBBC Reasonable Accommodation Procedures](#)

## **Use of School Board Property (Reference Policy #3204)**

The School Board provides you with necessary equipment, materials, and vehicles to carry out the job assigned to you. A Property Pass is required for equipment taken off school board property. Procedures for the use of Property Passes are listed in the Manual of Property and Inventory Control located at your work location. If you are assigned any equipment, it becomes your responsibility to exercise care in its operation. Personal use of vehicles, materials, supplies, tools, or other equipment is not permitted. Violation could result in disciplinary action, up to and including termination of employment.

[Policy 3204](#)

## **Weapons on School Board Property (Reference Policy #2304.1)**

No person, except for law enforcement personnel, shall be authorized to carry or bring any weapon or firearm on to school board property. This includes school grounds, administration buildings, facilities, school buses, school bus stops, and vehicles provided for transportation by the District. This policy also applies to school board events or school board official business, on or off school board property.

Any person possessing, transmitting, and/or using a weapon on school board property shall be subject to arrest. In addition, employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

[Policy 2304.1](#)

## **Workplace Violence (Reference Policy #2410)**

The School Board of Broward County, Florida, has a zero tolerance toward workplace violence. Workplace violence will not be permitted or tolerated. The intent is to provide a safe work and learning environment wherein employees, students, parents, customers, general public, and/or anyone who conducts business with the District is free from any acts of violence on school board property. This includes verbal threats, verbal abuse, threatening behavior, physical attacks, harassment, and the destruction of property.

Any jokes or innuendoes suggesting threats or violence on school board property will be treated seriously and must be reported immediately to the administrator, supervisor, School Resource Officer, Professional Standards, the Special Investigative Unit, and law enforcement. After hours, call the 24-hour Security Hotline at 754-321-0911. Also, report any rumors, threats, or violence that occur on or off school board property.

School board property includes school grounds, administration buildings, facilities, school buses, school bus stops, and vehicles provided for transportation by the District. It also includes school board events or school board official business, on or off school board property.

[Policy 2410](#)

## **Self-Reporting Rule (Reference Policy #2405)**

All personnel shall self-report, in writing, to the Executive Director of Professional Standards and Special Investigative Unit within forty-eight (48) hours of any arrests, citations, charges involving the abuse of a child, the sale and/or possession of a controlled substance, or charges involving Sexual Misconduct, Sexual Battery, Possession (including e-mail transmissions) or Sale of Pornography Involving Minors, and Sexual Relations with students. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative, or judicial.

All personnel holding a Commercial Driver's (CDL) License, as a condition of employment, shall self-report in writing, within forty-eight (48) hours any citations, arrests, or charges involving driving under the influence (DUI) or driving while intoxicated (DWI). In addition, all persons shall self-report, in writing, within forty-eight (48) hours, any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion intervention program, or entering a plea of guilty or nolo contendere for any criminal offense other than minor traffic violations. DUI and DWI are not considered minor and must be reported.

**See Appendix B for the self-reporting form**

### [Policy 2405](#)

### **Nondiscrimination Policy (Reference Policy #4001.1)**

As an equal opportunities/equal access employer, The School Board of Broward County, Florida, is committed to ensuring that no employee or applicant is discriminated against in any term or condition of employment. In accordance with Policy 4001.1, "Nondiscrimination Policy," the School Board prohibits any policy or procedure which results in discrimination based upon age, color, disability, gender identity, gender expression, marital status, national origin, race, religion, sex or sexual orientation.

The Equal Educational Opportunities (EEO) Department is charged with the responsibility of monitoring, coordinating, and recommending action in accordance with district policies, as well as state, local and federal statutes pertaining to equal opportunity/equal access in employment and education. This includes monitoring the screening and application process; internal compliance review and reporting; recommending Board action to achieve the District's objectives of equal opportunity/equal access; and investigating allegations of discriminatory employment practices.

It is the intent of this policy, and respective procedures, to support and implement protections against discrimination and harassment as prohibited by the constitution, federal and state statutes, county ordinances, and all other applicable laws or regulations.

### [Policy 4001.1](#)

### **Personnel Records (Reference Policy #4016)**

The general policy of the State of Florida is that public records are open for inspection by any person. Public school district personnel files are "public records"; therefore, the documents contained in your personnel file are open to public inspection, with the following exceptions (general and not inclusive):

- payroll deduction records
- performance evaluations for the current and previous school year and evaluations prepared before July 1, 1983 (instructional, administrative, and supervisory personnel only)
- medical records, including psychiatric and psychological records
- social security numbers
- Employee and dependent Health Benefit information

Additional exemptions exist for employees who are active or former law enforcement personnel.

Your personnel file is open to inspection by school board members, the Superintendent, and the principal, director, or his/her respective designee. You, or any person designated by you in writing, will be permitted to examine your own personnel file.

It is important that you update certain aspects of your personal data. Please access Employee Self Service (ESS) to make any changes to your telephone number and address, and the name and telephone number of your emergency contact. This will assist us in case we need to contact you, or your designated emergency contact, during an emergency. Also, if your name changes, please notify us.

[Policy 4016](#)

## **Family Counseling**

The Family Counselors' primary role is to "plan and implement a family counseling program designed around the needs of the student, school, and the community." Referrals can be made directly to them through the appropriate administrator. The Family Counseling office hours are flexible to meet the needs of the students and their parents. Appointments can be made through the guidance secretary.

**Free Confidential Family Counseling** for the Coral Springs High School Innovation Zone is available at **Coral Springs High School Family Counseling Program**

[Broward Schools Family Counseling Website](#)

## **Employee Assistance Program (EAP)**

The Employee Assistance Program (EAP) provides support services to employees and their immediate families in times of need or crisis. The EAP staff can provide professional assistance to you or a family member on a wide variety of issues: family problems, financial problems, grief and loss, work conflicts, depression, anxiety, stress or substance abuse. Their goal is to help you assess your situation, determine available resources, and develop a plan for resolving the issue. Over its nearly 30 years in existence, the EAP has developed a wide range of resources for helping employees resolve personal and/or professional issues that may be troubling them. In addition to assessment and referral, EAP also offers a variety of training programs for professional and personal development. Please see their website at <https://www.browardschools.com/Page/32079> for more information.

## **Benefits**

Full-time employees enjoy many valuable benefits, which provide significant financial assistance in addition to basic compensation. In most cases, these benefits are tax free to the individual employee. During the sign-up portion of new employee orientation, employees will be given a portfolio containing booklets explaining the details of the various benefit programs. Detailed benefit information and forms are available from the benefits director at the Human Resource Management Department in the district office or from the front office.

[Benefits Website](#)



# **Section 5: Professional Expectations**

## **Principles of Professional Conduct for the Education Profession in the State of Florida**

(1) Florida educators shall be guided by the following ethical principles:

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

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

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

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
3. Shall not unreasonably deny a student access to diverse points of view.
4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
6. Shall not intentionally violate or deny a student's legal rights.
7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
8. Shall not exploit a relationship with a student for personal gain or advantage.
9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
3. Shall not use institutional privileges for personal gain or advantage.
4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political

beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

[Professional Conduct Website](#)

## **School Board Policy 4008**

ALL EMPLOYEES OF THE BOARD WHO HAVE BEEN ISSUED CONTRACTS AS PROVIDED BY FLORIDA STATUTES, OR ANNUAL WORK AGREEMENTS AS PROVIDED BY THE BOARD SHALL COMPLY WITH THE PROVISIONS OF THE FLORIDA SCHOOL CODE, STATE BOARD REGULATIONS AND REGULATIONS AND POLICIES OF THE BOARD.

### **A. DUTIES OF PRINCIPALS**

The Principal shall:

1. Assume administrative responsibility and instructional leadership, under the supervision of the superintendent in accordance with rules and regulations of the School Board, for the planning, management, operation, and evaluation of the educational program of the school to which the individual is assigned.
2. Submit recommendations to the Superintendent regarding the appointment, assignment, promotion, transfer, and dismissal of all personnel assigned to the school.
3. Assume administrative responsibility for all records and reports required regarding pupils, for the transfer of pupils within the school, and for the promotion of pupils.
4. Have the authority to discipline students up to and including the suspension of students from school or from a school bus as provided for in F.S.1003.32.
5. Enforce the Broward County Schools Code of Student Conduct.

### **B. DUTIES OF INSTRUCTIONAL PERSONNEL**

The members of instructional staff shall perform the following functions:

1. Comply with the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
2. Teach efficiently and effectively using the books and materials required by the District or the State following the prescribed courses of study and employ sound teaching practices and methods.
3. Infuse in the classroom, the District's adopted Character Education Traits of Respect, Honesty, Kindness, Self-control, Tolerance, Cooperation, Responsibility and Citizenship.
4. Treat all students with kindness, consideration and humanity, administering discipline in accordance with regulations of the State Board and the School Board; provided that in no case shall cruel or inhuman punishment be administered to any child attending the public schools.
5. Enforce the Broward County Schools Code of Student Conduct.
6. Attend conferences such as ESE staffing and parent conferences related to education of students.
7. Accurately maintain appropriate student records and documentation and prepare and submit such reports as may be required by regulations of the state board of the District. No teacher shall be entitled to receive any salary unless all such records and reports have been properly maintained and submitted according to requests.
8. Conform to all rules and regulations that may be prescribed by the State Board and by the School Board.
9. Work to ensure that the school building and property are not defaced, damaged or destroyed.

10. Under the direction of the school principal, give instructions in and hold such fire and emergency drills as may be prescribed by law, by regulations of the State Board and of the School Board, and as otherwise may be deemed necessary.
11. Deliver, on closing or suspending school, all keys, records and reports, and account for all other school property to the principal of the school or to the Superintendent as may be prescribed by regulations of the State Board and of the School Board.
12. Fulfill the terms of any written contract, unless released from the contract by the School Board.
13. Participate in related staff development opportunities.
14. Serve on committees and other work related groups reflecting the educational purposes and needs of the school.

### C. MISCELLANEOUS

Instructional personnel are required to work 196 days, 180 of which must be devoted to working full-time on instructional matters. Instructional personnel must be on duty a minimum of seven and one-half (7 1/2) hours daily. Class hours shall be regulated by Accreditation Standards for Florida Schools. The starting and dismissal hours for schools shall allow for maximum instructional efficiency. For teachers working a full day, the work schedules must include a duty-free lunch period of not less than thirty (30) minutes. During this period a teacher should not leave the school grounds without the permission of the principal.

All members of the instructional staff shall be expected to teach a full schedule of classes, unless prior approval from the Area Superintendent or Superintendent of Schools has been obtained.

AUTHORITY: F. S. 230.22 (1) (2); F.S. 1001.41, 1003.32, 1008.22, 1012.34

Rules Adopted: 4/25/68

Rules Amended: 10/23/69; 9/5/74

Amended Rules Approved: 3/17/83, 9/17/02

### **Substitutes**

It is the responsibility of the teacher to secure a substitute as soon as he/she knows they will be absent. As soon as you know you are going to be absent please make arrangements for a substitute by logging into <https://broward.eschoolsolutions.com> or contacting Sub Central at 754-212-8164

### **Directions for SmartFind Express**

The school will supply substitute coverage under the following conditions:

1. Whole day personal or sick leave;
2. Whole day with TDA;
3. Partial day with TDA;
4. Prearranged time off using personal leave for partial day.

**Personal business and appointments should be scheduled after school hours unless taking personal leave. Any exception requires administrative approval and teacher-arranged coverage. Substitutes will not be available and should not be requested from the front office.**

Substitute employees shall be employed for all absent employees, except studio teachers, guidance school counselors, psychometrists, guidance directors, psychologists, school social workers, speech language pathologists, ESE specialists, media specialists, and when the employee and principal agree that employment of a substitute would be inappropriate for certain exceptional children. When it is known that an employee in one of the exceptions listed above will be absent for an extended period of at least twenty (20) consecutive work days, a substitute shall be employed for such absent employee provided that a properly certified/licensed substitute is available.

A teacher who is unable to perform his duty in school because of illness, or because of illness or death of a member of his own household or other close relative shall be granted leave of absence for sickness. Such leave may amount to ten (10) days per year for each school year; the ten (10) days per year are cumulative.

As per Article 23 of the Broward County Teacher Contract, "Personal reasons leave shall not be granted on the day preceding or following a holiday\* nor during the first or last week of school. The first week of school starts on day one of the 196-day work calendar and the last week of school concludes on the final day of said calendar. \*(Notes: A holiday on the official School Board calendar is any date marked as a "holiday" or "day off.")"

[Teacher Contract – Absences/Leave](#)

## **Student Feedback**

Students need to know if they are completing assignments correctly in order to continue with the pace of the course of study. Verbal or written feedback should be given within two class periods following the due date. In accordance with [Section 1002.22](#), (3)(c) Florida Statutes, academic work completed shall be provided to parents upon request. (This clarification was provided in a memorandum from the Office of the School Board Attorney on June 9, 2003).

Ensure that students receive feedback on each assignment so that students comprehend their level of understanding of the learning. Students and parents can monitor progress and clearly see areas of weakness when homework is graded on a regular basis.

## **Emergency Substitute Plans**

Each teacher should submit a minimum of FIVE (5) days of emergency substitute plans to their department head by the Friday of the first week of school. Please look in your emergency Sub folder and put in the required materials. Do not leave videos or work that requires students use the laptop carts. Substitutes will not have access to laptop carts. Substitutes will also not have access to a copy machine so please make all copies for the substitute and place them in your room. IN your lesson plans, let the substitute know where the copies are.

These lesson plans will only be used in case of an emergency. If you know you are going to be absent, please leave lesson plans with Ms. Geliga, on your desk, with your Department Head, or with a neighboring teacher.

### **Teacher Mailboxes**

Mailboxes are in the Main Office. Please check your mailboxes once in the morning and before leaving school each day for important notices or messages. Posted on a bulletin board outside the Mail Room are announcements and items of special interest to the faculty. Teachers are not to send students to their mailboxes to pick up mail. There may be sensitive student information for the teacher.

### **During the Class Period**

In view of the new liability laws wherein school and personnel may be held liable in case of negligence, it is mandatory that classes not be left unattended. For this same reason, students are not to be sent to the area outside your classroom as a disciplinary measure for class assignment reasons. If a student is sent to a neighboring teacher's classroom to work on an assignment, the student's transition must be monitored. If an emergency arises which necessitates your leaving the classroom, another teacher is to be obtained to cover your class. If necessary, contact the office on the telephone or on the intercom. **Never** leave students unattended.

### **Duties of Instructional Personnel**

When the daily operation of the school is based on best practices, fairness and consistency, then the learning environment is enhanced. Therefore, in addition to the duties prescribed by School Board Policy 4008, we request that teachers at Coral Springs High School perform the following:

1. Teachers must be at their doors when the first period warning bell rings in the morning. Teachers must also step into the corridor during class change to see that confusion is kept to a minimum. Once class is started, the door should be secured.
2. P. E. Supervision - At the end of the period, all P.E. classes will reassemble in the gymnasium for attendance and dismissal at the bell.
3. The classroom reflects the teacher's interest and concern--make that image your best.
4. Display areas and bulletin boards should be planned around subject matter that will hold the student's interest and stimulate further academic development.
5. At the close of each period the teacher should supervise the picking up of all paper from the floor and desks. Desks and chairs should be left in an orderly manner, check to see that desktops and walls are free of graffiti. Notify a custodian if professional clean up is necessary.
6. Teachers must follow the school's instructional time Pass Policy.

7. Doors should be locked, and lights turned off when the teacher leaves the room if no class is scheduled there the next hour.
8. If there is physical damage to the room or furniture, it is the responsibility of the teacher in charge to report the matter to an administrator.
9. Teachers are to **notify the office immediately** when they see a person on school grounds that they suspect as not having received permission to visit from the office. Approved visitors to campus will wear a visitor's badge from the front office or a District ID badge.
10. In an effort to reduce technology vandalism, **teachers using a laptop cart must follow the protocol of assigning specific laptops for individual student use.** Laptops are to be inspected for vandalism after each day of use. Teachers should instruct their classes to inspect their laptops for damage before starting the next period's lesson use. Teacher timely monitoring for vandalism is key to stemming the destruction of technology.
11. Property and Inventory is taken very seriously at our school. No furniture, a piece of machinery, or a piece of technology, regardless of its size or your estimation of its value, is to be moved out of its assigned room or thrown away or surplused without it being documented by Steve Davidson.

## **Lesson Plans**

Per the current Teaching contract, teachers who have less than three years' experience in Broward County may be required to submit their lesson plans to the principal on a regular basis with two workdays' notice of commencement of a submission schedule. Regardless of the years of experience, any teacher who is identified for or engaged in a written plan for improvement may be required to present his/her lesson plan to the principal on a regular basis. When requested by the principal, the teacher shall submit the plans.

The primary purpose of lesson plans is to guide instruction. The format for daily lesson plans should provide for ease of use by the teacher or substitute and should not be unreasonably complex. Documentation of the incorporation of Sunshine State Standards and teaching strategies required by law, board policy or regulation are part of daily lesson plans.

Teachers are required to maintain a lesson plan book. This book may be hand written or electronic. **ALL TEACHERS ARE ASKED TO BE UNIFORM IN THE FOLLOWING SUGGESTIONS:**

1. Lesson plans are to be made one week in advance.
2. The department head is to be informed of the location of your emergency plans/sub folder so that it is readily available for your substitute.
3. Format of the daily lesson plans will be explained by administration.

Teachers, we ask that you have your Lesson Plans available for Administrative review during classroom observations. We will be observing all throughout the year, so please have them open on your desk during the observations.

## **ESE Requirements to be Kept in the Lesson Plan Book**

All accommodations and modifications listed in a student's IEP or 504 Plan must be adhered to by all staff members. You are to be reminded that this is a legal responsibility and is to be documented in your plan book for each identified student.

### **ACCOMMODATIONS AND MODIFICATIONS FOR IEP, 504 PLANS**

**Accommodations** are provisions made in **how** a student accesses and demonstrates learning. These do not substantially change the instructional level, content, nor the performance criteria. The changes are made to provide a student equal access to learning and equal opportunity to demonstrate what is known. Accommodations are based on individual student's strengths/needs and may vary in intensity and degree. The accommodations (or Characteristics of Service) may be selected from the following list or generated by the staffing team. **Whatever is listed, must be provided by special and general education.**

**Modifications** are changes in **what** a student is expected to learn and demonstrate. Modifications of the instructional level or "benchmark" may be necessary for some students, thereby adjusting and individualizing the content standards for the student. Students having their curriculum modified are generally on special diploma. Application of skills in various environments (home, school, community) is emphasized.

The following is a list of accommodations and modifications:

#### **PHYSICAL ARRANGEMENT OF ROOM:**

- seating student near the teacher
- seating student near a positive role model
- standing near the student when giving directions or presenting lessons
- avoiding distracting stimuli (air conditioner, high traffic area, etc.)
- increasing the distance between the desks
- Additional accommodations: \_\_\_\_\_

#### **LESSON PRESENTATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> pairing students to check work                       | <input type="checkbox"/> providing written outline               |
| <input type="checkbox"/> writing key points on the board                      | <input type="checkbox"/> allowing student to tape record lessons |
| <input type="checkbox"/> providing peer tutoring                              | <input type="checkbox"/> having child review key points orally   |
| <input type="checkbox"/> providing visual aides                               | <input type="checkbox"/> teaching through multi-sensory modes    |
| <input type="checkbox"/> providing peer note-taker                            | <input type="checkbox"/> using computer-assisted instruction     |
| <input type="checkbox"/> making sure directions are understood                |  |
| <input type="checkbox"/> including a variety of activities during each lesson |  |
| <input type="checkbox"/> breaking longer presentations into shorter segments  |  |
| <input type="checkbox"/> Additional accommodations: _____                     |  |

#### **ASSIGNMENTS/WORKSHEETS:**

- |   |  |
|---|--|
| <input type="checkbox"/> giving extra time to complete tasks  | <input type="checkbox"/> using self-monitoring devices |
| <input type="checkbox"/> simplifying complex directions       | <input type="checkbox"/> reducing homework assignments |
| <input type="checkbox"/> handing worksheets out one at a time | <input type="checkbox"/> not grading handwriting       |



- reducing the reading level of the assignments
- requiring fewer correct responses to achieve grade
- allowing student to tape record assignments/homework
- providing a structured routine in written form
- providing study skills training/learning strategies
- giving frequent short quizzes and avoiding long tests
- shortening assignments; breaking work into smaller segments
- allowing typewritten or computer printed assignments
- Additional accommodations: \_\_\_\_\_

**TEST TAKING:**

- allowing open book exams
- giving exam orally
- giving take home tests
- using more objective items (fewer essay responses)
- allowing student to give test answers on tape recorder
- giving frequent short quizzes, not long exams
- Additional accommodations: \_\_\_\_\_
- allowing extra time for exam
- reading test item to student

**ORGANIZATION:**

- providing peer assistance with organizational skills
- assigning volunteer homework buddy
- allowing student to have an extra set of books at home
- sending daily/weekly progress reports home
- developing a reward system for in-schoolwork and homework completion
- providing student with a homework assignment notebook
- Additional accommodations: \_\_\_\_\_

**BEHAVIORS:**

- praising specific behaviors
- using self-monitoring strategies
- giving extra privileges and rewards
- keeping classroom rules simple and clear
- making "prudent use" of negative consequences
- allowing for short breaks between assignments
- cueing student to stay on task (nonverbal signal)
- marking student's correct answers, not his mistakes
- implementing a classroom behavior management system
- allowing student time out of seat to run errands, etc.
- ignoring inappropriate behaviors not drastically outside classroom limits
- Additional accommodations: \_\_\_\_\_
- allowing legitimate movement
- contracting with the student
- increasing the immediacy of rewards
- implementing time-out procedures

**ELL requirements – To be kept in the Lesson Plan Book**

All accommodations and modifications appropriate for ELL students must be adhered to by all staff members. You are to be reminded that this is a legal responsibility and is to be documented in your plan book for each identified student.

To assist schools in determining what the language classifications mean when students are at different points through their second language development, the following descriptions have been developed:

<b>LANGUAGE LEVEL CLASSIFICATIONS AND DESCRIPTIONS</b>	
<b>A1</b>	Non-English Speaker or minimal knowledge of English Demonstrates very little understanding Cannot communicate meaning orally Unable to participate in regular classroom instruction
<b>A2</b>	Limited English Speaker Demonstrates limited understanding Communicates orally in English with one or two-word responses
<b>B1</b>	Intermediate English Speaker Communicates orally in English, mostly with simple phrases and/or sentence responses Makes significant grammatical errors which interfere with understanding
<b>B2</b>	Intermediate English Speaker Communicates in English about everyday situations with little difficulty but lacks the academic language terminology Experiences some difficulty in following grade level subject matter assignments
<b>C1</b>	Advanced English Speaker Understands and speaks English fairly well Makes occasional grammatical errors May read and write English with variant degrees of proficiency
<b>C2</b>	Fluent English Speaker Understands and speaks English with near fluency Reads and writes English at a comparable level with the native English-speaking counterparts; may read and write the native language with variant degrees of proficiency
<b>D</b>	Fluent English Speaker Speaks English fluently Reads and writes English at a comparable level with English-speaking counterparts
<b>E</b>	Monolingual English Speaker

**Note:**

In the Broward County Public Schools, when an ELL student exits the program, his/her academic performance is monitored for two years, as required by State guidelines, by the principals, teachers, and designed school ESOL Curriculum contact person(s).

## Florida's ELL Codes and Definitions

ELL Code	Definition
LY	The student is Limited English Proficient and is enrolled in classes specifically designed for ELL students.
LF	The student is being followed up for a two-year period after having exited from the ESOL program.
LZ	The student is one for whom a two-year follow-up period has been completed after the student has exited the ESOL program.
ZZ	Not applicable

## ESOL Strategies Matrix

### ESOL Instructional Strategies Matrix (How We Teach is as Important as What We Teach)

A Accommodations	B Clear Communication	C Assessments	D Vocabulary	E Collaboration & Conversation	F Metacognitive & Metalinguistic
A1 Heritage Dictionary A2 Heritage Language (L1) Support A3 Flexible Scheduling A4 Flexible Setting A5 Flexible Timing	B1 Concise Language B2 Clear Directions B3 Enunciation B4 Pauses & Pacing B5 Pointing B6 Repeating/Paraphrasing B7 Gestures B8 Show Examples & Non-Examples B9 Demonstrations B10 Anecdote Storytelling	C1 Rubrics C2 Presentation C3 Portfolio C4 Checklist C5 Labeling C6 Interview C7 Response Cards C8 Oral Assessment C9 Observation C10 Context-Embedded Text C11 Voting Devices C12 Cloze Test C13 Visual Representations C14 Self/Peer Assessment C15 Samples C16 Sentence Frames	D1 Etymology/Cognates D2 Semantic Feature Analysis D3 Context Clues D4 Tier II/Tier III Analysis D5 Interactive Word Walls D6 Vocabulary Games D7 Multiple Meanings D8 Phonology D9 Vocabulary Banks	<b>Grouping Configurations:</b> E1 Heterogeneous Grouping (Language Content Readiness; Learner Profiles, Interests) E2 Homogeneous Grouping (Language Content Readiness; Learner Profiles, Interests) E3 Jigsaw E4 Peer Pair E5 Reader's Theater E6 Think/Pair/Share E7 Academic Games E8 Group Presentations/Projects E9 Socratic Seminar E10 Panel Discussion E11 Debate/Defend with Evidence	F1 L1 Transfer F2 Mnemonic Devices F3 Dialogue Journals F4 Self-Correction F5 Self-Evaluation F6 Self-Monitor F7 Peer Editing F8 Associations
G Context Embedded Supports & Close Reading		H Multimodal & Multimedia		I Advance Organizers	J Additional Resources
G1 Activating and/or Building Prior Knowledge G2 Chunking Text G3 Annotations & Symbols G4 Ask Inferential & HOT Questions G5 Ask Clarifying Questions G6 Modeling G7 Read Aloud G8 Think Aloud G9 Multimodal Texts G10 Visualization/Illustrations G11 Summarizing G12 Dramatic Enactments/Role Play G13 Identify Key Concepts G14 Similarities & Differences G15 Language Experience Approach	G16 Note-Taking/Outline Notes G17 Question-Answer-Relationship (QAR) G18 Reading with Specific Purpose G19 Reread Text G20 Text Features & Structural Analysis G21 Survey, Question, Read, Recite, Review (SQ3R) G22 Text Connections G23 Total Physical Response (TPR) G24 Vary Complexity of Assignment G25 Realia/Manipulatives G26 Captioning	H1 Audio-Visual Applications H2 Digital Books H3 Computer Software H4 Document Camera H5 Interactive White Board H6 Tablet/Interactive Devices H7 Language Master H8 Video/Film/CD/MP3 H9 Digital Simulations H10 Translation Devices	I1 Charts (Flowcharts, T-Charts, etc.) I2 Anticipation Guide I3 Cornell Notes I4 Digital Tools/Software I5 Foldables I6 Graphs/Diagrams I7 K-W-L I8 Reading and Analyzing Non-Fiction (RAN) I9 Notes TM I10 Webbing/Mapping I11 Story Maps I12 Timelines I13 Venn Diagrams I14 Vocabulary Improvement Strategy (VIS)	J1 Art Integration J2 Community Resources J3 Cultural Sharing J4 Celebrations J5 Field Trips J6 Guest Speakers J7 Holiday Programs J8 Multicultural Resources J9 Music/Songs/Jazz Chants	

## **iObservation and Teacher Observations**

Information regarding teacher observations and evaluations can be found in the Teachers' Contract [here](#)

# **Section 6: School Policies and Procedures**

## **Auditorium Use**

**Use of the auditorium must be approved by the Administration.** Please submit a project approval for the requested event to be held in the auditorium.

## **Assemblies**

Assemblies are to be considered as a classroom situation and are to be supervised accordingly. Teachers are required to sit with their students and are responsible for the enforcement of the following rules of conduct for all assembly programs:

1. Any evidence of defacement of the seats is to be reported.
2. Teachers will see that their students enter and leave the Auditorium/Gymnasium, as quickly and quietly as possible.
3. Teachers should instruct their students in proper behavior and courtesy during assembly programs, prior to attendance of any assembly.
4. When necessary, more specific instructions will be given.

## **Visitors on Campus**

It is not uncommon in any school to have graduates return to their school and visit teachers, especially around the holiday time. However, due to recent events, we need to be very clear with our procedures dealing with visitors.

- A. Members of the lay public, including parents, wishing to contact teachers or pupils during the school day must receive permission from the Student Affairs Office.
- B. Students **may not** bring visitors to school. Do not permit a visitor to remain in your class unless you have given prior notice that he has received prior approval from an Administrator.
- C. Graduates or others who want to visit campus or specific teachers will no longer be able to do so unless special arrangements with administration are made prior to the visit.

## **Parking**

**Teacher Parking** – Teachers will fill out a form found in their welcome back folder that includes their make, model, year of their car and their license plate. They will turn this form into Ms. Nesbit.

**Student Parking** – Students will fill out a parking decal form, show proof of insurance, and pay \$65 for a parking pass. Students will be assigned a specific parking spot and be expected to park in that spot every day

## **Keys**

At the beginning of the school year, teachers will be issued keys for their classroom(s) and other assigned areas as needed by Mr. Adam. Teachers are not to leave their keys for substitutes. Security or an Administrator will open the door for a substitute. Students should never be given a teacher's keys. If you lose your keys, notify Mr. Adam immediately.

## **Telephone/Voicemail**

### **A. Teachers' Use of Telephone:**

If you do not have your classroom(s) available during your planning period, teachers are requested to use the telephone in the planning rooms, which have been installed for their convenience. No student is to be given permission to enter the planning areas to make telephone calls. Students can use the phone in Student Affairs. School phones are not to be used for running an auxiliary business.

### **B. Long Distance Calls:**

No personal long-distance calls may be made unless approved by the principal. All long-distance telephone calls pertaining to school business must be recorded on the Long Distance Telephone Call log by the phone.

C. Issues with your classroom telephones may be addressed with our Microtech, Mr. Davidson.

D. Please set up your voicemail. Ms. Reiss and does put messages through when teachers are in class. Directions for setting up your voice mail can be found in Appendix C

## **Custodial Services**

We hope excellent relations will exist between the teachers and custodial staffs. All members of the school staff are striving for the same goal. Teachers, however, must keep the white boards clean. Requests for additional services (e.g. Replace a light bulb) or room condition must be given in writing to the head custodian or facilities administrator, Mr. Adam.

## **Building Upkeep**

We must properly care for our buildings and facilities. One of the important lessons, which we wish our students to acquire, is thoughtful appreciation and careful use of public property. Teachers must be constantly alert to detect any defacing of desk tops, writing on walls, loosening of screws and bolts, etc., and report this immediately to the head custodian and Mr. Adam. Each teacher is responsible for the area in which he is assigned; periodically during the year a survey of the school plant and equipment will be made to evaluate the care of the area. Teachers are required to make a report to an administrator on a specified form in the event property has been damaged, defaced or misplaced. A copy of this form may be obtained from student affairs.

## **Guest Speakers**

Consult with your department chairperson of your intention to have a resource person speak to your class. BEFORE plans are finalized, please meet with AP Adam as to the date and times the speaker will be on campus for final approval. Guest speakers are to be advised they MUST check in at the main office.

## **Outside Employment of Teachers**

Extra-school activities by teachers are regarded by the Board of Public Instruction solely on a professional and ethical basis. Teachers engaged in extra-school activities should conscientiously examine them in a professional and ethical light. Activities determined to violate professional ethics should be promptly abandoned. Please be aware you cannot charge your students for tutoring services. It is a conflict of interest. [Policy 1007](#)

## **Employee Organizations**

Article 29 (J) –School Visitation and Meetings:

Upon prior notification at the site, the BTU president, staff and other representatives will be allowed to visit schools to investigate teaching conditions, employee complaints, problems, official union business or for other purposes, except political campaigns, relating to BTU affairs., subject to the following:

1. All BTU officers and representatives shall comply with School Board Policies and school site procedures for site visitations.
2. BTU representatives may visit and confer with individual bargaining unit members at any time other than their student contact time or school meetings.

## **Leaving School Grounds**

**Teachers** - All members of the faculty are responsible for the supervision of students during school hours, regardless of specific scheduled assignments. Teachers desiring to leave campus during their workday shall obtain permission from an administrator. Teachers needing to leave school during school hours are responsible for finding coverage for their classes and notifying administration of these arrangements. **Substitute coverage cannot be utilized for personal business or appointments.** Sign-out books are available in the front office for this purpose. It is necessary to know where teachers are because of incoming calls, protection pertaining to Workers' Compensation, and in case of emergencies.

**Students** - Teachers cannot permit students to leave school grounds or go to the parking lot. This permission can only be granted by Administration.

## **Student Lockers**

Specific assignments and instructions regarding locks and lockers will be issued by Administration during the first week of school. Students who lose their locks and have other difficulty with them should go to the Student Affairs' Office before school or during lunch. Students who are assigned lockers keep that locker until leaving CSHS. Only the Administration supplied lock may be used.

## **Teacher Lounges and Work Areas**

Students are not permitted at any time in the teachers' lounge or workrooms unless accompanied by Staff, and with prior notice given by said Staff before entering with the student(s).

## **Teacher Aides**

Students who are teacher aides (TAs) can only make copies in the media center workroom during the time the student has exploratory teaching. TAs will allow teachers priority in photo copying. If a TA is absent, e-mail Mr. Calero so he can keep accurate attendance.

## **Smoking**

As per state policy, there is no smoking (including e-cigarettes) within 1,000 feet of a school. Please see the forward County Policy regarding tobacco products on campus

[Policy 2401](#)

## **Student Dismissal**

You are requested to keep students in the classroom until the bell sounds for dismissal. Students must remain seated until you dismiss them after the ringing of the bell. You are requested to stand outside your door to maintain order in the hallway during dismissal.

## **TDA's**

You must turn your TDA form into your subject area administrator, ***four weeks*** prior to your desired date(s) of absence for Principal approval. You must put in a substitute in sub central and place your job number on the top of the TDA. Once approved, it will be given to our Sub Coordinator, Mrs. Geliga.

## **Public Address (PA) System**

Communication is of utmost importance in the effective management of a school. It also plays a vital role in promoting activities and student interest and involvement in the total school program. Every attempt will be made not to interrupt classes during the day with intercom announcements. Therefore, any use of the public address **must** be cleared through the administration. Club meeting announcements will not be made on the PA system. Please have them read on the morning announcements (see below). The electronic weekly bulletin is to be posted in each classroom and front office and is used to communicate all school planned activities.

## **Announcements**

Please plan ahead to have your announcements done through our TV Production Class. Every attempt will be had to present run during the first few minutes of 2<sup>nd</sup> / 6<sup>th</sup> periods on channel 21. Please allow your students to watch the morning announcements so they can get and stay involved in school. If a problem occurs announcements will be played in the afternoon during the last 10 minutes of class. If you need an announcement read, forms are available at the front desk. If an announcement needs to be made during morning or afternoon announcements, indicate that on the form. Afternoon announcements will be limited.

## **Procedures for Student Injury**

When a student is injured on school property, the teacher or person in charge may render such aid as is advisable under the circumstances and within the limits of his knowledge for treatment of such injury. If possible, the PRINCIPAL AND PARENTS shall be notified immediately. As soon as possible after the student has been treated or placed under competent care, **A WRITTEN REPORT/Student Accident Report** shall be made to the principal; a copy of such report shall be forwarded to the district office promptly.

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

- A. DO NOT move the injured.
- B. Render first aid ONLY if necessary. Immediately contact Student Affairs.
  1. Give student's name and grade.
  2. Possible extent of injury.
- C. **AN ACCIDENT FORM MUST BE FILED IN THE STUDENT AFFAIRS' OFFICE FOR ALL ACCIDENTS WHETHER THE STUDENT HAS SCHOOL**



**INSURANCE OR NOT. THIS FORM IS TO BE COMPLETED BY THE TEACHER WHO WAS IN CHARGE OR WITNESSED THE ACCIDENT. THIS IS TO BE DONE AS SOON AS POSSIBLE AFTER THE ACCIDENT OCCURS. THE INSURANCE COMPANY WILL NOT HONOR CLAIMS UNLESS THIS FORM HAS BEEN COMPLETED.**

- D. Accident Report Forms can be obtained from Student Affairs I.

### **Clinic**

If any student becomes too ill to remain in class, he/she should request a pass to the clinic from his/her teacher. Clinic passes should be used to send students to the clinic. **No yellow passes.** Please the nurse or Student Affairs if you need more clinic passes. If it is necessary for the student to be sent home, parents will be called by the Student Affairs' Office. If a student is dizzy or light headed call student affairs for a wheelchair and security or an administrator will escort the sick student to the clinic.

Only emergency first aid may be administered. The clinic is prohibited by law to give students any form of internal medication, such as aspirin, etc. Therefore, students with headaches, etc., should be encouraged to remain in the classroom. Unless the student is sent home, he will be dismissed from the clinic when the bell rings and will report to his next class. No student should remain in the clinic over twenty minutes.

**NOTE: It is the teacher's responsibility to check on all students sent to the Student Affairs' Office for illness.**

### **Pinnacle**

Pinnacle is designed to make a teacher's job easier and allow students and parents to stay informed of their grades. Please review the following information to help students and their parents stay updated on a student's attendance and grades.

- A. Keep your seating chart complete and updated.
- B. The attendance is to be entered **by the teacher** at the **beginning** of **each** class period.
  - 1. Enter "P" for all students present. Enter "AU" for all students absent, "TU" for tardies unexcused, or "PN" for excused other. The first day a student is in your class, select "E1". For Exam Exemptions, select "EE". All other codes will be updated by the attendance clerks.
  - 2. Your attendance records will be updated in "real-time" as the attendance clerks adjust student records.
- C. Your grades are to be kept up-to-date. You should have a minimum of 9 grades per quarter, at least 1 grade per week. Colt Culture has the expectation of two grades per Week.
- D. It is essential to make sure that your due dates on your electronic grade book are accurate. This is very important for reporting data and printing reports.

## First Day of School

Teachers must mark attendance for each student appearing on their roster beginning on the first day of school. Any student that is present in class must be coded as “**E1**” and any absent student must be coded as “**AU**” until they physically attend class or are withdrawn by the District.

## ATTENDANCE CODES VIA PINNACLE

All teachers at Coral Springs High School are required to use the method of attendance coding listed below.

### CODES THAT TEACHERS CAN INPUT:

Absent (not present in class)	<b>AU</b>
Present	<b>P</b>
Tardy Excused (with pass)	<b>TE</b>
Tardy Unexcused (no pass)	<b>TU</b>
First Day in your class (Entry)	<b>E1</b>
Excused Other (testing, pullout, guidance, etc.)	<b>PN</b>
Exam Exemption	<b>EE</b>
Excused From Assignment – Doesn’t count for/against	<b>X</b>
Assignment not done – Averages as a 0 in the student grade	<b>Z</b>
Absent, assignment not done. No credit yet (Zero)	<b>0</b>

Please do not wait until the end of the quarter to put in Z’s or 0’s. They can dramatically affect a student’s grade and not give students and parents enough time to make adjustments to their grade.

### CODES THAT WILL BE INPUTTED / EDITED BY THE ATTENDANCE CLERKS:

Absent Excused	<b>AE</b>
Absent Unexcused (unchanged in your book)	<b>AU</b>
Field Trip	<b>FT</b>
Sign-in Excused / Unexcused	<b>TE/TU</b>
Sign-out Excused / Unexcused	<b>ER</b>
Permitted Absence	<b>PA</b>
Internal Suspension (Behavior Change)	<b>IS</b>
External Suspension (unexcused)	<b>ES</b>
Fresh Start (Alt. to external suspension-excused)	<b>AS</b>

## Planning Period

The following are recommended uses for the planning period:

- Preparing instructional materials.
- Keeping plan book up-to-date.
- Grading papers.
- Preparing reports.
- Keeping permanent records up-to-date.

- Consulting with the Principal, Assistant Principals, Counselors, Department Heads, and County Supervisors, as well as studying cumulative records for additional information regarding your students.
- Exchanging viewpoints and information with other faculty members via Professional Learning Communities
- Visiting other classes by pre-arrangement.
- Conferring with parents.
- Reading professional materials.
- Parent contact regarding attendance irregularities, grades, class behavior, etc.

## **Student Attendance**

School success, as success in any endeavor, is closely related to effort. Regular school attendance is necessary to obtain the most benefit from school. Students are required to be in attendance for 180 days of each school year. Absences, in the event of illness, will be excused; however, work must be made up for successful learning and equitable grading of the individual.

If a student is ill and cannot attend school, parents are required to call the Attendance Office and report on the day of the absence. If the illness is longer than a few days duration, a doctor's excuse may be required. Assignments for work missed during prolonged illness may be obtained from the counselor in Guidance, or a student may be placed in the Homebound program.

Parents requesting a student's absence from school for reasons other than illness should call the Student Affairs' office at least five days PRIOR to the date of the absence. This may enable the student to receive a permitted absence with permission to do his work in advance or immediately upon his return to school.

Students are expected to be in their seats and ready to work when the tardy bell rings. Any student who comes to school after 8:00 am should report to the Student Affairs' with their parent/guardian for an admit slip.

All absences, whether "excused, permitted, or unexcused," shall be entered on the record "absent" – "AU". Attendance clerks will make corrections through the Pinnacle program.

Students wishing to check out during the school day due to dental/ doctor appointments, illness, and court appearances, are to check out with the Student Affairs' Office and upon return to campus are to report to the Student Affairs' Office to sign-in. Students are **NOT** allowed to sign themselves out. A person signing out a student must be on their emergency card and be over 21 years old.

### **A. General Instructions for Attendance**

Every classroom teacher should take his/her class roll **carefully** each period. To ensure accuracy, Roll should be taken after the first five minutes of each class of the day (by instructors ONLY) to avoid forgetting to change an AU to a TU. It is imperative that accurate class attendance be recorded in the grade book program by

the **instructor**, as our attendance is considered a legal document by the court system.

### **B. Class Cuts**

The teachers will be directly responsible, with the help of the attendance on Pinnacle, for determining class cuts. Parents should be notified regarding the class cut as soon as feasible. Students with excessive absences (5 or more excused or unexcused) should be referred to the appropriate administrator for clarification after noting the prior parent contact. Patterns of absenteeism would warrant a Social Worker referral as well.

### **C. Tardies**

A pupil is tardy to class if they are not in the classroom when the tardy bell rings. They should not be marked tardy if they are out of their seat. Nor, should they be barred from entry to the classroom for being tardy.

1. Any student coming to school after 8:00 a.m. must report to Student Affairs I to be admitted to class.
2. If the student is tardy to class (i.e., if he has attended a previous class) he is to report to his class. **Teachers are to deal appropriately with problems concerning tardiness.** Students should be referred to Administration after **excessive** tardiness (5) during any nine-week period and after other disciplinary methods and parent communications have proven unsuccessful.

### **D. Permitted Absences (Non-School)**

This absence may be granted in advance **BY THE ADMINISTRATION** for a reason other than illness. It is the student's responsibility to make arrangements for make-up work prior to this absence and to be prepared to participate in class work on the second day of his return to school. However, previously assigned work is due the day of his/her return.

### **E. Make-Up Work Policy - Revised 06/21/16 [Policy 6000.1 - Student Progression Plan](#)**

- 1) Make-up work is allowed for full credit and grade for excused absences.
- 2) Makeup work is allowed for unexcused absences. Teachers may, at their discretion, record a 10% reduction in the grade for tests and major projects that meet standards or proficiency. Teachers may also, at their discretion record a minimum of the lowest passing grade (e.g. "D" or "60") for homework, unless less than 50% of the work was successfully completed.
- 3) All make-up work must be submitted within two days, not including the day of return, for each day of an absence. Previously assigned work is due the day of return. Under extenuating circumstances and at teacher's discretion, additional time may be allowed.

## **Excusing a Student From Another Class**

Once a student enters the classroom, he may leave only with the permission of the teacher. The eight minutes allowed between classes should be sufficient for students to obtain a drink of water or go to the restroom. Therefore, students should not generally have need to obtain a drink of water or go to the restroom during the class period except in situations of biological necessity. In such a situation, teachers will call for a security escort to transition the student. Students with special circumstances (certain ESE and 504 students, as well as others designated by Administration) should always be afforded consideration, and then only one at a time. Those students' special circumstances may warrant forgoing the wait for an escort. Under that scenario, the student should be given a properly completed goldenrod pass with a designation as an emergency. The student out of class must carry the pass in his hand where it can be seen.

Teachers will not cause any student to be absent from, or tardy to, another class without prior approval of the teacher whose class the student will miss.

Students should go to lockers between the bells and in the morning before the opening of school. If it is necessary to get material during the day, students should do so before or after lunch, or during lunch with Administrative approval.

**PLEASE NOTE:** Should an "emergency need" arise and a student is given a pass to leave without a security escort, each and every student to whom a teacher issues a pass during a class period is to be required to return to his classroom before the end of that class period. Teachers are to collect all passes, which they issue. Teachers **must not** reissue or "repurpose" passes.

## **Schedule Changes**

Schedule changes are based primarily on correcting scheduling errors such as the ones listed below:

1. Seniors who need a specific course required for graduation.
2. A student who is scheduled for two (2) classes of a single subject.
3. A student who is in a class that he/she passed and received credit for either in summer school or in a previous grade.
4. Students who are in a class without the required prerequisite.
5. All other schedule change requests will be considered only if the student is academically misplaced.

Students will speak to the guidance counselor of the day during lunch or fill out a guidance request form to speak to a guidance counselor. Do not give a student a pass to go to guidance for a schedule change.

## **Procedure for Making an Appointment to See a Counselor**

1. Student must make an appointment in the Guidance office before school, at lunch, or at the end of day. A pass will be given to the student with the time and date of the appointment.

2. If the student comes to Guidance without a pass, Guidance personnel will not issue the student a pass.
3. A teacher should not initiate a pass, the student may be required to wait if the counselor had previously scheduled appointments.

### **Colt Corner**

The Guidance Counselor Of The Day will be in the Colt Corner during both lunches. Our BRACE Advisor, Mrs. Warren, will be in the Colt Corner one lunch each day. On Monday, Wednesday and Friday – First Lunch. On Tuesday and Thursday - Second Lunch. Students can stop by Colt Corner, with no appointment needed, to:

- Meet with a Guidance Counselor
- Meet with the BRACE Advisor
- Order a Transcript
- Turn in Service Hours

### **Parent Request**

As a part of the scheduling and registration process at Coral Springs High School, teachers are required to make recommendations for student placement in many courses. Counselors and teacher recommendations are based upon individual performance and test scores. When this process is followed carefully, it ensures high degree of accuracy in appropriate student placement and provides students with reasonable opportunities for success.

The waiver form is used when a parent wished to have his/her child scheduled into a course without the teacher or counselor recommendation. The signature of the parent indicates that he/she understands the school's recommendation and that he/she accepts responsibility for the placement. Secondly, the signed waiver form indicates that the student will remain in the course for the entire semester if the Principal accepts the waiver.

If the need arises regarding the protested placement, a parent/teacher/counselor conference may be scheduled.

### **Homebound Instructions for Students**

A student may receive homebound instruction if a licensed physician certifies that the student is expected to be at home or hospitalized for at least 15 consecutive school days. Please refer the parent and student to Guidance for further procedures.

### **Homework Request**

Request for homework for ill students will be handled through the front desk. The teacher will respond to the request within two (2) days. Teacher's mailboxes should be checked each day for messages. The front office will refer all homework requests to the individual teachers'.

### **Withdrawal Procedures**

The guidance secretary must be notified 24 hours in advance for the withdrawal process to begin. With administrative approval, the parent comes in to the guidance office to sign the withdrawal permit. The student will then attend his/her last full day. Students are instructed to attend each class rather than disrupt teachers while they are teaching. All textbooks will be returned at this time. If this process is not possible, a withdrawal slip will be put in the teachers'

mailboxes and the teacher must respond within two (2) days. At this time, the teacher will stop in the guidance office to sign the withdrawal form.

If a student withdraws from a Broward County secondary school during the last fifteen (15) days of a semester or year, or is present through the last day of classes but must withdraw before exams, testing of such a student may be conducted as follows:

- a. Examinations may be sent to a school in the area to which the student has transferred to, provided that the school there agrees to supervise the examinations and returns the examinations for the teacher to grade.
- b. In August the student may be tested in the individual Broward County school attended.
- c. Either procedure from "B" or "C" above may be followed in granting clearance to a terminal year middle school student to enter high school. The procedure to be followed shall be left to the mutual consent of the middle school and high school involved.

## **Section 7: Media Center**

The Media Center is located on the second floor in the west end of the 600 wing. The Center provides a welcoming open access space that encourages exploration, creation and collaboration between students and staff inspiring all to construct new knowledge and meaning from the world around them. The Media Center Learning Commons areas are flexible and easily customized to accommodate teacher, student and community needs.

Students have access to the media center, either through classes, or independently before school, during study halls, lunch periods, and with passes from teachers. Faculty and staff have open access to the media center with space available for large group meetings, computer stations and distance learning programs.

The Media collection includes a diversified holding of over 19,000 print and non-print materials for circulation, 20 magazine subscriptions, various online journals and newspapers, eBooks, access to Video on Demand, GALE Testing and Education practice test database, SBBC online databases, including encyclopedias, full text periodicals, sound files, video and primary sources. All databases may be accessed remotely by students and staff for home research through the media center webpage link in the CSHS webpage.

<https://sites.google.com/site/cshsmediacommons/homepage>

The Library Media Center uses [Destiny](#), by Follett as its automated library management system. Additional resources include computers with Internet access, cloud based programs, printing, copying, quiet reading areas, cafe seating, skype, collaboration space, student presentation areas, small meeting rooms and a Makerspace with circuitry kits, engineering/creative construction, calligraphy, Origami, and community board games. Audiovisual materials include a collection of over 1,500 videos, iPad touches, whiteboard, TEACH bars, hand-held response systems, projectors, document cameras, TV's, DVD players, external CD drives and handheld tablets.

### **Mission Statement:**

The library media center will empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users and creators of information. The Media Center provides open access for all students. The Library staff provides one on one and group instruction of students, collaboration with staff, and a media program that provides a variety of programs, services and resources.

The Media Center promotes an appreciation of literature and seeks to ensure that our students acquire the information literacy skills needed for college-career readiness and to become life-long readers, learners and ethical users of digital information in the 21st century.

### **Goals:**

- 100% of our students will be supported to become skillful researchers and ethical users and creators of information through instruction or information available on the CSHS media center website.
- 100% of our students will have access to the library media center, either through classes, or independently before school, during study halls, lunch periods, and with passes from teachers.



## **CSHS Media Center Learning Commons Instructional Areas**

A semi-private instructional area, featuring a 70 inch Recordex touch screen interactive board. All library resources and staff are available in the room with movable flexible seating allowing for a comfortable customized instructional area. Our central space is now divided into three Readers' lounge areas, with small table seating, high-top cafe seating, couches and comfortable chairs mixed in with our books for circulation and magazines! In addition, a computer instructional area featuring an LCD projector, document camera, printers and sound system. Not meant to be completely quiet or private, this space is ideal for collaborative work and large groups.

The walls of our center are featured as a student Art Gallery with creative works from our current and former Art students.

### **Small Meeting/Quiet Area**

Formerly the *Gameboard Room*, this space houses our Distance Learning system and can be used for students to practice presentations, small group meetings (15-22 seats), Distance Learning, Skype and quite activities.

### **Collaborative Creative Space**

The goal of this Maker/Innovation Space is to facilitate classroom and independent projects that produce hands-on and collaborative products. The Makerspace is equipped with tools, craft supplies, circuitry kits, Geo magnets, engineering/creative construction materials, calligraphy, origami and classic board games.

### **Hours**

When is our media center open for students?

### **Use of Media Center**

The Media Center may be reserved during a class period provided that the teacher accompanies the students. Faculty is responsible for assisting and encouraging student return of materials and chairs to proper locations. The following guidelines are to be followed when scheduling your classes into the Media Center:

1. Request space at least three (3) days in advance.
2. Media staff is available for consultation so that you may be familiar with materials and services.
3. Remain with your class and be responsible for student behavior, noise, and area cleanup.
4. Faculty should investigate sources of possible relevancy to the planned assignment.

### **Laminating and Poster Maker**

Lamination will be completed by Ms. Loudermilk. Please place all items to be laminated in the box labeled "Lamination" in Ms. Loudermilk's office. Make sure your materials are labeled with your name. She will let you know when lamination is completed

Ms. Maggio will make posters for you. E-mail her the PDF and the size of the poster you want. If she has any questions, she will let you know.

### **Passes for Media Center**

Students may use the Media Center during the school day, including lunchtime, with an INDIVIDUALLY teacher-signed pass or with a class. Permanent passes are not acceptable. No more than five (5) students are to be sent to the library on **individual passes** during any one period without prior approval from the media staff. Student access to the Media Center may be limited by media staff at various times because of crowding, behavior, or other reasons.

### **Food and Drink in the Media Center**

Food and drinks will be limited to the cafeteria and patio.

### **Students are not to be sent to the Media Center for:**

1. Disciplinary reasons.
2. Non-participation in a field trip, physical education class (injury).
3. Socialization.

### **Circulation of Materials**

Materials may be checked out for flexible loan periods.

Books (circulating) students -- two weeks  
faculty -- thirty days

Books (reference) student -- no check out  
faculty -- three days

Audiovisual materials -- faculty only -- five days

Periodicals - students -- no check out  
faculty -- three days

Faculty and students are encouraged to return items in a timely manner, so others may have the opportunity to use them. Students and faculty are financially responsible for materials checked out to them. Students are reminded not to check out materials for others.

Faculty may use films from sources other than the media collection provided that the School Board Policy#6100, Audiovisual Material Use is followed; however, full-length feature films from any source must follow this policy. (See policy below.)

## **SCHOOL BOARD AUDIOVISUAL MATERIAL USE POLICY**

In accordance with School Board Policy #6100, Audiovisual Material Use, teachers who intend to show a full-length feature film in the classroom must fill out form #2238 (see appendix E for document) indicating the title of the film to be shown. Both teacher's and principal's signatures are needed on form #2238, and the form must be kept in the front office for parent review. Also, included in the file is form #2238A, Parent/Guardian Request for Alternate Assignment. Parents may request form 2238A if they wish an alternate assignment. (Appropriate forms are available in the media center or from the department heads.) Equipment for videos and other materials are available through the individual's departments with minimal backup equipment housed in the media center.

[Policy 6100](#)

## **A/V Equipment**

Most audiovisual equipment is checked out to individual staff at the beginning of the school year. The 10 and 11 Buildings and some rooms in the 500 hallway have LCDs mounted to their ceiling, document cameras, and DVD/VCRs in the room. Other classrooms will have check out equipment from Ms. Loudermilk during the preplanning week of school. The Media Center will have a few items for emergencies. The Media Center staff will follow Broward County School Board policies for repair of items. Periodic inventory will be taken. Equipment may not be removed from campus without completing the property pass obtained from the inventory administrator.

## **Use of Audiovisual Material in Schools**

All school board employees shall conform with all existing federal and state copyright laws including, but not limited to, Public Law 94-533, [The Copyright Act](#).

The regular legal and/or liability insurance protection provided by the School Board will not be extended to Board employees who knowingly violate Copyright Laws.

- I. Taping Off-Air
  - A. Taping commercial television for **instructional** purposes is permissible.
    - Use of Taped Material
      - May be used up to ten days after tape date.
      - May be used only on individual TV sets, not closed-circuit.
      - After 45 days, tape must be erased.
      - Taped material may not be altered or merged.
  - B. **Taping cable television is not permissible.** (Example: Disney, HBO, Cinemax, Showtime, Movie Channel, USA, MTV) except programs approved by [Cable in the Classroom](#). Usage dates vary based on individual programs. (A copy of [Cable in the Classroom](#) is available in the media center to check specific guidelines.)
- II. Purchased or Rented Tapes – Audio/Visual materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal. When available, the MPAA (Motion Picture Association of America) ratings should be used to guide decisions about audience appropriateness (“G” or “PG” only).
  - A. The tape must be written into the teachers' lesson plan book.
  - B. The tape may not be shown through the closed-circuit system.
  - C. The tape may be shown only to students (not to PTA etc.)
  - D. The tape may only be shown for the purpose of education- **not as a reward system (good behavior) or for entertainment or recreation.**
- III. Violations
  - A. Penalties for infringement
    1. \$250 - \$10,000

2. One to two years imprisonment
- B. How can I get caught?
  1. Disgruntled employees
  2. Visitation by publishing companies, and/or representatives
  3. Students and/or parents
    4. Carelessness (making a copy and returning it to the company instead of the original).

IV. Copyright Law states the material is protected for the life of the author plus 50 years

# Section 8: Grade Calculations & Exam Exemptions

## Grades

At the high school level, credit is granted on the semester basis. One-half (1/2) credit is given for passing a semester's work in a course. The semester grade for each course is determined by totaling the points earned in both 9 weeks grading periods and the semester exam.

<u>Numerical</u>	<u>Letter</u>	<u>Quality Points</u>
90-100	A	4.0
87-89	B+	3.5
80-86	B	3.0
77-79	C+	2.5
70-76	C	2.0
67-69	D+	1.5
60-66	D	1.0
0-59	F	0.0
INCOMPLETE	I	0.0

NOTE: When an "Incomplete" appears on the first or second grading period or on the semester examination, **THE "I" CHANGES TO AN "F"** by the end of the following grading period and may cause a semester course failure if the work is not completed. Students may elect to repeat courses under the "Forgiveness Rule." "Incomplete" must be made up by the end of the next nine-week grading period, and within the guidelines of two (2) days for each excused absence. THE PRINCIPAL may extend the deadline.

<u>GRADING PERIOD</u>		<u>SEMESTER EXAMINATION</u>
A	12.0 points	8.0 points
B+	9.3 points	6.2 points
B	9.0 points	6.0 points
C+	6.3 points	4.2 points
C	6.0 points	4.0 points
D+	3.3 points	2.2 points
D	3.0 points	2.0 points
F	0.0 points	0.0 points
I	0.0 points	0.0 points

An "F" in any two (quarter, quarter, or exam) will result in an F for the semester no matter what the third grade is.

## THE SEMESTER GRADE IS ASSIGNED AS FOLLOWS:

TOTAL POINTS VALUES	SEMESTER
28.0 or above points	A
24.5 – 27.99 points	B+
20.0 – 24.99 points	B
16.5 – 19.99 points	C+
12.0 – 16.49 points	C
8.5 – 11.99 points	D+
5.0 – 8.49 points	D
Below 5.0 points	F

*Courses mandated by the state to have an EOC, will have the semester grade accounted by the state based on legislated criteria.*

### Partial Grades

Please be aware that new students entering class approximately three (3) weeks into the beginning of the school year may have grades from their former schools. This also applies to any student entering class throughout the school year. These grades can be obtained in the Registrar's office any time during the grading period. It is the teacher's responsibility to obtain these grades and initial by the appropriate subject. The "blue" partial grade book is accessible to the teacher any time of the day. Hopefully, this will eliminate additional grade changes.

### Semester/Final Examinations

In high school, students shall be given examinations at the end of each semester. For semester and/or final examinations, a minimum testing time of one and one-half (1 1/2) hours shall be scheduled for each subject/course. Each student shall be provided opportunity to give self-expression in the form of a written explanation of knowledge attained. Therefore, one-half of the time allotted each examination should be devoted to essay or similar type of examination questions. When measuring comprehension of quantitative learning problem solving, the examination may be in the form of specific questions in lieu of an essay. Courses mandated by the state to have an EOC exam, will take the state issued exam.

### Promotion Requirements

<u>GRADE</u>	<u>NAME</u>	<u>CREDITS AT THE BEGINNING OF THE YEAR</u>
09	Freshman	Promoted from 8 <sup>th</sup> grade
10	Sophomore	2 years in High School
11	Junior	3 years in High School
12	Senior	4 years in High School

### Forgiveness Rule

A student may elect to repeat a course for credit only once in order to improve his/her record. A student may repeat a course for which he/she has received a grade of "F", "N", or "I". The highest grade earned (must be a C or better) will be used in computing the Grade Point Average. The lower grade and course will be reflected as "No Credit/Elective Credit" on the student's records and will not be included in computing the Grade Point Average. The student's record, however, will show all courses taken.

### Graduation Requirements

Students Entering Grade Nine in 2014-2015 or Thereafter	
	STANDARD DIPLOMA
English	4 Credits
Mathematics	1 Credit Algebra (EOC=30% of final grade) 1 Credit Geometry (EOC=30% of final grade) 2 Credits Additional Math
Science	1 Credit Biology (EOC=30% of final grade) 2 Credits Additional Science identified as Equally Rigorous
Social Studies	1 Credit World History 1 Credit United States History (EOC =30% of final grade) .5 Credit United States Gov't .5 Credit Economics
World Languages	Not required for graduation. Minimum 2 years of the same language required for admission into most universities and some Bright Futures Scholarships.
Fine and Performing Arts, Speech/Debate, or Practical Arts	1 Credit in Fine or Performing Arts, Speech and Debate, or eligible Practical Arts
Physical Education	1 Credit in Physical Education to include the integration of Health (HOPE)
Electives	8 Credits
TOTAL	24 Credits
State Assessments	Students must earn a passing score on the Grade 10 ELA statewide standardized assessment Students must earn a passing score on the Algebra 1 EOC or concordant score
Computer Competency	Not required
On-Line Course	Requires a full course to be completed
Grade Point Average	Cumulative GPA of 2.0 on a 4.0 scale (unweighted)
Service Hours	40 hours required

## **Exemptions**

Students may exempt up to 3 midterm exams and 3 final exams. Students cannot exempt an Advanced Placement (AP) class midterm but may exempt an AP class final. Dual Enrollment (DE) classes may not exempt their midterm or final exams. To exempt a midterm or final a student must have an A or a B both the 1<sup>st</sup>/3<sup>rd</sup> quarter AND 2<sup>nd</sup>/4<sup>th</sup> quarter. Students must have their exam exemption form signed by the teacher of the class they are exempting and their parents. Exemption forms must be turned in on time.

If a student's grade falls below a B they must take the midterm/final exam even though the exemption was turned in. It is the responsibility of the student to check their grades via Pinnacle or ask their teacher.

Every student needs to have an exam grade recorded in Pinnacle, even those students who exempted their exam. Please see the chart below to determine the exam grade that should be entered in Pinnacle.

## **[POLICY 6000.1](#)**

Grade calculations:

Use the chart below to determine your eligibility and what your grade will be for the semester.

Quarter Grades	Exam Grade (with exemption applied)	Semester Grade (with exemption applied)
A/A	A	A
A/B+	B+	B+
A/B	B	B+
B+/A	B+	B+
B+/B+	B+	B+
B+/B	B	B
B/B	B	B

**Semester Permutations:**

1st/3rd Qtr	2nd/4th Qtr	Exam	Final Grade
A	A	A	A
A	A	B	A
A	A	B+	A
A	A	C	A
A	A	C+	A
A	A	D	B+
A	A	D+	B+
A	A	F	B
A	B	A	A
A	B	B	B+
A	B	B+	B+
A	B	C	B+
A	B	C+	B+
A	B	D	B
A	B	D+	B
A	B	F	B
A	B+	A	A
A	B+	B	B+
A	B+	B+	B+
A	B+	C	B+
A	B+	C+	B+
A	B+	D	B
A	B+	D+	B
A	B+	F	B
A	C	A	B+
A	C	B	B
A	C	B+	B
A	C	C	B
A	C	C+	B
A	C	D	B
A	C	D+	B
A	C	F	C+
A	C+	A	B+
A	C+	B	B
A	C+	B+	B+
A	C+	C	B
A	C+	C+	B
A	C+	D	B
A	C+	D+	B
A	C+	F	C+
A	D	A	B
A	D	B	B
A	D	B+	B
A	D	C	C+

1st/3rd Qtr	2nd/4th Qtr	Exam	Final Grade
B	C+	F	C
B	D	A	B
B	D	B	C+
B	D	B+	C+
B	D	C	C
B	D	C+	C
B	D	D	C
B	D	D+	C
B	D	F	C
B	D+	A	B
B	D+	B	C+
B	D+	B+	C+
B	D+	C	C
B	D+	C+	C+
B	D+	D	C
B	D+	D+	C
B	D+	F	C
B	F	A	C+
B	F	B	C
B	F	B+	C
B	F	C	C
B	F	C+	C
B	F	D	D+
B	F	D+	D+
B	F	F	F
B+	A	A	A
B+	A	B	B+
B+	A	B+	B+
B+	A	C	B+
B+	A	C+	B+
B+	A	D	B
B+	A	D+	B
B+	A	F	B
B+	B	A	B+
B+	B	B	B
B+	B	B+	B+
B+	B	C	B
B+	B	C+	B
B+	B	D	B
B+	B	D+	B
B+	B	F	C+
B+	B+	A	B+
B+	B+	B	B+
B+	B+	B+	B+

1st/3rd Qtr	2nd/4th Qtr	Exam	Final Grade
C	B	D+	C+
C	B	F	C
C	B+	A	B
C	B+	B	B
C	B+	B+	B
C	B+	C	C+
C	B+	C+	C+
C	B+	D	C+
C	B+	D+	C+
C	B+	F	C
C	C	A	B
C	C	B	C+
C	C	B+	C+
C	C	C	C
C	C	C+	C
C	C	D	C
C	C	D+	C
C	C	F	C
C	C+	A	B
C	C+	B	C+
C	C+	B+	C+
C	C+	C	C
C	C+	C+	C+
C	C+	D	C
C	C+	D+	C
C	C+	F	C
C	D	A	C+
C	D	B	C
C	D	B+	C
C	D	C	C
C	D	C+	C
C	D	D	D+
C	D	D+	D+
C	D	F	D+
C	D+	A	C+
C	D+	B	C
C	D+	B+	C
C	D+	C	C
C	D+	C+	C
C	D+	D	D+
C	D+	D+	D+
C	D+	F	D+
C	F	A	C
C	F	B	C

1st/3rd Qtr	2nd/4th Qtr	Exam	Final Grade
C+	D+	D	D+
C+	D+	D+	D+
C+	D+	F	D+
C+	F	A	C
C+	F	B	C
C+	F	B+	C
C+	F	C	D+
C+	F	C+	D+
C+	F	D	D
C+	F	D+	D+
C+	F	F	F
D	A	A	B
D	A	B	B
D	A	B+	B
D	A	C	C+
D	A	C+	C+
D	A	D	C+
D	A	D+	C+
D	A	F	C
D	B	A	B
D	B	B	C+
D	B	B+	C+
D	B	C	C
D	B	C+	C
D	B	D	C
D	B	D+	C
D	B	F	C
D	B+	A	B
D	B+	B	C+
D	B+	B+	C+
D	B+	C	C
D	B+	C+	C+
D	B+	D	C
D	B+	D+	C
D	B+	F	C
D	C	A	C+
D	C	B	C
D	C	B+	C
D	C	C	C
D	C	C+	C
D	C	D	D+
D	C	D+	D+
D	C	F	D+
D	C+	A	C+

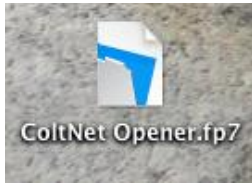
1st/3rd Qtr	2nd/4th Qtr	Exam	Final Grade
D+	C	C+	C
D+	C	D	D+
D+	C	D+	D+
D+	C	F	D+
D+	C+	A	C+
D+	C+	B	C
D+	C+	B+	C
D+	C+	C	C
D+	C+	C+	C
D+	C+	D	D+
D+	C+	D+	D+
D+	C+	F	D+
D+	D	A	C
D+	D	B	C
D+	D	B+	C
D+	D	C	D+
D+	D	C+	D+
D+	D	D	D
D+	D	D+	D+
D+	D	F	D
D+	D+	A	C
D+	D+	B	C
D+	D+	B+	C
D+	D+	C	D+
D+	D+	C+	D+
D+	D+	D	D+
D+	D+	D+	D+
D+	D+	F	D
D+	F	A	D+
D+	F	B	D+
D+	F	B+	D+
D+	F	C	D
D+	F	C+	D
D+	F	D	D
D+	F	D+	D
D+	F	F	F
F	A	A	B
F	A	A	B
F	A	B	C+
F	A	B+	C+
F	A	C+	C
F	A	D	C
F	A	D+	C





**Directions to access the Exam Exemption database.**

Please verify that the **ColtNet Opener.fp7** icon is installed on your computer desktop. The picture below is an example of what the icon looks like. If the icon is missing, drag a copy of the **ColtNet Opener.fp7** from the attachments to your desktop.

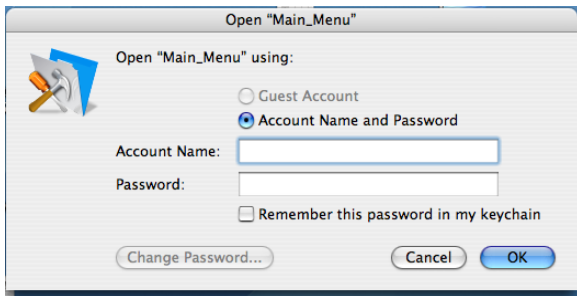


**Follow the directions below to access the Exam Exemption database.**

Click on the CSHS Opener and enter the following Username and Password.

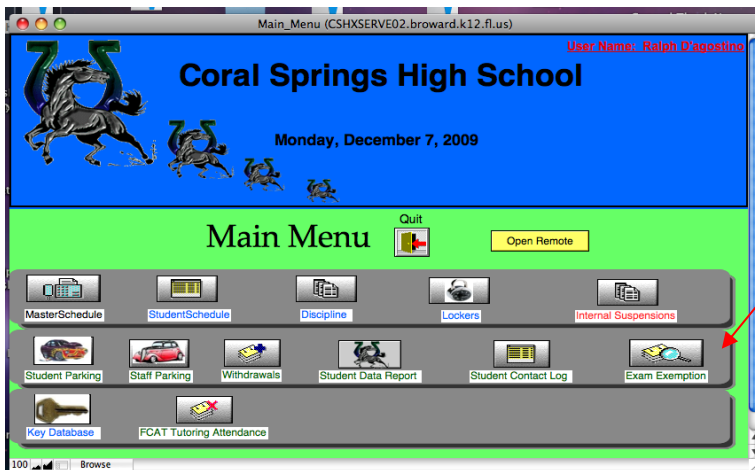
**Account Name: Staff**

**Password: colts1151**



In the next window, choose the Exam Exemption button.

Next is an example of the Main Menu.



**To view Students that are exempt in all periods.**

**Click on the**

Find All Periods

LAST	FIRST	ID2	GRADE	Exempt	Teacher P-1	Teacher P-2	Teacher P-3	Teacher P-4	Teacher P-5	Teacher P-6	Teacher P-7
ABBATI	JONATHAN	0670061527	09	<input checked="" type="radio"/>	GOULD PAUL	SANCHEZ	HULSE	MARCOUX	SCHNEIDER	LEVERONI	BRADY
ABBATI	MAURICIO	0670024366	12	<input checked="" type="radio"/>	GRIFFIN	ENGLISH JESSE	SALO MARY	BUMBALES	FREEDMAN	DEVENEY	WEAVER

In the next window that opens, enter your teacher number.

Please note: (**This option will only work using your Teacher #**) 3 digit number

LAST	FIRST	ID2	GRADE	Exempt	Teacher P-1	Teacher # P-1

The next window will display all periods from 1 to 7 on the screen in **cascade format** as show below.

The screenshot shows a software window titled "Exam Exemption" for "Period 7". The window has a menu bar at the top with "Print", "Quit", and "Find" options. A yellow button labeled "Return to Exemption Main" is highlighted with a red arrow. Below the title bar is a table with the following columns: LAST, FIRST, ID2, GRADE, Exempt, Teacher P-7, and Teacher # P-7. The table contains 29 rows of student data, all with a grade of 10 and teacher Schneider Brend 807. The records are as follows:

LAST	FIRST	ID2	GRADE	Exempt	Teacher P-7	Teacher # P-7
ANDERSON	BOBBY	0670549951	10	X	Schneider Brend	807
ARMALIN	BRITANNY	0671094805	11		Schneider Brend	807
BLAIR	DYLAN	0608096094	09		Schneider Brend	807
CHARLOTIN	BELLO	0698015942	10		Schneider Brend	807
DEAN	CHRISTOPH	0670781257	10	X	Schneider Brend	807
FRANCIS	INIKO	0609041680	10	X	Schneider Brend	807
GARCIA	LUIS	0670631344	12		Schneider Brend	807
GRIFFIN	CHELSEA	0670391587	10	X	Schneider Brend	807
GUINN	NICOLE	0670380646	11		Schneider Brend	807
HONEKMAN	SHALIN	0670623466	10		Schneider Brend	807
HUSSEIN	SARAH	0671191444	11	X	Schneider Brend	807
LE	PHUONG	0671174296	11		Schneider Brend	807
LONDON	REBECCA	0670477954	10		Schneider Brend	807
MATHISON	ANNELEISE	0670609948	11		Schneider Brend	807
MOREIRA	SUELLEN	0608049760	10	X	Schneider Brend	807
MUSTAPHA	AMIRAH	0670958710	10		Schneider Brend	807
PEGO	LORENA	0606016553	12		Schneider Brend	807
PEREIRA	JOAO	0604144994	10		Schneider Brend	807
PIERRE-LOUIS	MILLER	0695027359	10		Schneider Brend	807
PIERSON	JOHNATHAN	0670853396	10		Schneider Brend	807
RAMIREZ	JUAN	0606024524	10		Schneider Brend	807
RAMSAHAI	KAVITA	0670111276	10	X	Schneider Brend	807
RIVERA	SAMANTHA	0670841779	11	X	Schneider Brend	807
RUIZ	ROBERTO	0670841767	11	X	Schneider Brend	807
SANDOVAL	JOANA	0606066008	10		Schneider Brend	807

To navigate between periods, click on any of the open windows  
**(Use the Yellow button to close all windows and return to the Main Menu)**



## Section 9: Field Trip Procedures

The School Board Believes that field trips are an integral part of the educational experience for all students. They provide opportunities for students to experience first-hand meaningful interaction with the community that surrounds them and provide an opportunity to experience a variety of learning environments. These experiences further provide an opportunity for students to develop and enhance their socialization and citizenship skills

### **SCHOOL SPONSORED EVENTS (FIELD TRIPS)**

1. The District's Field Trip packets are now processed electronically by Angela Dionysiou. Sponsors desiring a Field Trip must first fill out the appropriate school generated Field Trip request and information form (see below) and return it to Angela Dionysiou. Angela Dionysiou will fill out the Field Trip electronic database request for you to present it to Principal Suarez for approval. **Forms must be submitted 4 weeks prior if trip is within the tri-county area or 6 weeks for out of county trips.** If the forms are handed in late, the event will not be approved. If you are planning a trip that would require early travel reservations to make it financially feasible, you should see Angela Dionysiou far in advance to fill out the Initial Field Trip Authorization as early as possible to seek pre-approval from the OSQ. **No trip is to be planned or monies collected until administration has given approval for the field trip.**
2. If the field trip is approved, follow the procedures for the activity event.
3. If a teacher disapproves of a student's participation he/she should notify the sponsor of the event and refer the concern to the appropriate assistant principal. A final decision will be made by administration.
4. The teacher marks the student absent and attendance will enter "FT" if the student was indeed on the field trip.
5. Release of liability forms are to be secured from Administration and returned upon their completion.
6. An alphabetized list of participating students must be submitted **three** days in advance of a field trip to all school personnel including attendance secretaries, who will enter the attendance into Pinnacle.
7. A typed itinerary, student room assignments, student and chaperone list with emergency contact telephone numbers for students and chaperons must be on file in student affairs for all overnight field trips **the weeks prior** to the trip.  
CHAPERONES: Teachers and other invited chaperones represent the school and our School Board. The rules that we expect our students to abide by are to also be followed by our chaperones. Temporary Duty Assignment (TDA) forms must be signed by the principal **three weeks** school days prior to the event. You **must** secure class coverage. If not, the TDA will not be approved. TDA's must have the "Estimated Expense" area completed **prior** to submitting to the principal.
8. The Broward County dress code should be in effect on all field trips.
9. The Broward County "Student Conduct and Discipline" code applies to all field trips.
10. A school activity bus may be available.
11. Special forms are to be completed and documentation collected when it is necessary for students to drive on school field trips.
12. Transportation forms for use of a county activity bus must be sent to the transportation office ten (10) days in advance.

13. Students should be reminded that the purpose of the field trip form is to notify your teacher and, also, to alert the student to find out what work will be missed and what will be expected of the students the day of their return. It is the student's responsibility to keep his/her work up-to-date. Make-up work problems that may arise due to lengthy trips should be discussed prior to the trip by the student with all of the student's teachers. School work missed due to a field trip is due the day of return to school unless previous arrangements have been made.
14. Field Trip forms are also required for overnight/out-of-county athletic activities. For district/regional/state trips it may be necessary to put TBA (to be arranged) in some blanks in order to insure they are approved well in advance of the trip.
15. Field Trips may not occur within two weeks of semester examinations and are not permitted after May 1st unless approved by the Principal. Please refer to the District mandated "black-out" dates when planning your event.

[Policy 6303](#)

**Local Field Trip Authorization**

Please complete and turn into Angela Dionysiou in the 9<sup>th</sup> grade center 4 weeks prior if trip is within the tri-county area or 6 weeks for out of county trips.

Group Requesting Trip: \_\_\_\_\_

Principal Designee (Teacher requesting FT): \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Address of Destination of Field Trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Method of transportation: \_\_\_\_\_

Educational Purpose of Trip: \_\_\_\_\_

# of female students: \_\_\_\_\_ # of male students: \_\_\_\_\_

Male Chaperone Name & Title: \_\_\_\_\_

Emergency Contact Name & # \_\_\_\_\_

Male Chaperone Name & Title: \_\_\_\_\_

Emergency Contact Name & #: \_\_\_\_\_

Female Chaperone Name & Title: \_\_\_\_\_

Emergency Contact Name & #: \_\_\_\_\_

Female Chaperone Name & Title: \_\_\_\_\_

Emergency Contact Name & #: \_\_\_\_\_

REQUEST CAFETERIA TO PREPARE A BAG LUNCH? \_\_\_YES \_\_\_NO \_\_\_# NEEDED

SBBC School Bus Needed????? \_\_\_YES \_\_\_NO How Many Required? \_\_\_\_\_

Cost of Bus charged to: Regular Budget \_\_\_\_\_ Internal Account \_\_\_\_\_





**FIELD TRIP EXCLUSIONARY PERIODS  
(FIELD TRIP BLACKOUT DAYS)  
2018-2019**

FROM	THROUGH	REASON
August 8	August 24	Pre-Planning and 1 <sup>st</sup> week of school
January 7	January 11	1 <sup>st</sup> week of 2 <sup>nd</sup> semester
April 1	April 12	FSA English LA – Grade 3 FSA English LA – Writing Component Grades 4 – 10
May 1	June 7	FSA English LA Grades 4 – 10 FSA Mathematics Grades 3 – 8 Last week of school

No field trips should be arranged for grade levels taking EOC exams during the following periods:  
**November 27 – December 15, 2018 and March 19 – May 30, 2019**

## **Section 10: Financial Information**

Before any fundraising can begin, club sponsors need to fill out a SAN report (see Appendix D). Ms. Williams sent out an e-mail with a typable PDF attachment. Once approved, a club sponsor can fill out a purchase Order (PO) found in the bookkeeper's office. Once approved by the bookkeeper and Principal, you may order what your fundraising.

When monies are turned into the bookkeeper to be receipted, the teacher, sponsor, or student MUST allow himself or herself enough time to wait for the monies to be counted and receipted. No monies are to be left and counted at a later time.

As per [School Board Policy 6208](#), money-raising drives requested by OUTSIDE AGENCIES, such as March of Dimes, Red Cross, or United Way shall not be conducted by students.

**Special Note to Coaches:** [School Board Policy 3320](#) "Requisitions and Purchasing Procedures" Rule 19 mandates that "Interscholastic equipment and supplies will be purchased through the Purchasing Department on requisitions."

Money collected from a single event (car washes or bake sales) must be turned into the bookkeeper the following school day.

### **Internal Accounts - Policy 3411**

- A. All actual receipts and expenditures of money are handled through Internal Accounts. All business transactions of this nature must clear through the bookkeeper's office. All monies collected by the students or teachers must be deposited in the appropriate account. All collections need to be set up through our online payment system. See the bookkeeper for details.
- B. Students are not permitted to charge any purchase to the school on behalf of clubs, classes, etc. Sponsors should allow two days for a purchase order to be signed by the Principal. Students are not to make cash purchase.
- C. Responsibility of the Teacher
  - 1. No money is to be left, at any time, in the classroom, desk or office, locked or unlocked. Collected money is the responsibility of the teacher until it is deposited with the bookkeeper and a receipt is obtained.
  - 2. All receipt books must be turned in with any money collected by the next day if \$200.00 or more and no later than three days if under. No exceptions may be made to this rule.
  - 3. All receipt books are accounted for by number and must be returned to the bookkeeper for county audit.
  - 4. All duplicate fee receipts, bookkeeper receipts for total deposits, and general payment lists must be filed for two years for future auditing reference.
  - 5. The teacher-sponsor is responsible for the work of the student treasurer. The student treasurer's account book must balance with the bookkeeper's record.
  - 6. The teacher-sponsor is responsible for the accurate recording of money and merchandise turned in by students in their organization.
- D. Personal checks

1. County policy forbids cashing of personal checks by the school.

E. Collection of Monies

1. Collection of class equipment, obligations, fines, etc., is the responsibility of the teacher in charge.
2. A delinquent account list will be maintained and outstanding bills will be collected.

**Fund Raising**

- A. Students and faculty members representing classes, clubs, or departments **may not** engage in money-raising drives (solicitation of advertising, selling material things or services, vending machines, etc.) unless **prior approval** is given by AP Williams. Request must be in the form of a project approval submitted a month in advance. Requests for August and September do not require the month's advance notice.
- B. No such approval will be given if the proposed project conflicts with sound educational philosophy. Nor will approval be given if the proposed project is to be sponsored by a group of students who will also be the direct beneficiaries thereof. A community service project must accompany any proposed fund raising activity request. Student organizations shall not conduct or participate in money-raising activities of any kind on Sunday.
- C. Sponsors of organizations conducting money-raising drives are responsible for proper supervision of funds, sales and accounting. A Financial Report will be filed with the bookkeeper immediately upon conclusion of the drive (**within 10 days**). No additional fundraisers will be approved until the financial report is cleared by the bookkeeper. Sponsors should check monthly with the bookkeeper to determine the financial status of the club.

**Ordering and Purchasing**

All purchases require a school activity purchase order properly prepared and signed prior to all purchases. The department chairperson or Sponsor will fill out the purchase order and present it to the bookkeeper for the principal's approval. When signed by the principal, you should mail the original to the company or call in the order, the duplicate given to the department chairperson or Sponsor, and the triplicate retained by the bookkeeper. Individual teachers desiring to purchase materials must do so through their department chairpersons.

**An order handled in any other manner will not be paid for by Coral Springs High School.**

Prior to picking up supplies locally and/or paying cash, the teacher must have a PURCHASE ORDER from the office. The invoice covering this purchase must show all costs, including taxes (except for items purchased for cash after prior approval was given), for instructional use only, and each purchase itemized. To secure reimbursement for items purchased for cash **after prior approval was given**, the teacher must present an itemized receipt addressed to the school.

# Section 11: Student Discipline

It is the teacher's responsibility to promote discipline in the buildings and on the school grounds as well as in the classrooms. You should have a "brief" set of classroom rules for all students that coincide with the school's discipline plan. The following are some guidelines to help promote effective classroom management:

- Start class the minute the tardy bell rings. Give an unannounced quiz frequently at the beginning of the period to encourage stragglers to be on time.
- Listen to students before reacting. Treat them the way you would want your child treated.
- Never permit any students to use the classroom during or after school hours without teacher supervision.
- Avoid direct confrontation whenever possible. Instead try providing an alternative.
- Respect students and let them know it. Acknowledge that a student has the right to his opinion even though it may differ from yours.
- **void threatening gestures. Keep your hands off students unless necessary for the defense of others or yourself.**
- Try injecting a little humor when the class appears restless, tense or listless.
- Do not write negative personal feelings on a referral. Just report specific facts.
- Actively seek ways to encourage students to do better.
- Be firm. Firmness sometimes requires silence. Be fair and be consistent.
- Teachers should become familiar with the "Student Conduct and Discipline Code" booklet and the school Discipline Plan.

## When a student must be removed from class immediately:

1. Call 322-0500 and request for security. Follow up with the Behavior Specialist or appropriate Administrator should the Behavior Specialist be off campus, or if special circumstances warrant immediate Assistant Principal intervention.
2. As soon as possible, fill out a referral on the Discipline Management System, indicating what the student did and the corrective measures undertaken by the teacher, leaving the referral **unassigned**.
3. Disciplinary action will not be completed until both the teacher and pupil have presented the problem.

## When the student requires disciplinary action, but no emergency exists (Excessive tardies/ skipping class, etc.):

1. Please contact parent/guardian prior to submitting referral. Administration/Behavior Specialist should not be the first time the parent has heard from someone at the school.
2. Fill out an unassigned referral on DMS stating the problem objectively and indicating what you have done about the situation, clearly state classroom interventions taken.

## Referrals

When initiating a referral, be very specific about the behavior(s) or situation that prompted the referral. Document **exactly** what the student did and said including profanity, if appropriate. Information should be typed verbatim. **You are then to make parent contact and**

**explain the situation to them.** Once you have spoken to the parent/guardian you must complete each section of the referral document on the Discipline Management System located in Virtual Counselor.

### **Internal Suspension**

The philosophy of our Internal Suspension program is not to only provide an educational setting for students, but to provide evaluation and individual assistance when needed. Students who are temporarily placed in this program are encouraged to maintain their regular class assignments and grades. Various learning strategies will be introduced in the IS Program. The Guidance Department, Peer Counselor, and instructors, all provide assistance and guidance when requested. Steps taken should be reflected in BASIS.

If a student is placed in Internal Suspension, teachers are required to send assignments to the student. Internal Suspension will be used on an “as needed” basis by the Behavior Specialist or grade level Administrator.

### **Detentions**

Detentions may be assigned for infractions of the rules as set forth by the classroom teacher. To avoid problems, teachers are to furnish students with a written copy of their classroom rules and procedures. Parent contact of a discipline problems is stressed. Students will sign the detention and keep the top (white) copy. The teacher will keep the pink and yellow copies. Please allow students up to five school days to serve their detention. This will allow the student time to inform their parents and make arrangements for transportation. Detentions will be held in the 9<sup>th</sup> grade center before school only.

Once the detention is served the white copy will be placed in the teacher’s mailbox with the date served. If the student does not serve the detention by the date indicated on the detention slip, the teacher will turn in the pink and yellow copy to the behavior specialist and the students will receive a consequence. There is no need for the teacher to write a referral.

[Policy 5006](#) – County Discipline Policy regarding Suspensions and Expulsions

[Discipline Matrix](#)

## **Section 12: Safety Procedures**

Student and staff safety is critically important to the functioning of the day to day activities. Please ensure that the guidelines are followed each day. If there are any questions about the Emergency Preparedness Drills please contact the Safety Administrator.

### **Fire Drills**

To avoid confusion and to provide for the safety of the students, the following procedure will be used in the event of an emergency in which the school building must be evacuated. The evacuation signal will be a loud continuous buzz with flashing lights, which will be easily distinguished from the school bell. One long ring of the school bell will be the signal to return to the classroom.

At the sounding of the emergency alarm, the following procedures will be observed:

1. All personnel will proceed immediately to evacuate the building according to the designated primary plan.
2. Teachers will check status of the nearest alarm station to determine if the alarm has been pulled, by whom, and the reason why. The main office personnel will look at alarm locator to determine the problem area. The nature of the emergency should be relayed to one of the administrators immediately. If the alarm has been pulled but no emergency exists, the name of the person pulling the alarm should be reported to the administration.
3. Each teacher should take their Red Emergency folder with student roster and green and yellow name cards to their pre -arranged evacuation sight.
4. When teachers reach their evacuation sight, they will take attendance so that in case of a real emergency a check can be made to see if all students present in school are out of danger. Students should keep out of the roadway, and in the parking lot area. Teachers should see that their classes are at least 100 feet from the building “state mandate.” We must keep fire lane clear. If all students are accounted for the teacher will hold up the green name sign. If students are missing or there are extra students in the teacher’s evacuation area, the teacher will hold up the yellow sign until an administrator is spoken to.
5. Execution of the procedure must be orderly and completed as quickly as possible.
6. Teachers are expected to remain with and in control of their students at all times.
7. Except for the initial crossing to reach the safe areas designated, all driveways must be kept clear for the possible movement of emergency equipment and vehicles.
8. If the alarm is for drill purposes a bell will sound to signal a return to normal activity.

## **Code Red Procedures**

Because of emergency situations, which can occur on campus during the school day, the following emergency procedure has been devised for everybody's protection. You will be advised to follow specific "Crisis Manual" directives if needed, adhere to the following procedures unless notified otherwise \*see email and hard copy document for quarterly review.

1. Upon hearing the announcement, "*Please initiate lockdown procedures*", lock your classroom door and do not allow students to enter or exit the classroom.
2. Once the classroom doors are secure, the teacher shall place a "red or green" card in a place visible from the outside. The cards indicate the need for assistance. Green card means everything in the classroom is "ok." Red cards indicate there is a need for assistance. No card displayed would indicate the same as a "red" card. Classrooms needing immediate assistance will be addressed first.
3. Before the principal announces, "*All Clear*", classrooms and open access areas will be checked by police or security.

## **Tornado Drill**

Tornado drills should be conducted at least twice a year. One during the first week of school and one during the spring to familiarize all students and faculty with the procedures. Each school should develop a master plan for their facility, to include:

1. Warning System Utilizing the public address system - "Tornado Drill" - all students and staff report to their assigned areas.
2. Evacuation Route\*see *evacuation route posted in each individual classroom/area*.
  - a. Each classroom should be assigned to a specific location in the interior corridors of the school and teachers should be familiar with the area assigned to their room and the route to be used from their classroom.
  - b. Specific personnel should be assigned to round up students on outdoor areas during a tornado warning.
3. Students assigned to portable or temporary classrooms should be escorted to their assigned area within the main building during a tornado warning.
4. Instructional Command
  - a. When students are assembled in interior hallways during a tornado drill or during a tornado warning, they will be instructed to respond to a specific command to ASSUME PROTECTIVE POSTURES, FACING INTERIOR WALLS, when danger is imminent. Such a command might be: "EVERYBODY DOWN! CROUCH ON ELBOWS AND KNEES. HANDS OVER BACK OF HEAD." It is essential that this command be instantly understood and obeyed. Most tornado deaths are caused by head injuries.
  - b. Enclosed classrooms-stay in classroom sitting on floor away from exterior building walls.
  - c. Avoid bookcases or counters where objects could fall on heads. No one should answer or make phone calls during the drill. Students should be sitting facing the walls.

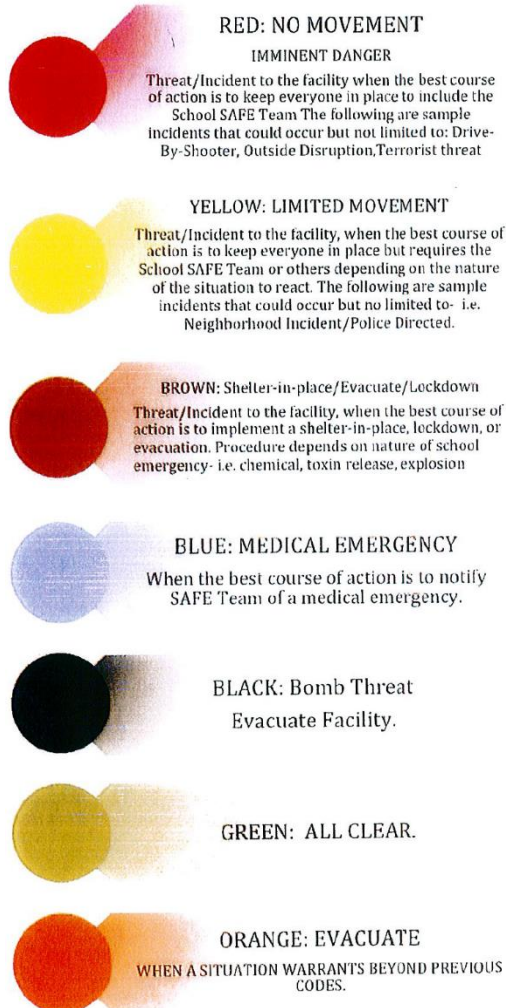
## **Electrical Blackout**

1. Calm your students while giving them instructions to remain seated. Open the door to the classroom.
2. Remain in the classroom. Do not allow students to crowd the door or enter the hall. An administrator will communicate with you as to what additional procedure to follow.

## **Bomb Threat**

If a bomb threat is received, the evacuation procedure for a FIRE DRILL will be implemented.

### SBBC DISTRICT EMERGENCY CODES



**RED: NO MOVEMENT**  
IMMINENT DANGER  
Threat/Incident to the facility when the best course of action is to keep everyone in place to include the School SAFE Team. The following are sample incidents that could occur but not limited to: Drive-By-Shooter, Outside Disruption, Terrorist threat

**YELLOW: LIMITED MOVEMENT**  
Threat/Incident to the facility, when the best course of action is to keep everyone in place but requires the School SAFE Team or others depending on the nature of the situation to react. The following are sample incidents that could occur but no limited to- i.e. Neighborhood Incident/Police Directed.

**BROWN: Shelter-in-place/Evacuate/Lockdown**  
Threat/Incident to the facility, when the best course of action is to implement a shelter-in-place, lockdown, or evacuation. Procedure depends on nature of school emergency- i.e. chemical, toxin release, explosion

**BLUE: MEDICAL EMERGENCY**  
When the best course of action is to notify SAFE Team of a medical emergency.

**BLACK: Bomb Threat**  
Evacuate Facility.

**GREEN: ALL CLEAR.**

**ORANGE: EVACUATE**  
WHEN A SITUATION WARRANTS BEYOND PREVIOUS CODES.

Broward District Schools Police  
Ph 754-321-0725 Emergency Hotline: 754-321-0911



# **Section 13: Social Media Guidelines**

## **Broward County Public Schools Social Media Use Guidelines**

Broward County Public Schools (BCPS) realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. As such, educational standards are now requiring the use of online educational tools to demonstrate proficiency. To address related issues, BCPS has developed the following guidelines to provide direction for employees, students and the school district community when participating in online social media activities.

Social Media refers to the use of web based and mobile technologies that enable all Broward County Public Schools' internal and external stakeholders to connect, collaborate, and form virtual communities via the computer and/or Internet. For some, social media is used mainly for social purposes, but for others, these sites and technologies are used as tools to teach and to connect with the community.

The First Amendment, in general, protects the rights of individuals to participate in social media. However, the laws and courts have ruled that schools can discipline students and staff if their speech, including online postings, disrupts school operations or constitutes a violation of federal or state laws or School Board policies. The BCPS social media guidelines allow employees to participate in online social activities. However, when participating it is important to create an atmosphere of trust and individual accountability; keeping in mind that information produced by BCPS staff and students is a reflection on the entire district and is subject to the District's School and District Technology Usage (Policy 5306), Acceptable Use Policy (AUP), Federal and State Statutes, Educator Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida, and other related applicable policies and guidelines. By utilizing social media staff, students and parents agree to abide by these guidelines. Please read them carefully before using, posting, or commenting on any social media sites. It is important to remember that parents and guardians play a critical role in supporting and reinforcing these objectives.

### **General Etiquette for Social Media:**

- **Be Honest/Truthful:** Always be transparent about who you are and who you represent. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- **Maintain confidentiality:** Do not post any confidential or proprietary information in regard to yourself and/or others. Students can reveal some information about themselves (ethnicity, political beliefs, stance on issues, interests) but should not offer any confidential information
- **Know You Are Always "On":** You must assume that your social media usage is visible to the world. Be sure to manage what and with whom you are sharing. Keep in mind that while we all have occasional frustrations, social media are not the best venues in which to air frustration as those comments are available to everyone.
- **Be Respectful:** Avoid remarks that are off topic or offensive. Always demonstrate respect for others' points of view, even when they're not offering the same in return. Never bully, pick fights, and do not respond to abusive comments. If you are sharing a negative experience, please try to do so in a constructive way.
- **Think Ahead:** Be smart about protecting yourself, your privacy and the privacy of others, and confidential or personal information. What you publish is widely accessible and will be around

for a long time so consider the content and consequences carefully. Show good judgment as future employment and/or academic opportunities may be adversely affected by your comments.

- The Internet is not anonymous, nor does it forget: Everything written on the Web can be easily traced back to its author. Information is backed up often and repeatedly, and posts in one forum are usually replicated in others through trackbacks and reposts or references.
- Avoid “hazardous” materials: Do not post or link to any materials that are inflammatory, defamatory, harassing or indecent.
- Your online behavior should reflect honesty, respect, and consideration.
- When bringing your own technology to work make sure that you follow the guidelines set out in the BCPS Personally Owned Device Guidelines.

### **Faculty and Staff Guidelines**

- Personal information of the employees and other individuals associated with the services that we are delivering to our students and staff must not be shared on or disclosed through social media. When contributing online, do not post confidential student or employee information. No last names, school names, addresses or phone numbers should appear on social media sites. No student identifiable information, as defined in FERPA, can be posted on social media sites.
- As part of Policy 5306, faculty and staff are prohibited from using student photographs on personal social media sites and can only use them on District approved social media sites in accordance with Board policies and applicable laws.
- BCPS employees are personally responsible for the content they publish online. Be mindful that what you publish could be public indefinitely and may be subject to Florida Statutes including the Florida Public Records Law and the Educator Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida. Failure to adhere to these principles and guidelines will be subject to disciplinary action.
- It is recommended that BCPS employees include disclaimers within their personal social media sites that the views posted are their own and not those of BCPS.
- Teachers should monitor content contributed by students to school sponsored social media and must contact the Legal Department if and when First Amendment issues arise.
- Teachers should communicate with parents regarding involvement of their child in any project using online social media sites, applications and services, i.e., blogs, wikis, podcast, etc.
- Remember that school sponsored social media sites are an extension of your classroom and workplace. What is inappropriate in your classroom or workplace will be deemed inappropriate online.
- Respect the intellectual property of others, copyright laws, and fair use guidelines. Be sure not to plagiarize and be sure to give credit where it is due.
- When uploading digital pictures or avatars in school sponsored social media that represent yourself, make sure you select a school appropriate image. Also, remember not to utilize images protected by law.
- All postings on social media that are created as part of the official business of BCPS are subject to the Florida Records Retention Schedules and must be retained for the applicable period of time.

The entire Social Media Policy can be found [here](#)

# **Appendix**

- Appendix A - Bullying Complaint Form
- Appendix B – Self-Reporting Form
- Appendix C – Directions for Voicemail Setup
- Appendix D – Move Approval Form

# Appendix A - Bullying Complaint Form



## Bullying Complaint Form

To file a complaint relating to an incident of alleged bullying (for the purpose of this form, bullying encompasses bullying, harassment, and discrimination,) please complete this form as fully and accurately as possible and turn it in to the appropriate school or District Department/Principal/Administrator/Investigative Designee.

If you would like to report this information anonymously, please note so under "COMPLAINANT NAME" and turn it in to the school's Anonymous Reporting Box or via email to: school911@browardschools.com

DATE COMPLAINT MADE:	COMPLAINANT NAME (if ANONYMOUS, write "Anonymous" here):		
VICTIM NAME (last, first, middle):	HOME SCHOOL/DEPT. OF VICTIM:	SEX:	GRADE:
ACCUSED NAME (last, first, middle):	HOME SCHOOL/DEPT. OF ACCUSED:	SEX:	GRADE:
SCHOOL SITE /DEPARTMENT WHERE INCIDENT OCCURRED:		INCIDENT DATE:	
<i>FOR OFFICIAL USE ONLY:</i>		COMPLAINT RECEIVED BY:	
DATE COMPLAINT RECEIVED:	INVESTIGATIVE DESIGNEE/ADMINISTRATOR COMPLAINT REFERRED TO:		

Where did the incident occur?

When did the incident occur? Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please describe, in as much detail as possible, what happened.

Do you know any of the witnesses involved? If so, please provide as much detail as possible about these people.

List evidence of bullying if any (i.e. letters, photos, etc. –attach evidence if possible)

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of complainant: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you, this report will be followed up on within 2 school/work days.  
If you fear a student is in IMMEDIATE danger, call 911 immediately!*

# Appendix B – Self-Reporting Form

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF  
PROFESSIONAL STANDARDS & SPECIAL INVESTIGATIVE UNIT  
Phone- (754) 321-0735 Fax- (754) 321-0736

## Self-Reporting

School Board Policy 2405 requires the Self-Reporting of arrests OR Final Judgement of a Criminal Offence to the Office of Professional Standards & SIU. (See reverse side of this form for Board Policy and rules.

Last Name  First Name  Middle Name

Work Location  Employment Status

S.S.#  Date of Birth

Reporting (Arrest or Final Judgment)  Arrest or  Final Judgment Date of Arrest/Final Judgment

Arresting Agency

Charges

Describe Circumstances

Final Judgment (if applicable)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Form #4210  
01/2000

Return to the Office of Professional Standards & SIU  
Fax: (754) 321-0736 Phone: (754) 321-0725

## Appendix C – Directions for Voicemail Setup

### Avaya 9611G Telephone

#### Phone Number Scheme:

No Direct Dial in to classrooms

- Direct "outside" number becomes the extension number (ex. 322-0503).
- Classroom and non- direct numbers become new 7-digit extensions (ex 498-3011).

If you are calling:	Dial:
Within your building/location	the 7-digit number ex 322-05xx ex 498-30xx
All other locations	99+Area Code+7-digits
Long-distance	99+1+Area Code+7-digits

#### Voice Mail

- Press the Message button:
- Follow the voice prompts
- The default security code is 7222

#### Making a Call

- Lift the handset, press Speaker or Headset (if applicable), or select an available line and press OK.
- Dial the number you want to call.

#### Putting a Call on Hold

- Press **Phone** to view the main Phone screen, if necessary.
- If you are not active on the line you want to put on hold, select that line.
- Press **Hold**.

#### Transferring a Call

- From the Phone screen, select the line you want to transfer.
- Press **Transfer**
- Dial the telephone number, or call the person from the Contacts list.
- Hang up now if you do not want to announce the call. Otherwise, announce the call, then press **Complete** or **OK** to transfer the call.

#### Transferring a Call to a Voice Mailbox

- Press **Transfer**
- Press **Transfer Voicemail**
- Dial the extension number
- Wait for the greeting to start
- Press **Complete** or **OK** to transfer the call



#### Conference Calls

##### Setting up a conference call:

- From the Phone screen, select your active call.
- Press **Conf**.
- Dial the telephone number, or call the person from the Contacts list, or call the person from the Call Log list.
- When the person answers, press **Join** or **OK** to add the person to the existing call.
- Press **Add** and repeat these steps to add another person to the conference call.
- Press **Drop** at any time to drop the last person added to the conference call.

##### Adding a person to a conference call:

- From the Phone screen, select your active call.
- Press **Conf**, or **Add** if you are already in a conference.
- Select the call on hold that you want to add to the conference.
- Press **Resume** to take the call off hold.
- Press **Join** to add the person to the conference call.

##### Dropping a person from a conference call:

- From the Phone screen, select your active call.
- Press **More** then **Details**.
- Select the person you want to drop.
- Press **Drop**.

**Appendix D – Move Approval Form**  
**The School Board Of Broward County, Florida**

**\*Full-Length Feature Films To Be Used For Classroom Instruction**

School: \_\_\_\_\_ Date: \_\_\_\_\_

Students in my classes have been studying: \_\_\_\_\_

To support this unit. I plan to use a full-length feature film.

The material, entitled: \_\_\_\_\_

is being shown because it will \_\_\_\_\_

\_\_\_\_\_

**\*Please attach a copy of the assignment and/or essential question that the students must complete with the movie.**

Teacher: \_\_\_\_\_ Course: \_\_\_\_\_

**Dept. Chair Signature:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied**

**Assistant Principal/Principal:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied**

**\*Teachers, one week prior to showing the movie, please complete this form, get your Department Chairperson's approval and then give it to your Assistant Principal for approval. A copy indicating approval or denial will be returned to you in your mailbox. If approved, it will be on file in the main office.**