

2014 - 2015



Union County

High School

Teacher Handbook

Table of Contents

The Tiger Way	4
Mission/Vision Statement	4
Alma Mater	5
Union County High School Objectives	5
Union County High School's Professionalism	5
Chain of Command	6
Faculty & Staff	7
Emergency Phone Numbers	8
Academic Eligibility for Clubs	9
Academic Eligibility for Sports	9
Accident/Students	9
Accidents/Teachers and Employees	9
Admits	10
Attendance (Student)	10
Attendance at School Activities	10
Bulletin/Intercom Announcements	10
Cell Phones (Faculty and Staff)	10
Chaperones	11
Checking out School Property	12
Child Abuse Reporting	12
Club Sponsors	12
Code of Ethics	13
Comp Time	13
Daily Routine Teachers	14
Discipline	14
Dress Code-Faculty	15
Documentation (Sent Home to Parents)	15
Early Release Day	15
Emergency Procedures	16
Natural Disaster	16
Primary Route	17
Bomb Threat/Chemical Disaster Evacuation Procedures	17
Bomb Threat Procedures and Evacuation Plan	18
Emergency Evacuation Routes	20
Tornado Safety Procedures	20
Facilities (Care of Building and Furniture)	21
Faculty Meetings	22
FERPA	22
Field Trips	23
Finance	25
Fire Drills	28
Fundraisers	28
Gradebooks	28
Grade Forgiveness Policy	28
Graded Papers	28
Grading Scale	28
Gun-Free Schools Act	29
Health Clinic	29
Identification and Notification of the Equity Coordinator(s)	29
Important Leave Information	30
Personal Leave	30
Sick Leave	30
Keys	31
Leaving a Class Unsupervised	32

Make-Up Work	32
Media Center Information	32
N.E.A.T. Process	33
Observation of Teachers	34
Phones	34
Positive Behavior Support (PBS)	34
Report Cards/Progress Reports	35
Safety Issues	35
Salary Supplement	35
School Calendar	35
School Disruption, Disturbances, or Demonstrations	36
School Improvement Team	37
Signing In and Signing Out	37
Student Dress Code	37
Student Permission to be Absent for School Activities	37
Student School Hours	38
Student Supervision	38
Subject Area/Department Chair/Class Sponsor Meetings	38
Teacher Duty Assignments	38
Teacher Leaving the Building	39
Teacher's Lounge	39
Teacher Parking	39
Teacher Work Hours	39
Team Leaders	39
Team Meeting/Team Planning	39
Telephone Messages	40
Textbook Policies and Procedures	40
Tobacco Free School	41
Videos	41
Visitors	41
Bell Schedule	42
Class Sponsors	43
Teacher Duty Roster	44
Calendar	45

The Tiger Way

In order to achieve educational excellence at Union County High School, the following expectations will be adhered to. These are non-negotiable and of the utmost importance.

1. Unity - We stick together. We support each other, our students, and our school with our words and actions. We work together to present UCHS to our community as a school above reproach. We help each other when we see the opportunity.
2. Communication - Parental support is critical to our success. At the first sign of a student beginning to falter, we will notify the parent. Parents need to know how their child is faring, academically and behaviorally. If a student begins a pattern of failing, a parent will be contacted. Email is great for normal communication but not acceptable for the initial one. A parent needs to hear the concern in our voice. Please use a positive, professional voice when speaking or writing to parents.
3. Positive Culture - Every staff member will promote a positive culture at UCHS where learning is expected. Toxic, negative attitudes or behaviors cannot be tolerated. If there is an issue, you should attempt to resolve the matter yourself in a professional and respectful manner. If that cannot be done, then it should be brought to the attention of the school administrators. When bringing a complaint, you should also bring a solution. Faculty meetings are not the venue to air complaints. Our school culture should be very positive. It is our professional responsibility to make it so.
4. Consistency - All staff members are expected to enforce all the rules consistently. That is the expectation. Many times areas of concern and issues can be prevented by consistently adhering to the policy.

Mission/Vision Statement

The vision of the Union County School District is to become a foundation of educational excellence for all.

The mission of the Union County School District is to provide a learning environment where students , staff, parents, and community excel.

Alma Mater

Hail to Thee, Our Alma Mater
Dear Old Union High.
We will Always Hold in Reverence
Thoughts that Never Die.

We will Strive Thine Aims to conquer
We will Always Try.
Glory, Praise and Honor Bring to
Dear Old Union High

Union County High School Objectives

1. Develop a value structure which reflects respect and concern for others and responsibility for one's actions.
2. Help students develop positive self-concepts and develop academically.
3. Maintain cooperation between the home, school and community.

Union County High School's Professionalism

The professional quality of a school staff helps to establish the credibility of school policies and school-level decisions. The professional staff is a model for children of proper dress, behavior and attitude.

Staff must be well trained in their respective fields. For this reason, the most qualified applications will be considered for all job openings at Union County High School. It is the responsibility of the principal to actively screen applicants, make appointments of school personnel, and make teaching assignments. Well-trained and versatile personnel are sought.

Secondly, a professional staff actively seeks further training. For this reason, in-service activities are identified each year. Teachers are encouraged to continue advanced degree programs or expand areas of certification. A professional teacher needs to keep abreast of all current information, research, and teaching techniques. The best teachers will continually seek opportunities to learn and grow, both professionally and personally.

Furthermore, a professional staff actively seeks to solve educational problems. The teaching staff of Union County High School is expected to identify learning problems of individual children, as well as to develop and apply solutions. Continual communication is essential to this goal!

Finally, a professional staff adheres to ethical standards. In a school setting, conflicts of personality or viewpoints may occur between school staff members, between staff members and parents, or between staff members and administration. Solutions to conflicts can only be resolved appropriately through proper communication of the involved parties. When a problem arises, appropriate steps include:

Effective communication with individuals involved, privately

Effective communication with administrator(s)

The confidentiality of such discussions is essential to the integrity of each individual involved, as well as the school in general.

In case of an emergency, these are the proper person(s) to notify.

CHAIN OF COMMAND

1. Mike Ripplinger - Principal
2. Bill Cross – Assistant Principal
3. Tangelia Mackey – Certified School Counselor
4. Stacy Worrell – Career Specialist

Teachers

Amie Imler
 Erin Johnson
 Tom Williams
 Duane Archer
 Ronny Pruitt
 Kelly Dorsey
 Krystal Gunter
 Hank Weaver
 Ed Noegel
 Carla Dicks
 Heather Griffis
 Melda Howell
 Kelly Neal
 Steven Ripley
 Lamar Waters
 Silas Wilson
 Tammy Harrison
 Hollie Johnson
 Lori Howard
 Candace Brannen
 CSM Kenneth North
 LTC Kevin Steverson
 Michael Howell
 Lee Clark
 Chris Coffey
 Jamie Deke
 Zeke Scaff
 Mandeep Sharma
 Jonathan Mauk
 Brian Tomlinson
 Brandy Bunkley
 Renae Allen
 Kaleb Clyatt
 Mary Kay Metz
 Emily Smith
 Julie Denson
 Narie Gibson
 Angela Johnson
 Tammy Sulsona
 Chris Mecusker
 Mike Fletcher
 Patsy Fortner
 Allyson Beatty
 Marcie Tucker

Field of Instruction

Agriculture
 Agriculture
 Agriculture
 Art
 Athletic Director
 Band
 Business/Journalism
 Construction
 Drop Out Prevention
 ELA
 ELA/Teacher Cadet
 ELA
 ELA
 ELA
 ELA/ESE
 ELA
 ESE
 ESE
 Health Occupations
 Health Sciences
 JROTC
 JROTC
 Math
 Math
 Math
 Math
 Math
 Math
 Physical Education
 Physical Education
 Reading Coach
 Science
 Science
 Science/ESE
 Science
 Social Studies/ESE
 Social Studies
 Social Studies
 Social Studies
 Spanish
 Technology
 TSA/ESE
 TSA
 TSC

Administration

Mike Ripplinger Principal
 Bill Cross Assistant Principal

Guidance

Tangelia Mackey Certified School Counselor
 Stacy Worrell Career Specialist

Media Center

Linda Norcross Media Specialist

Health Clinic

Sandy Crawford School Nurse
 Kelly Kite Health Aide

Office Staff

Robin Clyatt Attendance Clerk
 Sarah Hill Bookkeeper
 Amy Addison ESE Clerk
 Debe Stephenson Guidance Secretary
 Tana Godwin Receptionist
 Jennifer Ritch Registrar
 Tina Smith Sec., Asst. Principal
 Secretary, Principal

Aides

Kim Thomas Aide/Virtual Ed. Lab
 Cathy Griffis ESE Aide
 Karen Williams ESE Aide
 Lola Lacy ISS

Custodians

Teresa DeBose Dale Hardin
 Nancy Fischer Maybell Webb
 Tracy Smith

Food Service

Paula Bennefield Brenda Pittman
 Heidi Brown Crystal Scott (Manager)
 Iva Ely Luz Smith
 Allison Locke Vicky Spangler

School Resource Officer

Jason Lepanto

EMERGENCY PHONE NUMBERS

- | | | |
|-----------|---|------------------------------|
| 1. | Fire | 911 |
| 2. | Police | 911 |
| 3. | Hospital | 496-2323 |
| 4. | Ambulance | 911 (496-3839) |
| 5. | Transportation/Bus Garage
Mike Pittman | 496-2182 |
| 6. | Superintendent's Office
Cathy Sams - Secretary | 496-2045 |
| 7. | Mike Ripplinger | Cell – (386) 867-9038 |
| 8. | Bill Cross | Cell – (386) 867-4806 |

Academic Eligibility for Clubs

Students who wish to join a club must maintain a cumulative 2.0 GPA. It is the responsibility of the sponsor to ensure that all members have a 2.0 GPA prior to joining the club. No student is allowed to participate in competitive events such as ROTC drill team, FBLA & FFA competitive _teams, sport games, cheerleading, etc. if their GPA is less than a 2.0. In addition, once a student is elected to office, he/she must maintain his/her eligibility by continuing to meet the same academic requirements. Any student officer who is ineligible may not serve or participate in those responsibilities to which they were elected so long as they remain ineligible.

Academic Eligibility for Sports

A student must have a cumulative high school grade point average of 2.0 on a 4.0 unweighted scale, or its equivalent, in all courses taken are required by s.1003.43(1), Florida Statutes, at the conclusion of each semester to be eligible during the following semester. A student whose cumulative high school grade point average is below a 2.0 on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by s.1003.43 (1), Florida Statutes, at the conclusion of a semester shall not be eligible during the following semester (see FHSAA Handbook).

Accident/Students

When a student is injured at school, the school nurse should be notified immediately. In case of a serious accident, no person should move the child. The nurse will call the EMT unit for assistance. Once the nurse and principal or assistant principal are on the scene the teacher should assume the responsibility of his/her class. If a student is injured the adult in charge must fill out a student accident form (may pick up in front office from the principal's secretary or in the clinic). This form must be filled out the day of accident and have the nurse sign off on the form. Return the student accident form to the principal's secretary in the front office. If the accident happens in the hall, the first adult responder must fill out the accident form and follow the procedure listed above.

Accidents/Teachers and Employees

In order to provide medical treatment and to guarantee all benefits and rights as described under the Florida Worker's Compensation Law, it is necessary to establish standard procedures for the handling of injuries to employees arising out of accidents connected with their work and requiring medical attention.

All employees are instructed to report all accidents immediately to the principal and the principal's secretary. You must report any school-related injury within 24 hours from the time of the injury to the principal or the principal's secretary. These procedures are very **VERY** important to follow. The principal's secretary will notify the appropriate person of your injury and what procedure will need to be followed.

Admits

Attendance will be kept on-line and teachers will be able to track absences on-line. Teachers will be able to see a student's attendance on-line in order to monitor what type of absence the student had. It is highly suggested that teachers keep admits from students as a record of when they entered class late.

Attendance (Student)

Attendance is recorded on-line. It is still a good idea to have a hard copy of your attendance to serve as a backup for your records. Attendance will be completed online within 10 minutes after tardy bell rings. They should be verified against your attendance/grade books then signed, dated, and returned back to the attendance clerk within forty-eight hours after you have received your verification sheets.

- E Excused
- U Unexcused absence
- T Tardy
- SA School Activity
- OA Other Activity
- IS In-School suspension
- OS Out-of –School suspension

Attendance at School Activities

Every member of the faculty is encouraged to support as many school activities as possible. Faculty members will be admitted to **ALL** school functions without charge. This does not include spouse, children or reserved seats.

Bulletin/Intercom Announcements

A daily bulletin containing announcements considered important to students is e-mailed daily. Important announcements will be read over the intercom for emphasis during a certain period of the day. All teachers should post the bulletin daily.

Cell phones (Faculty and Staff)

Cell phones should only be used during your planning. We must set a positive and professional example for our students and use every minute of instructional time to our advantage. Cell phones should be turned off or put away so as not to disrupt instruction during the school day. We must also be safety conscious. The use of a cell phone while supervising students could make you liable for negligence. Do not use students' cell phones to call their parents.

Chaperones

The proper chaperonage of students on trips sponsored by our school is very important. For this reason, we have developed the following policies to cover the chaperonage of students of Union County High School.

These policies will be of no value unless they are rigidly adhered too. It shall not be a matter of discretion on the part of the chaperone as to whether or not these policies are followed. Chaperones **MUST** execute these policies consistently and uniformly.

Teachers and parents who assume the responsibilities for chaperoning a group of students on an out-of-town trip should recognize that they are assuming a twenty-four hour a day responsibility from the time they leave until they return. All chaperones must fill out a screening application in the front office as per the Jessica Lunsford Act. **At no time may chaperones make personal plans, except with the consent of the person in charge of the trip.** The person in charge of the trip should arrange a meeting of chaperones well in advance of the departure so that all parties understand the assignments and regulations. Also, students taking the trip should be thoroughly indoctrinated as to the rules and regulations, and as to the responsibilities of chaperones; this should be done prior to the departure.

Reservations should be made early enough to assure satisfactory housing of pupils. The person planning the trip well in advance of the time of departure should make reservations. It is better to pay an extra night's lodging than to take the chance of losing lives because of the exhaustion of the driver. The adult in charge should make all these arrangements; students should not make these arrangements. Reservations should be in writing. The following points merit special emphasis; housing should be in a recognized hotel, motel, dormitory, or other recognized facility. All students should be housed in the same building with chaperone. Chaperones should not share rooms with students. Co-ed bunking is prohibited.

Chaperones should have all rooms checked before leaving hotels and motels so that damages, if any, can be determined immediately. When a student is assigned to a chaperone, he/she is to remain with the group at all times unless he/she has made special arrangements with the chaperone and with the person in charge of the trip. No student should be permitted to visit relatives or friends while on a trip without previous arrangements made by his/her parents with the principal and the person in charge of the trip.

Students should return with the group unless other traveling arrangements are made prior to the time of departure. A curfew should be set by the chaperones and members of the group should be notified of the curfew. The time should allow a reasonable amount of time after the close of the last event. Events should not be planned to last after 11:00 P.M. and the curfew should not be later than 12:00 midnight. Chaperones should never retire until all students are checked in for the night, all visiting between rooms stopped, and the chaperones are reasonably sure that the groups are quiet and in their rooms. **Chaperones should keep an accurate check on the members assigned to them at all times.**

Checking out School Property

Teachers are not to lend any article of school property to anyone. School property leaving the school must be checked out through the principal. The school will not be responsible for anything borrowed by a teacher from a student, a parent, or anyone else. If a teacher borrows anything from anyone for use in school activities, the teacher must be personally responsible for the article.

Child Abuse Reporting - (2.17) ([Link to School Board Policy 2.17](#))

Each school district employee is considered a “mandated reporter.” All employees have an affirmative duty to report all cases of actual or suspected cases of child abuse or neglect, and shall have immunity from liability if such cases are reported in good faith. The failure of an employee to report suspected cases of child abuse shall subject the employee to disciplinary measures. The telephone number for the Child Abuse Hotline is 1-800-96 ABUSE (1-800-962-2873).

Club Sponsors

The activities program at Union County High School is considered an integral part of the student’s educational life. As such, it is each teacher’s obligation as a sponsor of a club to dispatch the duties of a club sponsor in an educational atmosphere.

Sponsors of organizations have the following duties and responsibilities:

- 1) To be responsible for all activities and related functions the activity may undertake.
- 2) To be the administrative head of the organization; in other words, no student may bypass the sponsor and go to the administration, but all requests, etc., must first have the sponsor’s written approval.
- 3) To be directly responsible to the administration for the effective working of the organization.
- 4) To see that all activities of the organization conform to school rules and regulations.
- 5) To effectively control all meetings and activities of the organization.
- 6) To assume the responsibility for training the presiding officer in the best techniques of parliamentary procedure.
- 7) To be responsible for the fiscal management of all monies.
- 8) To see that the treasurer of the organization keeps accurate and up-to-date books. To see that all monies handled by the organization are handled through the internal accounts.

- 9) To provide a faculty substitute in your class in your absence for club meetings, functions, etc.
- 10) To supervise the cleanup of area used for meeting places and activities.
- 11) To be aware of the tax on items which are purchased and then re-sold.
- 12) For any club meetings held during school hours, sponsor must send a copy of the roster of students in attendance to the attendance clerk by e-mail or hard copy the day of meeting.
- 13) To make each student a club card after the organizational meeting. NO STUDENTS will be allowed to attend any club meeting without the card. This card will be used to excuse the student from his/her class.
- 14) To assume the responsibility of having students maintain their assigned club bulletin boards.

Code of Ethics

As a teacher, you will perform those duties required by Florida Statutes, Department of Education and Union County School Board Rules, teacher's contract, and other duties as assigned by the principal. Each teacher will adhere to the Code of Ethics for Teachers.

Comp Time

Comp Time may be earned but must have prior permission in writing from the principal prior to taking comp time off. Comp time may only be used during non-student contact hours (see teachers contract).

All Comp Time is held on record with the principal's secretary. Comp Time earned is to be recorded on the Comp Time Earned/Used Log Sheet found in the Comp Time Notebook located in the front office. This is done by the faculty/staff member earning the time. In order to use comp time, you must complete an Application for Use of Comp Time and submit it to the principal for approval prior to taking the time off. This form can be found in Google Docs under UCHS Charts and Forms.

General guidelines for earning comp time are as follows:

- Chaperoning Homecoming activities, prom, etc.
- Chaperoning a trip (during non school hours)
- Parent conferences (during planning/before or after school)
- Regular scheduled after school tutoring

Daily Routine Teachers

- 1) All teachers are expected to sign in upon arrival and be at their assigned duty or classroom by 7:40 a.m.
- 2) All teachers should step outside their classroom door during change of classes to monitor student behavior.
- 3) During first period, teachers should inspect all students dress and take appropriate action
- 4) Class rolls will be checked and attendance recorded each period by teacher only. Attendance will be taken electronically within the first 10 minutes of class after the tardy bell rings. Accuracy in taking attendance is important.
- 5) During the school day, teachers will remain with their classes. They should accompany their classes to assembly programs and any other school activity when attended by the entire group. A teacher must not leave his/her class unattended. If an emergency arises, which necessitates a teacher being out of class, he/she should notify the front office for assistance.
- 6) Classrooms are to be kept clean. Teachers should not allow consumption of food/drinks in the classrooms. **Paper should be removed from the floors and desks at the end of each period.** Writing which does not pertain to the class work will not be permitted on the whiteboards.
- 7) Teachers are to remain alert to disruptive conduct and student violations of policy whether in the classroom or any other area on school grounds. **The total school operation is the concern of every teacher.**
- 8) **Teachers will not dismiss any class before the proper time. Teachers are not to release students early to go to lunch.** Teachers are to teach bell to bell. Your students are your responsibility and should not be “dumped” onto other teachers in their instructional areas and rooms.
- 9) Teachers are expected to be on campus from 7:40 a.m. until 3:10 p.m. Teachers are expected to be in their classroom when students arrive in the building as well as for each class. Planning period should be spent on campus, unless prior permission is given by the principal or assistant principal.

Discipline

THE FIRST RESPONSIBILITY FOR DISCIPLINE IS WITH THE CLASSROOM TEACHER. Each teacher must maintain discipline in his/her class, and every teacher must contribute to the overall school atmosphere by taking action in any situation that may call for disciplinary measures. Preventative action is always more effective than remedial. Most behavior problems of students are most effectively handled by the classroom teacher. Discipline referrals can be found in the front office.

Dress Code-Faculty

Teachers are expected to dress in a professional manner. As professionals, we should dress a step above how we expect our students to dress in order to raise their expectations.

- **Gentlemen-** The dress will be business casual. You should wear shirts with a collar tucked into your pants. Jeans are acceptable only on Fridays. You are also encouraged to wear school shirts on Friday's to promote school spirit. Flip-flops are not to be worn at school.
- **Ladies-** The dress will be business casual. You should not wear tops that are low-cut, tops with spaghetti straps, or tops that expose the midriff. Skirts should not be shorter than 2 inches above the knee. Capri pants are permissible and must be below the knees. Shorts are not allowed. Jeans should only be worn on Fridays. You are also encouraged to wear school shirts on Friday's to promote school spirit. Flips –flops are not to be worn but nice sandals are okay.

All faculty members: Standard of dress should reflect that of the business community and appropriate for an office dealing with the public. Exceptions: Physical Education (shorts must adhere to student dress code), Shop, and other classes requiring uniforms may wear appropriate dress during the class period.

Documentation (sent home to parents)

Any documentation, newsletters, letters to parents, field trip information, etc. that is being sent home to a parent/guardian regarding a student must be approved by administration first. This includes clubs, sports, teams, etc.

Early Release Day

The second Wednesday of each month has been designated as early release time for students. The purpose of this release time is to allow the district and school to provide staff development training that links and aligns in-service activities with student and instructional personnel needs as determined by your school improvement plan, annual school report, student achievement data, and to meet your goals and objectives as stated in your Individual Development Plans (IPDP) which directly reflect your performance appraisal evaluation. During these scheduled days, it is required that all staff be in attendance. Mark your calendars in advance to avoid conflicts with these days. Do not plan doctor appointments on this day. Meet in library immediately after the busses have left. An attempt will be made to provide childcare for young school age children in a classroom here at the school. To minimize distractions, we prefer not to have children in the meetings.

Emergency Procedures

Teachers are required to take their attendance book with them during any drills, required to call roll, and are responsible for making sure all students leave the building and return to class in a quiet and orderly fashion. While students are outside, they should remain quiet and remain with supervising teacher so any emergency directions can be heard. If possible, do not stand near vehicles. Students that do not follow rules should be written up on a discipline referral for disrupting a school function. The safety of students is the responsibility of the supervising teacher. During the 1st day of school and once a week for the 1st month, please review emergency procedures with your classes. You should have your NEFEC emergency procedure flip chart posted in a prominent location in your classroom. We must have a fire drill within the 1st ten days of school and one each month thereafter.

Natural Disaster

1. **WATCH** (Conditions are conducive to severe weather)
 - a. Signal – intercom message
 - b. Response – continue normal schedule-be alert to further instructions.

2. **WARNING** (A hurricane/tornado has been sighted in the area)
 - a. Signal – Intercom message
 - b. Response
 1. Students in classrooms will sit along inner walls.
 2. Students in cafeteria should sit under table in center.
 3. Students in library should go into library processing area.
 4. Students outside should go to nearest classroom and sit along inner walls.

3. **WARNING** (Unwelcome Visitor) on campus
 - a. Signal – Intercom message – **the code will be based on the numerical # wrote on your NEFEC flip chart**
 - b. Response
 1. Lock doors and stay inside classroom until all clear signal is given over the intercom.
 2. All staff are to locate any children in hallways or on sidewalks, bring them into a classroom during the duration of the temporary emergency.

Primary Routes

When the fire alarm is sounded, all personnel shall evacuate the building according to the emergency evacuation routes. **DO NOT** call the front office by phone or intercom.

Duties of the teacher include:

- a. Assist and cooperate with administration in the development and use of fire exit or emergency evacuation drills.
- b. Effect and lead a prompt and orderly evacuation of his/her class by having full control of all students and grade book in hand.
- c. Account for all students upon reaching termination point of drill and report any discrepancy to the administration.
- d. Supervise and assist in the evacuation of any physically handicapped students.
- e. Be thoroughly acquainted with the use of the fire alarms, fire department notification, exit facilities and fire extinguishers.

Thoroughly acquaint each student with the procedure to be followed in the event evacuation routes are inaccessible, the proper use of fire alarms, and the subsequent procedures of notifying administration and fire department.

Teachers should familiarize themselves with a primary and secondary emergency evacuation route.

Bomb Threat/Chemical Disaster Evacuation Procedures

In case of a bomb threat/chemical disaster, you are required to stay in your classroom until notified by the front office what area you are to take your students. You are to have your roll book with you at all times. You are responsible for those students who are on your roll during that class period. At no time are students to be out of your charge. You are responsible for every student and their safety. Students should be walking with you to the designated spot. Upon your arrival, you are to take roll. NO STUDENTS are allowed to go to their vehicle during an evacuation.

BOMB THREAT- In the event of a bomb threat, all teachers and students in the outbuildings will move to the football field. Those in the main building will move to 11th street just past the south parking lot (student's parking lot) and then move to the football field. Agriculture teachers and students will go to the east section of their property along with the middle school students.

CHEMICAL DISASTER-In the event of an airborne (chemical) disaster, all teachers and students in the outbuildings will remain in the classrooms until the buses are in place. At that time, the front office will notify you when to leave your classroom. Students in the outbuildings will move to the band practice field where they will

board the busses. Those in the main building will go to the corner of Tiger Trail and 11th street where they will board the busses. Agriculture teachers and students will load on the bus with the middle school students at the junction of the Ag walkway and middle school parking lot.

All teachers and staff will check roll and be ready to report students who are missing upon the arrival at our designated evacuation building. NO STUDENTS will be allowed out of the building at our designated area.

Bomb Threat Procedures and Evacuation Plan

The potential for this problem has increased in the last few years and the school district needs to be prepared when it occurs. Thanks to the cooperation of the local churches and city officials, we have put together a plan that will hopefully meet our needs.

Bomb Threat Procedures:

- 1) When a bomb threat is called into a school the following steps should be taken:
 - a. Person receiving the call should get as much information as possible from the caller (exact information, call tracing if possible).
 - b. Principal and/or assistant principal will be notified.
 - c. Principal will evaluate the situation using caller information, Options: Pre-search before evacuating the building using code (each teacher will search own room). Evacuate the building, and then call in a search team. Ask for assistance before making a decision.
 - d. Principal will notify Superintendent, Safety Coordinator, Transportation Supervisor, and Board Members.
 - e. Principal or designee will notify fire/rescue department.
 - f. The situation will be evaluated with all parties present and options provided (if time).
 - g. If evacuation occurs, use Fire Drill Procedures (must be at least 100 Yards away from the building).
- 2) If the school needs to be evacuated, the following steps can be taken:
 - a. Walk or transport students by bus to another school facility away from Bomb threat area.
 - b. Transport students by school bus to designated locations away from School grounds.
 - c. Dismiss school and provide normal transportation home.

- d. Each facility must have information procedures to notify parents of the situation.
 - e. Coordinate with local authorities (sheriff, city hall, fire/rescue) for a command center.
- 3) Designated locations away from school grounds for temporary housing.
- a. First Christian Church of Lake Butler
Mr. Peterson (Minister) 496-3956 or 496-4141
 - b. First Baptist Church of Lake Butler
Mr. Johns (Minister) 496-3704 or 496-2364
 - c. Church of Christ of Lake Butler
Mr. Scott Fischer 496-3158
 - d. Mormon Church of Lake Butler
Mr. Lake (Bishop) 496-2245 or 755-5623
 - e. Lake Butler Community Center
(City Manager) 496-3401
- 4) Tentative Assignments by grades to-off campus locations:
- | | |
|---|------------------------------|
| Pre-K through 2 nd grade | Mormon Church |
| 3 rd and 4 th grades | Church of Christ |
| 5 th and 6 th grades | First Baptist Church |
| 7 th and 8 th grades | First Christian Church |
| 9 th through 12 th grades | Lake Butler Community Center |
- 5) Teachers will accompany their individual classes to off-campus sites. (**Bring class roll**).
- a. A designated person/persons will check out students when leaving off-Campus area.
- 6) The Superintendent or his designee will notify anyone who needs to be informed of student locations.

Emergency Evacuation Routes

Band Building	Exit South to Practice Field
Tech Building	Exit South to South Gate
Business Building	Exit South to Driveway Area
Science Building	Exit and proceed North to the Tennis Courts
Gym	Exit front/side doors and proceed to Bus Ramp Area
Drafting Building	Exit North towards Tennis Courts
Ag Building	Exit nearest door and move away from building
PE Building	Exit West to Football Field
Main Building	Exit according to the predetermined evacuation route for individual classrooms.

Tornado Safety Procedures

When a tornado watch (forecast) is announced, this means that tornadoes are expected in or near your area. When possible, keep watching the sky, especially to the south and southwest. When a tornado watch is announced during the approach of a hurricane, however, keep watching the sky to the east as well. If you see any revolving, funnel-shaped clouds, report them to the front office immediately.

When a tornado warning is issued, take shelter immediately. The “warning” means that a tornado has actually been sighted and this (or other tornados) may strike in your vicinity. You must take action to protect yourself and your students from being blown away, struck by falling objects, or injured by flying debris.

IN CASE OF A TORNADO WARNING, TAKE THE FOLLOWING ACTIONS:

- 1) Congregate your students near an interior wall, load bearing if possible. The students should be on the floor beside or beneath some type of furniture capable of bearing a load.
- 2) If you are outside and do not have sufficient time to reach cover, have the students lie flat in a ditch, excavation, culvert, etc.

- 3) Lead the students from the gym or the commons to the nearest structure not having a wide, free span roof.

Facilities - Care of Building and Furniture

The school system maintenance department and our custodial staff make every effort to keep our buildings in good repair and neat in appearance; therefore, each teacher should feel a responsibility for the neatness and cleanliness of our buildings and particularly his/her classroom. If the teacher stresses this policy, the students will be prone to carry their share of responsibility for helping to keep the buildings in good condition. In no instance should a teacher give directions to the custodians concerning cleaning of the rooms or the building. Lack of adequate custodial services should be reported to the assistant principal. When maintenance services are needed, please make requests to the assistant principal, and the custodian will be advised to provide the services. Custodians have been instructed NOT to clean a classroom which has not been reasonably cared for by the teacher and students. This means that all items should be removed from the floor and the classroom left orderly.

It is the responsibility of the teacher to clean-up and remove any poster/debris from walls, gym, auditorium, cafeteria, etc. when the planned event is over. This includes spirit walls, a school dance, class activity, etc. You are responsible for the cleanup of building or room you used. This clean-up must be done immediately after the event is over. Our buildings are used by many different people for different activities. Someone may have reserved the same building to use right after your scheduled event, therefore, it is imperative that you leave the building clean.

Teachers are held accountable for all material and equipment in their classrooms. Emphasis shall be placed upon not willfully marking and cutting furniture and walls. Students are expected to pick up all litter before leaving each classroom. It is the responsibility of the teacher to see that each room is left in a clean and orderly condition at the end of each period. Students should be taught the importance of cleanliness and order; they should be instilled with enough pride in their school to participate in housekeeping activities. Teachers should see that lights are turned off whenever a room is not in use and that rooms are secured anytime class is not in session.

Each room is equipped with the necessary furniture as circumstances permit. Therefore, furniture or equipment may not be moved from one room to another without the approval of the administration.

Every effort should be made to protect and conserve all school equipment. Needed repairs should be reported to the administrator immediately. The condition of furniture/equipment in each classroom is the direct responsibility of the teacher and any damage or defacing of it must be reported in writing to the principal. Bulletin boards will be provided in the main hallway and cafeteria for posting club announcements. Flyers should not be posted on doors, randomly on walls in classrooms or hallways.

To help keep our grounds from being littered by bags, cups, wrappers and other items

carelessly discarded by students, please encourage students to use the receptacles provided. Help sell a clean school as a point of pride.

Faculty Meetings

Faculty meetings will only be held when needed and will be kept as brief as possible. There will be a meeting held each Early Release Day. All faculty members are required to attend these meetings. Do not make plans, appointments, or schedule team practices during these times.

FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decided not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, or support staff member (including health or medical staff and law enforcement with personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
[Optional] Upon request, the school discloses education records without consent to

officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

Field Trips

Please note that in regards to a student activity taking place on campus in which students will be pulled from class, the following steps need to be followed as well, with the exception of the steps specifically pertaining to off-campus trips

Field trips must provide a justifiable educational benefit for students related to the Sunshine State Standards. Only an approved academic function or sports event will be taken during the school week. Rewards trip may be taken but must be taken on Saturday.

The steps a teacher or sponsor should follow in order to arrange for a field trip are as follows:

- 1) Examine the motive for this trip or activity – is it justified?
- 2) Consult with the department chair.
- 3) Check with the principal's secretary well in advance of the date of the trip (a minimum of one month's notice is required) to see if the date is clear on the school calendar. After the Activity and Event form is completed, turned in, and permission for your trip is approved or disapproved by the principal, you will be notified in writing. All overnight trips must be approved by the School Board. No verbal permission will be granted.
- 4) Teachers must require each student to turn in an official "Field Trip Permission Form" signed by the parent or guardian. The time, date, and location of the trip will be written on this form. A copy of a current Medical Authorization form must also be collected for each student attending a trip off campus. These forms may be secured from the front office. After completion of the field trip, these forms are to be placed on file with the principal's secretary.

- 5) All teachers using a Union County school bus, or a chartered bus for transportation of students participating in field trips, band trips, Special Olympics, etc., should be meticulous in observing the rules of *The Board of Public Instruction* for the use of buses. If school buses are used for transportation, a Bus Request Form must be in the bus garage two (2) weeks prior to the field trip. The Bus request form may be picked up in the front office. After the form is completed, please turn into the principal's secretary who will send the form to the bus garage.
- 6) **The cafeteria manager must be notified two weeks in advance of the number of students not expected to eat lunch that day so that excess lunches are not prepared.**
- 7) The ratio of fifteen (15) students to one (1) chaperone will apply on all field trips.
- 8) One week prior to the field trip, the sponsor must send a roster of those who will be attending the trip to all of the teachers. If a fellow teacher has a serious issue with a student missing class due to the field trip, that teacher needs to contact the sponsor of the trip and discuss their concern. It is up to the sponsor of the trip to decide whether or not that student will still be allowed to participate in the field trip.
- 9) A roster of those who are actually on the trip must be turned in to the attendance clerk right before leaving campus. If the time of departure is before or after the normal operating hours of the school day, the sponsoring teacher will email or call the attendance clerk to verify who is and who is not on the trip.
- 10) Careful planning of all field trips will eliminate any unnecessary inconvenience or embarrassment and make for a more profitable experience for everyone concerned. Don't forget to take action on the following responsibilities prior to going on the field trip:
 - a. See the principal's secretary to fill out a temporary duty form that request your leave.
 - b. Leave lesson plans and all of teaching materials on your desk in your classroom for the substitute teacher.
 - c. If some students cannot attend the field trip for one reason or another, the teacher in charge must then follow-up these arrangements.
 - d. If traveling party includes members of each sex, there should be chaperones from each sex; arrangements may be made with a chaperone from another school so that responsibilities may be shared. Hotel rooms are bedrooms. Under no circumstances should students of opposite sex visit, play cards, or entertain a visitor.

When any mixed groups travel at night, a curfew hour will be announced by the chaperones; after this time, there should be segregation of sexes.

- 11) The front office will need to have information regarding day of trip, time departing and returning, amount due, and deadline for money and paperwork.

Students should wear clothing appropriate to the occasion or activity in which they are participating. Students should always adhere to the Union County High School dress code.

If more than one group from a school is attending the same activity, all students should adhere to the same general regulations. No student should be allowed to accompany a group on a trip until he/she has agreed to abide by the rules set up for the activity and has submitted written parental consent to take the trip. There should be at least one chaperone for each fifteen (15) students.

Finance

No purchases of any kind may be made without prior authorization of the principal.

A. Internal Accounts (clubs, class treasurer)

1. Receipt Books

- a. Receipt books may be obtained from the bookkeeper and must be returned to the bookkeeper no later than the end of the school year or when the last receipt is used.
- b. Teachers must give receipts to anyone from whom money is received and will be accountable for turning in all monies collected to the bookkeeper.
- c. Teachers are accountable for any books given to student treasurers for receipting purposes.

2. Money Collected

- a. All fees collected or funds raised through school activities in which students or teachers are involved, must be deposited and disbursed through our internal accounting system.
- b. Club, class and other activities' sponsors and their student treasurers are responsible for all money collected.
- c. All records, receipts, and disbursement or monies must be routed through the bookkeeper.

- d. No teacher, student, or organization shall solicit or collect contributions of money for gifts, flowers, donations, or any other purposes without the consent of the principal. Students wishing to collect funds must discuss the project with the principal.
- e. Any admission fee requires a pre-numbered ticket. Rolls of tickets are to be checked out through the bookkeeper.

3. Deposits

- a. All monies must be counted and deposited in the bookkeepers office the day of the collection. No money will be receipted after 1:00 p.m., as we must prepare deposits for the bank.
- b. All monies turned in to the bookkeeper must be accompanied by the teacher's receipt book and a "Report of Monies Collected Form". These may be obtained by the bookkeeper.
- c. Arrangements can be made in the office to safeguard partially collected funds until you are ready to make your deposit.
- d. Secure a receipt for all monies turned in to the bookkeeper.
- e. Under no circumstances are monies to be kept in desks, files, etc.
- f. Where possible, students should be directed to pay money to teacher sponsor, or to a class or club treasurer as designated by the teacher sponsor.
- g. Money must be given to the bookkeeper in the same form in which it was collected. Teachers are not to cash checks with such money.

4. Disbursements

- a. No member of the staff is authorized to make any purchases or contract for services without prior written consent of the principal. All purchases must be preceded by filling out an "Authorization to Purchase" form and the principal must grant approval. Check requisitions must be completed and signed by teacher sponsor and club or class treasurer and given to the bookkeeper along with invoice to be paid before checks will be written.

- b. At the end of the year, teachers will be asked to sign a statement declaring that all bills have been paid, which they have authorized or have been obligated by a club or class under their sponsorship.

5. Special Funds

- a. Special bulletins will be issued concerning handling monies collected for pictures, caps and gowns, or those funds not mentioned in this section.
- b. Lost textbook monies can be paid by the student to the bookkeeper but must be accompanied by a Fee Assessment Form completed by the teacher, indicating amount charged for book.

6. Classroom Supplies

- a. Classroom supplies will be ordered through the bookkeeper. Forms for supply orders are available in the office. Under no circumstances is any employee to purchase an item(s) and bring the receipt to Mrs. Clyatt to expect reimbursement.

B. Purchase orders (For the purchase of instructional materials, textbooks, and equipment, etc. from county budgeted funds) (See Attachment 13)

- 1) Purchase Order Requisitions must be initiated by the teacher including vendor name, address, quantity, cost, and catalog order number if applicable. Forms are available in the school bookkeeper's office and on-line.
- 2) If the requisition is approved by the principal, it is then formally submitted to the District Superintendent's Office by computer. If approved, the Purchase Order is then issued back to us with a P.O. Number. At that time, items will be ordered either by mail, phone or fax. No order is to be placed until a purchase order has been issued from the District Office.
- 3) Packing Slips – When items ordered are received, the individual opening the package should check the items against the packing slip to make sure the order is correct and complete. After verifying the order, sign and give the packing slip to school bookkeeper.
- 4) Invoice – When the company sends the invoice, the school bookkeeper then pulls the packing slip and if all items are received, then payment for the purchase is approved.

Fire Drills

FIRE DRILL ROUTES ARE POSTED IN ALL CLASSROOMS. Familiarize yourself with fire exit directions. A minimum of 1 fire drill will be held each month for a total of 10 fire drills for the school year. We are also required to have a fire drill the first week of school. The fire drill signal is a continuous sounding of the fire horn. Students should re-enter the building when the all-clear signal is given. A fire drill using the alternate route will be announced in advance.

Fundraisers

Clubs or organizations wishing to raise funds must submit such requests to the principal's secretary. She will notify you in writing the principal's approval/disapproval. **All fundraisers must be board approved.** *The law prohibits food sale one hour before and one hour after lunch. No food or beverage sales (candy, lollipops, peanuts, etc.) will be allowed in the classrooms.* They may be sold after school. The policy will not apply to concessions sold at dances, ball games and other scheduled after school events.

Gradebooks

All teachers must maintain an accurate and timely record of lesson plans and grades. Sufficient grades to make an accurate statement concerning student performance are required. All records must be kept in a timely fashion. Teachers must sign their legal name in cursive on the space provided in the front of the grade book

Grade Forgiveness Policy

The grade forgiveness policy for required courses shall be limited to replacing a grade of "D" or "F", or the equivalent of a grade of "D" or "F", with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in the same or comparable course. Forgiveness policies for elective courses shall be limited to replacing a grade of "D" or "F", or the equivalent of a grade of "D" or "F", with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in another course.

Graded Papers

Students graded papers need to be returned to students in a timely fashion, no more than one week from assigned due dates.

Grading Scale

The grade scale as adopted by the state legislature is:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Gun – Free Schools Act

The United States Department of Education conducts compliance reviews of our Department. The Department is required to ensure that all districts have implemented policies consistent with the Gun-Free Schools Act. The Act prohibits the award of Elementary and Secondary Education Act funds to any local education agency that does not meet the requirements outlined in the Gun-Free Schools Act.

The Act requires the expulsion for a period of not less than one year of a student who is determined to have brought a weapon to school. “Weapon” or “Firearm” is defined by section 921 of Title 18 of the United States Code. The act further requires such student to be referred to the criminal justice or juvenile delinquency system. Superintendents may consider recommending the one-year expulsion on a case-by-case basis upon applicable school board policies. If district school board policies allow, the district may assign the student to a disciplinary program or alternative education program, e.g., second chance school, for the purpose of continuing educational services during the period of expulsion from the regular program.

In section, 230.23 (6) (d) 10, Florida Statutes, school boards are required to publish the following in the code of student conduct for elementary schools and the code of student conduct for secondary schools: “Notice that any student who is determined to have brought a firearm, as defined in 18 USC 921, to school, any school function, or on any school – sponsored transportation will be expelled, with or without continuing educational services, from the student’s regular school for a period of not less than one full year and referred for criminal prosecution”.

Health Clinic

Students must have a clinic pass to report to the clinic. Students will be sent back to class without a pass if they come to the clinic without a clinic pass. **Teachers are NOT to call parents with regard to a health issue during the school day.** That is the responsibility of the school nurse. If a teacher or staff member needs to discuss a student’s health condition with the nurse or clinic assistant please feel free to contact them. NO medications except the medications students bring from home will be available to students in the clinic. NO EXCEPTIONS!

Identification and Notification of the Equity Coordinator(s)

Federal and state laws and regulations require institutions to designate one or more persons to coordinate compliance with civil rights protections. One person may be designated for compliance with all applicable laws; or separate individuals may be designated for specific laws.

Key Elements:

Regular notification to employees and applicants for employment, students, and applicants

for admission, parents, bargaining units, and the general public of the name, title, address and telephone number of the coordinator(s).

IMPORTANT LEAVE INFORMATION

Personal Leave – (6.23) ([Link to School Board Policy 6.23](#))

I. Personal Leave Chargeable to Sick Leave – Employees may be allowed six (6) days paid leave for personal reasons each year to be charged against accrued sick leave. Such leave shall be non-cumulative and any request for such leave shall be approved, **in advance**, by the Superintendent or his/her designee.

Sick Leave – (6.24) ([Link to School Board Policy 6.24](#))

II. Personnel employed on a full time basis shall be entitled to earn one (1) day of sick leave per month of employment. Such leave shall be cumulative from year to year, and any leave charged against accrued sick leave shall be with full compensation. Sick leave shall not be used prior to the time it is earned.

III. Accrued sick leave shall be taken only when the employee's service is interrupted by temporary disability which renders him/her incapable of performing his/her duties, or because of the illness or death of his/her father, mother, brother, sister, husband, wife, child, other close relative, or member of his/own household. The term temporary disability as used herein shall include personal illness or injury and, in addition any temporary disability of the employee arising out of pregnancy, childbirth, miscarriage, abortion or recovery there from which renders the employee physically incapable of performing assigned duties.

IV. Any claim for sick leave shall be filed with the Superintendent or his/her designee, within **five** (5) working days upon return of the employee to duty.

Please be advised of the procedure to handle all vacation or personal leave forms:

- **Step One** – Complete leave form and leave it with the principal's secretary.
- **Step Two** – Once the Principal approves your leave, he will give the form to his secretary. You may check with her within 48 hours after turning in your form for approval of leave.
- Substitute teachers will be provided for all areas, when necessary. The teacher should leave his/her plan book, materials, and instructions for a substitute to follow on top of their desk in their classroom. Substitute teachers are called by the principal's secretary. It is not appropriate for any teacher to question a substitute teacher concerning his/her availability. The secretary will arrange all substitute teacher assignments and may make adjustments when necessary. Teachers are asked to communicate with the Principal or his secretary when there is a need to commend a substitute for

an exemplary job or bring attention to any concerns about a substitute's performance of duties.

Procedure if absent due to illness:

- Teachers who know in advance they will be absent should notify the principal's secretary as soon as possible, stating the reason and probable number of days. Leave forms should be prepared prior to absence.
- In the event of sickness or emergency call **the Receptionist (Debe Stephenson) @ 386-365-8883**. Please call **before** 10:00 p.m. and **after** 6:00 a.m. If possible, the notification of absence should be made in the afternoon or evening prior to the missed day. It is the teacher's responsibility to turn in an appropriate leave form for any personal leave or expected sick leave (i.e.: Dr. appt.) in advance. Personal leave should be approved by the principal at least 48 hours in advance of the absence. When a teacher is absent unexpectedly (i.e.: illness), he/she must sign appropriate leave forms **immediately upon return** to work. Please see the principal's secretary to sign your leave form. Because all three schools share substitutes, it is much easier for her to schedule them well in advance. **Remember:** please try to make any appointments after school hours.
- On the day of the absence, no later than 2:00 p.m., the absent teacher should notify the front office as to whether the substitute would be needed the following day. In cases where the teacher cannot know how soon he/she will be able to return, the above procedure must be followed daily.
- The absent teacher must see that lessons plans, seating charts and attendance sheets are available for the substitute teacher. Emphasize to substitutes that students may not leave the classroom. All substitute lesson plans should be left on your desk in your classroom prior to being absent. If you call in sick, please call or e-mail the principal's secretary to pull emergency plans. Emergency substitute plans must be on file with the principal's secretary in the front office in case of an emergency.
- Emergency substitute folders will be given to you and need to be completed with three (3) good solid lesson plans and returned to the principal's secretary. The lesson plans will be updated each semester.

Keys

Teachers will sign for room keys issued to them at the beginning of the school year. The assistant principal issues these keys to all teachers. Keys are to be tagged by the teacher and turned in prior to leaving school at the end of the year, or upon transfer or resignation during the school year. Room keys are turned in to the assistant principal. Keys are not to be given to students.

Leaving a Class Unsupervised

Whenever it is essential for a teacher to be out of the classroom, the teacher will secure assistance from the office through the intercom. If no one is available, the teacher next door should be notified and asked to be responsible for supervision of the students. **IN ANY CASE OF THIS NATURE, THE FRONT OFFICE SHOULD BE NOTIFIED FIRST.**

Lock your door any time you leave your room and after school, do not leave students in your class unattended **at any time.**

Make-Up Work

Students will have two school days from the first day of excused absence, and one day thereafter for each additional day of excused absence to complete makeup work. (Example: 3 days of excused absence will result in 4 days to complete all work.) Any work not completed and turned in within the allotted time will result in the student receiving a grade of zero for those assignments. Students with unexcused absences and students serving Out-of-School Suspension will have the opportunity to make up missed work for credit.

Media Center Information

The Media Center is a service center. The Media Center is open from 7:40 a.m. to 3:10 p.m. daily except for lunch. Teachers may schedule to bring their class to the media center during the closed time, however, individual students are not allowed during this time.

We have computers for student use, a reading garden, a school store, a die-cut machine, a laminator, and a poster maker in addition to books, magazines, DVD's, VHS, and posters. Teachers may send no more than 4 students at a time to the Media Center with a designated media center pass. The designated passes will be placed in your mailbox the first day of school. Always write the pass in ink with the date and time the student left your classroom. Students must have the pass signed by the media specialist or a library aide before leaving the library. Students without a media center pass will be sent back to class. This system has worked well with loitering students if we all notice the hall times.

The media specialist will laminate your materials or make posters for you whenever possible. Teachers do not use the poster maker or the laminator without a demonstration from the media specialist. Please contact the media center about 15 minutes prior to laminating as that time is needed for the machine to heat.

Students may check out three books at a time for a two-week period. There is a daily fine of 5 cents for books that are overdue beginning the second day. If a student has an overdue book, they will not be allowed to check out anything until the book is returned and fine paid. Overdue fine notices will be given to students every three months.

Students may also check out three magazines for three days. If the magazine is damaged or lost, the student will pay the cover price of the magazine.

Teachers may also check out books, magazines, posters, DVD's, and equipment for classroom or personal use. Same rules apply, should you lose it you must pay for the item(s). Teachers do not give library materials that are checked out to you to a student to use. You are still responsible for the materials if lost by the student.

Teachers may request instructional media be purchased through the Media Center as the budget allows. See the media specialist with your requests.

Internet agreement forms must be activated prior to your students accessing the internet. Should any student that has submitted an internet agreement form have problems, send them to the media specialist.

N.E.A.T. Process

The N.E.A.T. process will be used when issues of Professional concerns arise.

N = NOTICE to the educator that deficiencies exist which may lead to disciplinary action if not corrected.

E = EXPLANATION of the deficiencies should be thorough and detailed in written form, and include suggestions for improvement.

A = ASSISTANCE must be provided to the educator by those responsible for evaluation and supervision of the educator. A practical plan for remediation of each deficiency noted must be developed. When possible, the educator should be included in the development of the plan to improve performance.

T = TIME must be provided for correction of all deficiencies noted. The time allotted must be reasonable and commensurate with the volume of deficiencies listed so that the educator is provided a sincere opportunity to improve sufficiently to meet the expectations of those responsible for evaluation.

Section 1012.34 (3)(d), Florida Statutes, explains the N-E-A-T process:

- Conferences should be held with the educator: Use clear, concise language to outline the deficiencies, the expectations, and the consequences involved with unsatisfactory performance.
- Offer specific assistance: Develop a list of suggested plans for performance improvement. Work with the educator to devise a plan for correction and set a time certain for reevaluation of performance.
- Confirm the substance of conferences: A letter or memorandum should be prepared following each conference confirming the topic, content, suggestions, interactions and resolutions with a copy to the educator.

- Provide promised assistance: Be prepared to document all assistance rendered, all improvement noted, and all deficiencies which have not been corrected or need further attention.
- Provide interim feedback: Frequent conferences are preferred to facilitate feedback and optimum achievement of goals. At each conference, note improvements of specific deficiencies and non-improvement of specific deficiencies. Follow up conferences with letters or memorandums containing the substance of each conference. Provide a copy to the educator.

Observation of Teachers

According to the teacher contract observations of a teacher's class by persons other than Board Members, administrative or supervisory personnel should be conducted by appointment after a one day or more notice. Parents or guardians may attend their child's class at any time provided that their presence does not disrupt the normal learning environment or program. The purpose of such attendance shall be made known to the teacher and building administrator prior to the visitation. Any visits subsequent to the initial visit shall occur after the parent/guardian, teacher and building administrator has developed an action plan. No parent/guardian visit shall disrupt the normal learning environment or program. Disruption of the program shall be determined by the action plan. Teachers encourage parents to volunteer at schools and participate in school activities.

Phones

Phones in teachers' offices are provided so that teachers may call parents when it may be necessary to notify them with regard to an academic or behavior problem that may need immediate attention. It would also be appropriate for teachers to use these phones before 7:50 am or after all students are dismissed. All staff needs to remember several teachers must share a phone in each pod or wing, so professional and personal courtesy will be expected. Phones are not to be used by students.

Phones are not to be used by teachers to call parents concerning illness or injury of a student. Notification to parent of sickness or injury will be the responsibility of the school nurse. The teacher's responsibility will be to send the sick child to the nurse. Phones are not to be used during the time that a teacher has students in his/her class.

Positive Behavior Support (PBS)

Positive behavior support will be used to recognize positive student behavior. As a first step in implementing PBS we will be compiling discipline data via a discipline tracking form and standardized discipline referral. PBS falls under the RTI umbrella.

You may obtain these forms from the front office. More information will be provided during pre-planning in re to these forms.

Report Cards and Progress Reports

Progress report will be issued at the end of the fourth week of each nine-week grading period. Report cards will generally be issued one week after the completion of the nine-weeks grading period. Please mark the following dates on your calendars:

	<u>Mid-term Progress Report</u>	<u>End of Each Quarter</u>
1 st Nine-Weeks	September 26	October 23
2 nd Nine-Weeks	December 5	January 30
3 rd Nine-Weeks	February 27	April 10
4 th Nine-Weeks	May 8	On Skyward in Summer

A copy of each progress report will be sent to the principal along with the parent phone call log with documentation for “F”, “D”, or “I” grades. A copy of these progress reports are due on the above dates (they should be turned into the principal’s secretary the same afternoon the progress reports are sent home). The parent contact phone log is due one week from the date the progress report is sent home.

Safety Issues

As a reminder about safety violations, teachers should take note:

- access to fire extinguishers must be open and unlocked with at least 3 foot clearance.
- no structure (i.e.: bookcases, desks, etc.) may block ease and direct access to doorways.
- no cords may be stretched across floor, which may trip or cause someone to stumble. (i.e.: cords to overhead projectors, etc.)
- all fish tanks, etc. must be plugged in at an outlet that is a GFI receptacle.

Salary Supplement

If you receive a salary supplement, you will need to see the principal’s secretary to fill out your paperwork.

Scheduling Activities on School Calendar

All school/student related activities will be scheduled with the principal’s secretary to avoid any conflicts. Before scheduling any event, you will need to complete the Activities and Events form. This form will be turned into the principal’s secretary. If approved by administration, the activity or event will be posted on the school calendar. Events should be turned in for approval at least one month in advance to help avoid possible scheduling conflicts. Conflicts will be solved on the basis of 1st notice of event. You may find the Activities and Events form on Google Docs and on file with the principal’s secretary.

School Disruptions, Disturbances or Demonstrations

In the event that students or other individuals are assembled without proper authority and are in the process of causing a disturbance or demonstration, it shall be the responsibility of the administration and its staff to disburse the group and restore order where possible.

The following are recommended procedures for handling student disturbances, disruptions or demonstrations:

- 1) Students who are assembled without proper authority and causing a disturbance, disruption, or demonstration, should be informed that they are to report to their regularly scheduled classes immediately. Upon reporting to class, teachers are to list:
 - a. Those students from their classes that are present in school.
 - b. Those students who are tardy to class.
 - c. Those not reporting to class (see special absentee form).
- 2) In the event the disruption occurs during a lunch hour, an assembly program, or at a time when students are not regularly scheduled for classes, they should be advised that their actions constitute a violation of the school's general operating policies. Instructions should be issued to the group to cease and desist.
- 3) An attempt should be made to localize the involved students into restricted area such as a classroom, an office, etc. This will give an opportunity for better control, as well as affording district communications regarding the student's responsibility.
- 4) If localizing successfully takes place, an administrator should accompany the group or groups to a determined location in order to communicate with the students regarding their areas of concern.
- 5) If students fail to comply with the instructions given regarding the disruption they should, at this point, be informed that noncompliance will result in one or more of the following actions being taken:
 - a. Subjection to arrest.
 - b. Subjection to a maximum suspension or expulsion.
 - c. Notation on school records of being actively involved in a disruption or school demonstration.
- 6) Students should be given five (5) minutes to consider consequences of interference with the orderly function of a public school (Florida Law).
- 7) In the event that students fail to cooperate, they should be advised that the school will turn the matter over to the sheriff's department and they will therefore, be subject to arrest by the sheriff's office and will be removed from the school and grounds.
- 8) A call should be placed to the assistant principal to inform them of the situation and request any directions which they may wish to offer as a result of the situation.

- 9) All administrators, classroom teachers, and school personnel should be mindful of their responsibilities and duties during such times of disruptions. Classroom teachers are to remain in their classrooms. It should be kept in mind that teachers are responsible for students assigned to them. They should inform students that they must remain in class as they would under any normal condition. In the event that a disruption occurs during the time when class is not in session, teachers should assist in crowd control and in the orderly flow of students back to the assigned classrooms. Teachers not having the responsibility of a classroom at the particular time a disruption occurs should do everything possible to assist the administration and other teachers in helping to stabilize the situation.

School Improvement Team

The School Improvement team consists of teachers, staff, administrators, parents and community leaders. This group meets periodically to plan strategies to enhance the effectiveness of the school. Teacher and staff input is vital to the operation of the School Improvement Team. Faculty and staff will be requested to participate on specific committees which will provide valuable assistance to the School Improvement Team.

Signing In and Signing Out

It is the teacher's individual responsibility to sign in each morning in the front office. This relates directly to payroll. Time should be marked as it reads on the office clock. No person may sign out or in for any other person at any time. All school personnel leaving campus prior to contracted time must follow appropriate procedures. If a teacher is directly responsible for students the teacher must make prior arrangements with the principal, before leaving campus. If students have been dismissed, teachers must sign out before he/she leaves campus, if assigned workday is not over. Any staff member not at their duty station between 7:40 a.m. and 3:10 p.m. must have a properly signed leave form or sign out on comp time.

Student Dress Code

Please refer to the Student Code of Conduct.

NOTE: The decision of school administrative staff will be final in determining whether any student's clothing, jewelry, or accessories are deemed inappropriate, unsafe, or disruptive.

Students permission to be absent for School Activities

When a school activity is scheduled, the sponsor of the activity will make sure that all paperwork required is collected in a timely fashion. It is the sponsor's responsibility to make contact with all teachers of who will be participating in the activity at least one week prior to the date of the activity. If there is an issue in a teacher's class that may prevent a student from attending the activity, the teacher needs to inform the activity's sponsor

immediately. The parties involved need to come to an agreement on whether or not the student may attend the activity.

Student School Hours

The school day begins at **8:00 a.m.** and ends at **3:00 p.m.** Union County High School will provide supervision to its students according to FL Statute 1003.25 (2):

1. During the time the student is attending school. (Students are not to arrive on campus before 7:15 a.m.)
2. Students must leave campus when they are dismissed at **3:00 p.m.** unless they are on campus for a supervised school activity or sport.
3. During a reasonable time (30) minutes before and after regular school hours or at school-sponsored activities. (Students must leave campus when they are dismissed at **3:00 p.m.** unless they are on campus for a supervised school activity or sport.)
4. Students must report to their sponsor or coach immediately upon dismissal at **3:00 p.m.**
5. On early release days, students will be released at **12:30 p.m.**

Student Supervision

All teachers are responsible for the supervision of their students from 7:56 a.m. until all children are properly dispersed. Students are not to be left unsupervised **at any time** during the day. If you find it necessary to leave your students, call the office for assistance.

There can be no exceptions to this rule.

Teachers are expected to have their classroom open for students by the first bell which rings at 7:56 a.m. The tardy bell will ring at 8:00 a.m. Instruction should begin promptly after class begins.

Subject Area/Department Chair/Class Sponsor Meetings

Grade level sponsor meetings will be held on an as needed basis. Subject area teams will meet on a schedule determined by administrator and department chairpersons.

Teacher Duty Assignments

The need for student supervision at all times of the day makes necessary the assigning of extra-class duties. Duty schedules are included in the back of this handbook. Teachers who are not in their assigned duty station are at risk of suit in case of student injury. Teachers are encouraged to stay on campus to visit with other teachers and staff in the cafeteria or the teachers' lounge during their lunch.

Teachers must report to duty station on time, circulate, monitor students and remain on duty

until the bell rings. While on duty, if a student is in violation of the student code of conduct the teacher is to have the student report to front office. The teacher must follow-up upon returning to class that the student did as instructed.

Teacher Leaving the Building

Members of the faculty are not authorized to leave the premises during their school day unless it is for official business or in case of an emergency. In either case, the permission of the principal or assistant principal must be granted. The teacher or personnel will complete the information on the “Teacher’s Sign-out-Sheet”. This sheet is located in the main office behind the sign in sheet. The teacher must sign in upon returning.

Teacher’s Lounge

No students are allowed in the teachers’ lounge to purchase drinks or snacks for themselves. Teachers should not send students to the lounge to purchase drinks for the teacher. Drinks are not to be purchased by teachers for students during the school day. Do not send students to the bookkeeper for change to purchase drinks. The companies that provide our drinks and snack machines are required to remove the machines if they find them being used by students during the school day.

Teacher Parking

Parking for faculty will only be in the south parking lot. All teachers will be given a parking decal to place in their vehicles. All teachers are required to park in their designated parking spot.

Teacher Work Hours

Teachers are expected to have signed in and be at their assigned duty or classroom by **7:40 a.m.**, and shall remain until **3:10 p.m.** Extra duties may require some deviation. When teachers are assigned morning duty they will need to be in their designated area at **7:40 a.m.**

Team Leaders

Each team will have a team leader. Responsibility for team level functioning, communication, and planning rests with this individual. The team leader is responsible for collecting information from the team to return to the principal. The team leader is a facilitator. He/she does not make decisions for the team unilaterally.

Team Meeting/Team Planning

Team planning of activities, events, and curriculum should be coordinated at team meetings. All team members are expected to attend these meetings and participate in the development of plans and ideas. A key element of success is communication. In an effort to provide teams with opportunities to plan and communicate frequently, (teams will meet with the principal on a monthly basis in the conference room).

Telephone Messages

Phone messages for teachers will be e-mailed. Messages of an emergency nature will be delivered to the teacher (s) immediately.

Textbook Policies and Procedures

A. Student Responsibilities

Students will be responsible for all textbooks issued to them. When a textbook is lost, damaged or destroyed, the following fees will be assessed:

- 1) New book (issued first time): total purchase price.
- 2) Book less than two years in use: 75% of purchased price.
- 3) Book more than two years in use, in current adoption, and suitable for distribution: 50% of current price.

B. Issuing Textbooks to Teachers

- 1) Teachers should make all textbook requests with the assistant principal.
- 2) The assistant principal will be responsible for delivering textbooks to teachers.

C. Issuing Textbooks to Students

- 1) When a student receives a textbook, have the student sign the Textbook Distribution Record Form.
- 2) Be sure to record the condition of the textbook and the book number on the Textbook Distribution Record Form.
- 3) When a student returns a book, be sure to cross the student's name from the Textbook Distribution Record and record the date next to the student's name.

D. Lost or Damaged Books

- 1) When a student loses a book, the teacher should complete a Fee Assessment Form with the student's name, name of the textbook, condition of the book and cost assessed. Teachers may obtain these forms from the bookkeeper. Original should go to the Guidance Department and the yellow copy given to the student.
- 2) Another textbook may be issued to the student.

- 3) Fee Assessment form will be attached to the student's folder by the Guidance Department until such time as the student presents a receipt from the Bookkeeper showing debt has been paid.

Tobacco Free School

Union County High School is a tobacco free school. No tobacco is allowed on campus.

Videos

An important part of this curriculum is a wide variety of educational videos, which relate specifically to many science and social studies units of study. The use of these educational videos, when appropriately aligned with a particular unit of study, can be helpful, however, all educational videos checked out of the library to be shown in conjunction with a unit of study must be pre-approved by the principal 2 days prior to showing. Good planning is necessary for instruction to be effective. Teachers are requested not to offer an entertainment video as a reward for any goal. Since there is a direct correlation between improved academic achievement and student time on task, comprehensive planning to make the best use of students' time is critical. Due to the challenges that lie before each of us to demonstrate student achievement in reading, math, and science, we must all make the best possible use of our time.

Visitors

All visitors including parents, husbands, wives and family members must check in at the front office. Teachers are encouraged to direct visitors to the front office. CLASSROOM TEACHERS MUST RECEIVE APPROVAL FROM THE PRINCIPAL PRIOR TO SCHEDULING OUTSIDE SPEAKERS. OUR "GET SPOTTED" POLICY APPLIES TO ALL VISITORS ON CAMPUS.

*A student's lunch time will be based on their 7th Period teacher

*Students will be dismissed for the day at 12:30 pm

2014-2015 UCHS Class Sponsors

<u>Freshman Class</u>	<u>Sophomore Class</u>	<u>Junior Class</u>	<u>Senior Class</u>
<u>Dekle, J.</u>	<u>Smith, E.</u>	<u>Howell, Me.</u>	<u>Mecusker, C.</u>
<u>Brannen, C.</u>	<u>Denson, J.</u>	<u>Allen, R.</u>	<u>Archer, D.</u>
<u>Dorsey, K.</u>	<u>Gibson, N.</u>	<u>Clyatt, K.</u>	<u>Clark, L.</u>
<u>Howell, Mi.</u>	<u>Harrison, T.</u>	<u>Griffis, H.</u>	<u>Coffey, C.</u>
<u>Johnson, E.</u>	<u>Johnson, H.</u>	<u>Gunter, K.</u>	<u>Johnson, A.</u>
<u>Mackey, T.</u>	<u>Mackey, T.</u>	<u>Howard, L.</u>	<u>Steverson, K.</u>
<u>Mauk, J.</u>	<u>Neal, K.</u>	<u>Metz, M.K.</u>	<u>Stephenson, D.</u>
<u>North, K.</u>	<u>Ripley, S.</u>	<u>Sharma, M.</u>	<u>Sulsona, T.</u>
<u>Tomlinson, T.</u>	<u>Scaff, Z.</u>	<u>Worrell, S.</u>	<u>Worrell, S.</u>
<u>Weaver, H.</u>	<u>Waters, L.</u>		
<u>Wilson, S.</u>			

Teacher Duty Roster
2014 - 2015

	Near the restroom (Art Room)	Interior Hall (Me. Howell's Rm.)	Bus Ramp/ Full Service	Parking Lot/Band Room	Cafe. Area/ Tiger Square	JROTC/ Science Bldg/Gym	Hallway by Ripley's Rm.
Monday	Sulsona	Dekle	Fortner	Dorsey	Mi. Howell	Allen	L. Clark
Tuesday	Archer	Norcross	Tomlinson	Neal	Gunter	H. Johnson	Ripley
Wed.	A. Johnson	Me. Howell	Mauk	H. Griffis	Howard	Noegel	Scaff
Thursday	Denson	Mecusker	Waters	Dicks	Smith	Steverson	Sharma
Friday	Gibson	Coffey	North	Weaver	Clyatt	Metz	Wilson

***It is your duty and responsibility to be at your duty station each morning at 7:40 am and each afternoon until 3:10 pm. It is your duty and responsibility to be at your duty station by the time the tardy bell rings at the beginning of each lunch. You will need to circulate in your area and monitor the students and their behavior.**

2014/2015 Union County High School Calendar

(including test dates)

August 21	Students Return
September 1	Labor Day Holiday
September 10	Early Release Day
September 23	PLAN Test for 10th Grade Students
September 26	Mid-Term point for 1st Quarter
October 6-10	FCAT 2.0 Retakes
October 8	Early Release Day
October 16-21	1st Quarter Assessments
October 23	End of the 1st Quarter
October 24	Teacher Workday (Student Holiday)
October 27	Beginning of 2nd Quarter
November 3	PERT for Dual Enrollment
Nov. 3-Nov. 7	Homecoming Week
November 6	Tiger Growl
November 7	Homecoming Parade and Game
November 12	Early Release Day
November 20	PLAN Assessment (10th Gd.)
November 24-28	Thanksgiving Holidays
December 5	Mid-term point for the 2nd Quarter
December 10	Early Release Days
Dec. 15-19	Algebra 1 Re-takes
December 22-January 2	Christmas Holidays
January 5	Staff and Students Return
January 8-13	2nd Quarter Assessments
January 14	Early Release Day
January 16	End of the 2nd Quarter/1st Semester
January 19	Martin Luther King Jr. Holiday
January 20	Teacher Workday - Student Holiday
January 21	Beginning of 3rd Quarter/2nd Semester
February 2-6	PERT for Dual Enrollment
February 11	Early Release Day
February 16	President's Day Holiday
February 27	Mid-term point for the 3rd Quarter
March 2-6	FSA ELA Writing Comp. Exam Grades 9-11
March 9-13	Spring Break
March 16-20	PERT for Juniors (College Readiness)
March 18	Early Release
March 26-31	3rd Quarter Assessment
April 2	End of the 3rd Quarter
April 3	Teacher Workday (Student Holiday)
April 8	Early Release Day

2014/2015 Union County High School Calendar
(including test dates)

April 13-17	FCAT Retakes
April 13-17	Algebra 1 Retakes
April 20-May 15	Statewide Assessment
May 1	Prom
May 8	Mid-point of the 4th Quarter
May 13	Early Release Day
May 25	Memorial Day Holiday
May 26-May 29	4th Quarter Assessments
May 29	Graduation Day
June 5	End of the 4th Quarter/2nd Semester
June 8-9	Post Planning