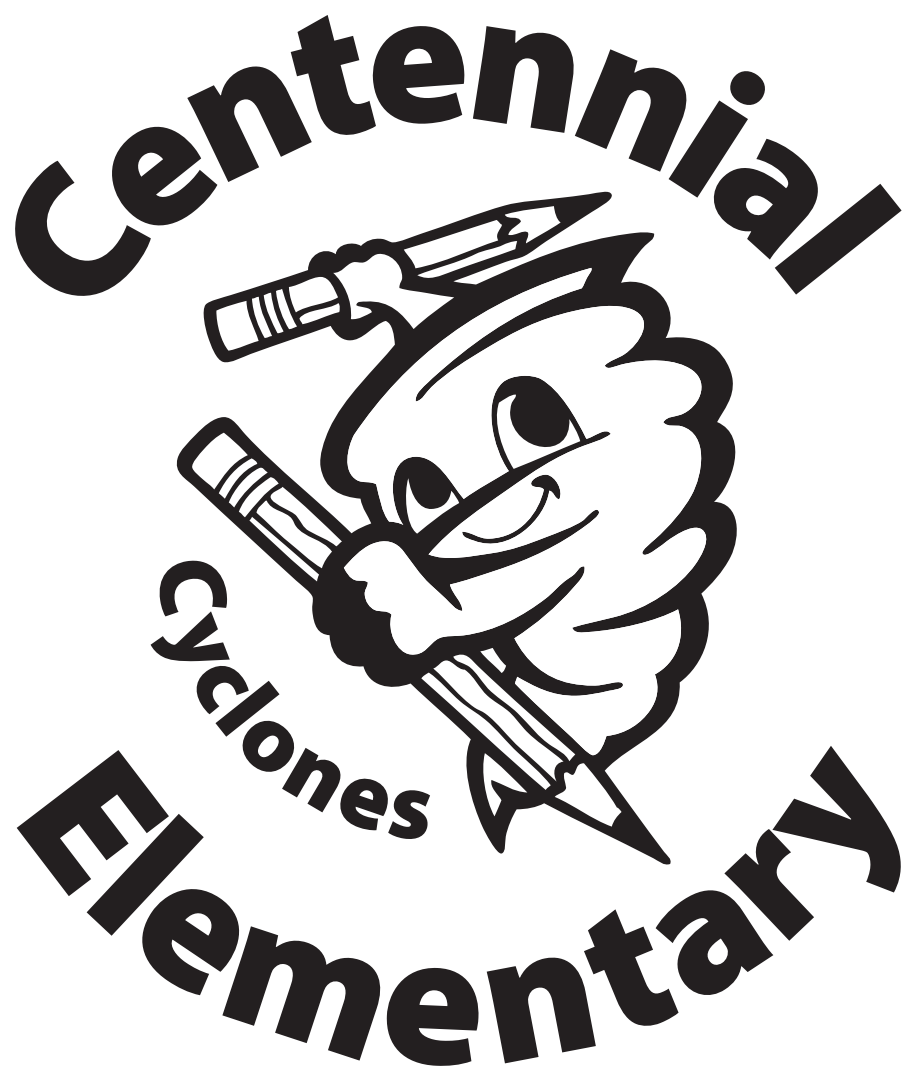


CENTENNIAL ELEMENTARY SCHOOL

EMPLOYEE HANDBOOK

2013 - 2014 School Year



All employees are expected to read and be responsible for the contents of this handbook.

Any suggestions for improvement of this handbook would be greatly appreciated and should be submitted to the Principal in writing.

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## STUDENT PROCEDURES

### ANIMALS

When a child requests to have his/her parent bring the family pet to school to show to the class, refer the child to the principal. If the pet is a common house pet, the teacher should respond by saying that the principal will only grant approval to show unusual animals and that there are stringent conditions set for those situations.

### ATTENDANCE (STUDENTS)

Our attendance program is a web-based program, eSembler. Teachers will be responsible for taking daily attendance using eSembler.

1. Take careful attendance each morning by 11:00 a.m..
2. Students not in your room by 9:45 must be marked tardy.
3. Any notes pertaining to absenteeism received by the teacher should be sent to Donna, in the office. This will assist her in determining excused/unexcused absences.

Teachers should encourage students and parents to use our attendance line. That number is (352) 524-5011 or (813) 794-5011. Parents may call this number 24 hours/day to leave a message pertaining to their child's attendance at school.

If a student is absent for three consecutive days and you have not received some information from the parent, you are to attempt to contact the parent by phone. You are the first line of communication. If you cannot reach the parent by phone after several calls, please notify Scott Leu, our Social Worker.

### CLASSROOM MANAGEMENT

The first prerequisite to good teaching is constructive class discipline. Without constructive discipline, teaching cannot take place. A teacher who insists on and rewards good behavior at the very beginning of the school year is apt to avoid problems later. When mutual trust is established, good discipline prevails. Also, it is imperative that school and classroom procedures are established during the first week of school.

Our school implements a school wide discipline plan. The rules will be posted in each room, and students will be held accountable for their behavior.

### CLINIC/MEDICINES/INJURIES

Children who are sick or hurt at school are sent to the clinic. A clinic pass is to be sent with the child stating the complaint, unless an emergency exists. The child will return with two NCR copies of the clinic pass - canary goes home and pink is for your information and should be maintained by you. Maintaining these copies is important as they are sometimes needed by outside agencies in legal situations and they can also help you see patterns of chronic clinic visits.

If there is a serious situation, the teacher should contact the office or send a reliable student to get the health assistant or an administrator. The teacher should always remain with the injured or ill child and other students!

All medicines or drugs should be turned in to the clinic. Necessary medication administration will be supervised by the health assistant.

The only medicine that will be given at school is medication that is:

Prescribed by a physician.

In a prescription bottle properly labeled with the child's name and a current date.

Accompanied by a note from the parent giving the school permission to give the medication.

Nonprescription medications (i.e. cough syrup, cough drops, aspirin, etc.) will not be given by school personnel unless there is a written request from the physician stating that this medication needs to be given. Teachers should never administer medications of any kind. Always let the health assistant handle all such cases! No more than a one-month supply of medication should be brought to school at one time (when brought by the parent).

School personnel are liable for injuries to students in the school building or on the school grounds when negligence is proven. Teachers should exercise due care in the supervision of students under their direction. All injuries of students or school personnel will be reported immediately to the principal, assistant principal, bookkeeper, or health assistant. Teachers should encourage students to report accidents, however minor they may seem at the time. Teachers are not to treat injuries. Incident reports must be filled out by teachers, with the help of the health assistant, on all student injuries. These records will be kept in the clinic, along with documentation of the care that shall be subsequently given to the student.

#### DISMISSAL OF STUDENTS

During school hours, students should only be released to parents through the front office. At dismissal, parents may pick up their children at the car pickup area in front of the school with a Student Pickup Card. If they do not have a Student Pickup Card they must report to the office and show identification. Do not release a student to an adult without this card. Never release a student to an adult at the door of your classroom.

Each team should have at least two adults accompany students to the car pickup area in the afternoon and supervise during loading.

#### EXCEPTIONAL STUDENT EDUCATION

Centennial Elementary has programs in the following areas: Specific Learning Disabled, Intellectual Disabled (Participatory, Supported, & Independent), Physically Impaired, Speech and Language, and Varying Exceptionalities.

#### ISS / SBIT

**School-Based Intervention Team (SBIT)**

A Response to Intervention model is used at Centennial. Its function is to provide intervention strategies that will give the child opportunities for success in the regular classroom setting. Students who are struggling despite receiving additional assistance/intervention should be referred as soon as possible to the SBIT team. To refer a student to the SBIT, a one-page referral sheet is available from the guidance secretary and must be submitted with all requested documentation. Incomplete packets will be returned to teachers for completion. The SBIT team will consist of the Principal and/or Assistant Principal, Guidance Counselor, Psychologist, Social Worker, Nurse, ESE teachers, Speech Therapist, Behavior Specialist, and classroom teacher(s). The SBIT Team will assist in identifying concerns, developing interventions and designing ways to monitor the interventions. Only after interventions are documented to be unsuccessful will further recommendations for formal evaluations be considered (psychological evaluations, social histories, referrals for outside assistance, etc.).

### **In-School Staffings (ISS)**

An In-School Staffing is held to (1) formally discuss opening an evaluation or re-evaluation for a student, (2) discussing parent requests for evaluation, or (3) to discuss placement/service changes for students already served under ESE. The In-School Staffing (ISS) Committee will make all decisions regarding formal evaluations. This committee will consist of many of the SBIT team members as well as possible inclusion of Occupational or Physical Therapists, depending on the student's needs. ISS meetings will be scheduled by the guidance secretary on Centennial's meeting day, Thursday, or as team members are available on other days. It is important to never promise psychological evaluations to a parent. To request an ISS, obtain and complete the "Request for In-School Staffing" form and return it to the guidance secretary.

### **PARTIES**

Birthdays are special days for students. With this in mind, we would like to be able to recognize birthdays without disrupting the instructional time in the classroom. Therefore, we will be giving students a birthday card and pencil. However, birthday celebrations and parties are not permitted, except for the last 30 minutes of the day. This includes the bringing of cupcakes and other treats from home. Also, no homemade items can be brought into the school. Only store-bought items may be given to the students. Class parties shall be as simple (i.e. drinks and cookies) as possible. Parties should last no more than 30 minutes and be scheduled at the end of the day. Please remember that no food items may be given to students until one hour after the last class is served in the cafeteria. No food or drinks are permitted on carpeted areas. Teachers may have a party for Halloween, Winter Holiday, Valentine's Day, and end of the year celebration. Any other parties will need permission from an administrator.

### **"RECESS BEFORE LUNCH" PROGRAM**

CENES participates in a program titled "Recess Before Lunch." Each classroom will be scheduled a 25-minute recess time before lunch. Please refer to the schedule and guidelines provided during pre-planning week.

### **TEXTBOOKS**

Textbooks are to be checked out to the students. Students are permitted to take all textbooks home. Each student is responsible for all textbooks issued to him/her. Contact the assistant principal when a student has lost or damaged a book.

#### THANK-YOU LETTERS

When the school has special programs or visiting speakers, it is nice to send these individuals or groups thank-you letters. These may be from either you and/or your students. If you need large envelopes for this, ask the secretary. Postage for thank-you letters will be paid for by the office.

#### TRANSPORTATION

In the morning, if students arrive with notes from parents requesting transportation changes, send them to the office IMMEDIATELY. In the afternoon, it is important that students get on the correct bus. Please keep a list with each student's bus numbers and carry it with you when escorting students to the bus loading area. If a child has a bus change, be sure he/she takes it with him/her. Unless you receive a bus change from the office or a note from the parents stating that they will pick their child up, a student who regularly rides the bus home will do so every day.

Parents who come for children during school hours are to check them out through the office. No teacher is to excuse a child directly to the parent.

It is the district policy that buses may not be used as free transportation for children to visit one another, attend meetings, or any non-emergency situation.

#### VOLUNTEERS

Centennial Elementary has an active volunteer program. We have individuals who will devote countless hours to clerical, tutorial and recreational activities for the students and teachers. In addition, we have resource people available to teachers who can supplement a special theme with first hand experiences provided through lecture, multimedia, entertainment, etc. If you are interested in having some volunteer assistance, contact our volunteer coordinator.

Employees will attend an in-service given by our volunteer coordinator where guidelines and policies dealing with the use of volunteers in Pasco County Schools will be explained. Please remember that all adult and CENMS student volunteers are to sign in on the computer check-in system located in the front office before reporting to any volunteer activities. Name badges are to be worn while on campus at all times. The use of volunteers is encouraged at CENES, however, they must go through a registration and approval process as determined by the District School Board of Pasco County each school year. For liability reasons, do not allow anyone to volunteer in your room until they have received approval through the volunteer office.

#### PROFESSIONAL RESPONSIBILITIES

##### ATTENDANCE (FACULTY/STAFF)

Instructional employees are to call "Sub Central" at (813) 345-5094, when they anticipate a vacancy for illness or personal reasons. If you are going to be absent again on the second day, please call the

office by 3:00 p.m. so we can try to get the same substitute. Employees are requested to call in as soon as they are aware of an absence since the system calls for the entire district. The majority of non-instructional personnel are now included in "Sub Central." We ask that they continue to notify the office of all absences. Michele LaRose will call in absences due to in-services/training. It is recommended that employees follow up with her to ensure that she is aware of the need for a substitute for an in-service.

If you wish to take a personal leave day, check "Personal leave" on the leave request form and submit it to Cindy, who will then forward it to Michele. Consult the Master Teacher or SRP Contract for legitimate uses of personal leave, as there are specific guidelines related to this.

Please make every effort to schedule medical appointments after work hours. However, the SRP and Master Teacher Contracts do provide leave for absences in one-hour units during non-student contact time or in half-day units. Refer to your contract for details.

Please do not ask anyone to substitute for you. This is the responsibility of the administration and/or Michele. Feel free, however, to request from Michele certain individuals to serve as your substitute when you are going to be absent due to a training/training.

All employees who have been absent for any reason, will receive a computer-generated absence form. Please sign and return it to Laura. If you become ill during the school day, or need to be absent for any other reason, please notify an administrator.

Please do not leave campus during working hours without permission from the principal or assistant principal. This is for your own safety (re: insurance). Non-instructional staff members, by contract, are permitted to leave the worksite during their lunch period, and should sign out and in.

#### CALENDAR OF EVENTS

All special events such as speakers, field trips, special programs, etc. should be placed on the Master Calendar of Events maintained by Michele LaRose. Fill out an activities request form so the office, cafeteria, media, and custodial departments are aware of your teams' needs. It is always helpful to know when various teams are providing these special events so that administrators do not schedule conflicting events. Staff members are expected to check the iCal at least daily for updates/changes.

#### CHILD ABUSE REPORTING

It is the responsibility of any staff member to report suspected child abuse. Call 1-800-96-ABUSE to report it. If you have questions or concerns, feel free to talk with our guidance counselors, social worker, or administration.

#### CHILDREN OF STAFF MEMBERS

The primary use of your time before students arrive is for planning, conferencing, and meetings. Children of staff members are to remain in their parents' rooms. They are not allowed to roam the



halls or play on recess equipment, attend meetings, and should report to their parents' rooms immediately after school. For those students coming to us from the middle/high school at the end of their school day, they are to be active volunteers in classrooms other than those where their parents are working. On planning days, alternate childcare arrangements should be made.

#### CODE OF ETHICS

Staff behavior should be above reproach at all times. Discussion of individual students should involve appropriate staff members and/or guardians and should be of an educational nature. Refer to your Code of Ethics training.

#### INJURIES/ACCIDENTS (STAFF)

All faculty/staff illnesses or injuries in the line of duty should be reported to the principal AS SOON AS POSSIBLE. Such injury or illness is to be reported to workmen's compensation and the superintendent's office within 24 hours of such notice.

#### COMMITTEES

Committees will be established, as needed, for the purpose of conducting school business and implementing programs and procedures. Staff members will select the committee on which they will serve and either be elected to chair the committees by vote or selected to chair the committees by an administrator. Participation and cooperation are vital to the committees' success.

#### COPY MACHINES

The copy machine is located in the media center workroom. All employees will be issued an ID number. Everyone is asked to evaluate what is being copied, number of copies being made, the necessity of what is being copied, and if there is another way to present the information without using the copy machines. Overage on our copying machines is a major expense from our school budget! If a problem arises, the appropriate team leader/facilitator will be notified.

#### CUMULATIVE RECORD FOLDER

A cumulative record is kept on each child enrolled in school. These records are filed by alphabetical order and kept in the guidance office vault. Any time a teacher needs a class set of cums, please request them from the guidance secretary. She will sign them out to you. Cums must be returned to the cum drawers at the end of every day unless prior arrangements have been made with an administrator.

Teachers are encouraged to review the cum during the first few weeks of school. If any information is found in a folder that could be detrimental to a student, is unnecessary, is of questionable nature, or addresses a past E.S.E. placement, you are to immediately take the folder to the assistant principal. Any parents who wish to review their child's cum should be referred to an administrator.

At the end of each school year, each teacher will receive directions from the Guidance department pertaining to the procedures for closing out the cum folders for the children in their classrooms. Everyone is asked to follow these procedures carefully.

All information related to the student will be written in ink on the cumulative record. You will be notified by the guidance office when a student's records arrive from his/her previously attended school.

## DRESS AND DEMEANOR

School Board Policy states "employees will dress in a manner that will add dignity to the educational profession." Attire is the most powerful image a professional can project to the public.

You are a professional and your appearance should reflect the atmosphere and character of the school. It is difficult to gain the respect of students and school patrons if we dress in a casual and unprofessional way. Dress as a professional and you will be treated as a professional. Please exercise sound, professional judgment when determining what is considered "appropriate". If you have any doubts about dress, it is probably not appropriate.

Professional appearance guidelines will be developed for each of the following kinds of workdays or activities:

Regular school days

Special activity or occasion days (field days, spirit week)

Planning Days

Field Trips

Parent Orientation/Meeting Days

Specialized Teaching Assignments That Require Modifications

(i.e.. agricultural, P.E., low incidence ESE programs)

The days designated as school spirit days will be Fridays and appropriate attire will be jeans with a collared school shirt. Any special events that warrant special attire will be announced accordingly by the administration.

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

### Appropriate Appearance for District Office Meetings/Trainings

Professional appearance is expected. Some examples include:

#### ACCEPTABLE

- \*Business Casual Attire
- \*Capri-pants (mid- calf or longer)
  
- \*Business Slacks/Skirt
- \*Business Shoes
- \*Business tops/Shirts with collars
- \*Dress shirts/Sweaters

#### NOT ACCEPTABLE

- \*Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear.
- \*Jean capri-pants
- \*Any clothing that has words, terms, or pictures that may be offensive to others.
- \*Jeans/Sweatpants/Exercise pants/Shorts
- \*Flip-Flops/Athletic shoes
- \*Tee shirts/Tank tops/Halter tops/Bare midriff or bare shoulders tops/Shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans

\*Head covers worn for religious purposes or to honor cultural traditions.      \*Hats of any other type

Language used by all personnel should be beyond reproach. Profanity, mild or otherwise, is not to be used on campus at any time.

The use of diplomacy and tact when dealing with the public is necessary. A professional and positive approach to parents can only heighten the public's opinion of our school and staff.

## EVALUATIONS

Instructional Personnel will conference with their supervising administrator for the purpose of goal setting, improving job performance and keeping lines of communication open. A "Deliberate Practice" will be developed by each instructional person with the assistance of the supervising administrator. Instructional personnel are evaluated at least once a year using the standard form established by the District School Board of Pasco County. A copy of this form is distributed for your information.

School Related Personnel will conference with their supervising administrator for the purpose of improving job performance and keeping the lines of communication open. SRP are evaluated at least once a year using the standard form established by the District School Board of Pasco County. A copy of this form is distributed for your information.

## FACULTY/STAFF MEETINGS

These meetings will normally be held on the first Friday of every month. All employees are expected to attend all meetings and sign in. If you are absent from a faculty meeting, you are responsible for contacting your team leader or an administrator regarding the contents of the meeting.

The weekly morning schedule is:

Monday/Tuesday/Wednesday – K-5 Collaboration Planning sessions

Thursday – SBIT (Tier 2 & 3; discussion of individual students)

Friday – Faculty meeting/ 2nd – SAC meeting

## INSERVICES

The Instructional Master Contract states that part of the K-12 Reading Plan's state criteria requires all teachers to meet weekly in teams comprised of teachers from core subject areas, reading teachers, and various other support personnel. These problem-solving teams will work on the following, but are not limited to:

examining and utilizing data to identify student needs,  
developing materials, lessons, and strategies to improve student reading performance,  
planning for classroom activities that support reading improvement,  
conducting reading-related research,  
implementing delivery models,  
obtaining/providing peer coaching,  
reviewing implementation strategies and evaluating impact on student achievement, and  
conducting follow-up activities.

Weekly meetings will be designed for all teachers to meet the needs of their students. Weekly meetings may vary in length but should not be required to exceed 40 minutes. Teams will have the flexibility to schedule their meetings during planning time within the student day or scheduled work time before or after the student day, contingent upon principal approval. With the consent of the principal, teams may alter the length of meetings or restructure their work schedules to accommodate meeting times or to provide additional staff development opportunities.

Florida law requires that districts provide in-service to their employees because teachers are required to re-certify every five years. If you have any special needs regarding in-service, contact Cindy or Heather.

### LESSON PLANS

Lesson plans will be written on your choice of lesson plan forms. Weekly lesson plans are to be submitted to Jess by 10:00 each Monday morning. Plans should include time frames and with the PE requirements, be sure your structured PE times have activities listed, as this is a state-auditable item. Each teacher is to have a substitute packet available. All members of your team are to know where this is located. A daily schedule, the time of your special classes (P.E., Media, Music, Guidance, and Art), and lunch should be included in your substitute plans. A seating chart and other materials that a substitute may find helpful should also be included. Special area people are to have this packet in the front of their lesson plan book. The substitute packet will be used for one day only.

All films, filmstrips, slides and VCR tapes MUST be listed in your lesson plans, and should occur no more than once a week. Subject areas listed in the Student Progression Plan must be covered in lesson plans. Remember that well-planned lessons with clear objectives prevent or reduce many discipline problems. In addition, all plans should reflect the current, prescribed Pasco County and Centennial Elementary curriculum for that subject.

### LOCATION OF INFORMATION

Copies of district manuals (i.e., District School Board Policy, District School Board Salary Schedule, Florida School Law, Administrative Rules, Pasco County Job Descriptions) can be found in the front office. Centennial Elementary School Budget can be found in the Bookkeeper's office. In addition, county and state procedures manuals, as well as reference and research materials, are also available through the principal or assistant principal.

### LOUNGE

Faculty and staff are encouraged to eat in the lounge. If an employee wishes to eat in his/her work area, all utensils and trash are to be disposed of properly in the cafeteria. Please remember that all personal dishes should be washed and put away after their use. The cafeteria workers are quite pushed in the afternoons to finish their work. Please keep the lounge clean!

Please do not leave food in the refrigerator for more than two days, and remove all food on Friday afternoons as the refrigerator will be emptied then. Parent conferences should not be conducted there, and children, including staff's children, should not be in the lounge. Please be mindful of confidential discussions as we often have visitors eating in our lounge.

## MAILBOXES (Physical and Email)

Physical mailboxes (in the office) should be checked at least two times each day, morning and afternoon. Personal mail should be sent to your home address. Please do not use these boxes for storage. Neither students nor volunteers should be collecting mail for you because of possible confidential parent/student information. Computer email and the school iCal should be checked at least twice a day for pertinent information.

## MEDIA CENTER

According to Information Power published by the American Library Association and the Association for Educational Communication and Technology, the mission of the school library media program is "to ensure that students and staff are effective users of ideas and information. This mission is accomplished:

- by providing intellectual and physical access to materials in all formats
- by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas
- by working with other educators to design learning strategies to meet the needs of individual students."

Students may check out materials for two weeks. Notices will be sent out on a weekly basis for all overdue materials. Films and videos may be ordered from the DIMC through the media center. Please check with the media technology assistant as to the booking schedule.

Requests for repair and maintenance of materials and equipment, including technology requests, should be presented in writing. The usage of our in-house e-mail system is preferred for these requests.

Copyright procedures pertain to the utilization of video, print, audiovisual, and computer materials for education. The use of all media materials falls within the confines of the copyright law. Each type of material has restrictions as to the educational use. Here are some basic guidelines:

- Limited off-air video recording may be done for educational use. This must be done within the school or DIMC, not at home. School video club memberships are not allowed nor are personally owned or rented videos to be brought in to show in the classroom.
- Copyright printed materials for educational use are limited. Read the copyright statement within each item.
- Copying computer software is also prohibited by copyright law. Software from home is not permitted. (This can often bring viruses into school hardware.) The entire policy of copyright is located in the District Policy Handbook, section EGAA, pages 1-9.

## NOTICES SENT HOME

It is an excellent policy to communicate with parents through daily, weekly, monthly or quarterly issued notes. Parents want to feel a partnership with you. Therefore, please use clear, concise language in your parent notes, and above all, use perfect grammar and spelling! **All classroom**

**newsletters/memos need to be proofed by an administrator before sending home** and a final copy should be placed in the principal's mailbox. A copy of any flyer containing information about field trips, etc. should also be given to Michele LaRose. Parents often call the front office for clarification on teacher letters. The quality of the print on all papers sent home with students must be clean and easily readable.

## PARENT CONFERENCES

A parent-teacher conference may be held during planning time or on teacher planning days, if desired. If any teacher desires the assistance of an administrator or special area teacher during any conference please ask. The teacher should alert the person in advance to prevent a conflict.

Forms are available on NCR paper and should be used for all parent conferences. Please use this form to note all "informal" conferences, too. Telephone conferences, doorway communications, and "car" conferences may be the only contact you have with a parent that year. One copy is for the teacher and one for the parent. Use good professional judgment in writing these. File all forms in the student's cum at the end of the year or when a child withdraws.

Please keep a conference log for the year, including invites not attended. These will be collected by administrators with report cards each quarter.

## PORTFOLIOS

Portfolios are part of the cumulative record. They are to be maintained on every student. This is considered to be the official reading, writing, and math record for the student and must be accurate and current. It should include a representative and adequate sample of the student's dated work in all subject areas. Nothing substantiates grades earned like living proof. Nothing makes children more proud than to have their finest work displayed by the teacher.

## PRAISE

Do you know of a teacher, student, staff member, or volunteer who deserves special recognition? If so, please fill out a "Cyclone Claps" form in the front office.

## PROGRESS REPORTS

Progress reports are sent home with every child midway through the nine weeks reporting period. Progress Reports should be sent home on the following dates:

September 20	November 20
February 7	April 30

In addition to the above-mentioned dates, parents should be notified any time that a student's marks are in jeopardy. A "U" on a report card should never be a surprise to a parent. Make sure they have been properly notified, in advance, of their child's struggles.

## PUBLICITY

Nothing makes our school district look better than good press coverage. Students and parents love to read about themselves or their loved ones. If you have something news worthy, please submit it to

our Media Liaison, who will be selected during preplanning. This person will be responsible for getting it into the local newspapers. So much of what you do everyday is newsworthy. Fill us in, too!!!!

## REGISTRATION DURING THE YEAR

Students will initially be placed in homerooms heterogeneously and according to numbers unless a specific written request to separate students has been made to the principal by the parent or the previous year's teacher.

All new students will be assigned to a homeroom by the office. The new student will come to the classroom with a student admittance slip. You are to file the copy of the admittance slip in your desk.

We will give every new student a packet of information. You should review this packet with your student on their first day of attendance at CENES. Your rules and procedures should be sent home with new students throughout the school year. Please do everything you can to be sure this gets home with the student! You may also have to collect and receipt money from the new student.

When the cumulative record arrives for the new student, you will be notified. This will be placed in the class cumulative record files. Review this record as soon as possible.

## REPORT FORMS

The report form provides you an opportunity to report honestly and accurately how a child is progressing. Individual growth is the basis for evaluation rather than comparison with others. With accountability becoming more important, it behooves you to assign marks as accurately as possible. Marks should honestly reflect the ability and progress of the student. They can be a motivating factor for the student, and they can also be negative reinforcement. Students should always understand why they earn the marks they receive.

Art, Music, and PE will be marked E, S, N, or U for all primary and intermediate areas.

All primary areas (grades K, 1, 2) will be marked E, S, N, U or NA. Social Growth/Behavior, Work Habits and Motor Development areas will be marked S, N, or U. A plus or minus will not be added to any grade.

E = Excellent

S = Successful

N = Needs Assistance

U = Well Below Expectation

NA = Not Assessed at this Time

All intermediate areas (grades 3, 4, 5) will be marked A, B, C, D, U, or NA. Social Growth/Behavior and Work Habits areas will be marked S, N, or U. A plus or minus will not be added to any grade. As stated in the Student Progression Plan, "The pupil's best interests will be served if the individual's growth is the basis for evaluation, rather than comparison with others. Teachers should adhere to the descriptors defined in *A Teacher's Guide to the Elementary Reporting System* when determining grades."

A = Well Above Expectation    S = Successful  
B = Above Expectation        N = Needs Assistance  
C = Adequate Progress        U = Well Below Expectation  
D = Below Expectation        NA = Not Assessed at this time

A parent must be notified in writing during a reporting period when it is apparent that the student is doing unsatisfactory work. No student shall receive an unsatisfactory grade unless the parent/guardian has been notified (Student Progression Plan).

If a student receives an "N" or "U" in Behavioral areas or Special areas please indicate reason(s) in the comment box.

Remember that the student report form is one of the major documents used to substantiate promotion, retention, summer school, administrative placements, etc. Honor all parent requests to discuss report forms, and use the comments section on the report form to your advantage.

Art, Music, and Physical Education teachers will enter grades on eSembler for their class rosters.

Some important information regarding report forms is as follows:

#### Attendance Information

1st nine weeks-44 days

2nd nine weeks-40 days

3rd nine weeks-46 days

4th nine weeks-50 days

TOTAL = 180 school days for students

Grade books and portfolios should be kept by all teachers with accurate marks and examples for daily work, as well as test scores. Grade books will be collected at the end of the school year for accountability purposes.

Report cards are to be entered on eSembler on or before the following dates:

October 24; January 9; March 27; May 29

Report cards are to be sent home on the following dates:

October 28; January 13; March 31; June 3

#### ROOMS/20 PERCENT RULE

Do not use carpet tape, masking tape, cellophane tape, nails, pushpins, staples, straight pins, or thumb tacks on the walls or doors. Hot glue can be used on brick walls, but will remove the paint from the cement walls. Tape really does take the paint off of walls and doors. Please do not put tape on the carpet. Each day your students should assist you in cleaning your room. Removing staples,



crayons, large pieces of paper, etc. from the floor saves custodial time and money. Also, please be sure to have your students stack their chairs. Children are NOT to eat in the classrooms. As all of our classrooms have new carpeting, all food will be consumed on tile flooring or outside of the classroom. Please notify our custodial staff of all spills immediately. It is much easier to get a stain out of carpeting when it is new rather than when it has had time to set.

Effective the 2001-2002 school year, the District School Board of Pasco County has been enforcing the "20 Percent Rule" in regards to regulations related to the amount of paper one can place on classrooms walls. The regulation as cited in Section 14.7.3.3 of the Life Safety Code Handbook 2000 states, "Artwork and teaching materials shall be permitted to be attached directly to the walls and shall not exceed 20 percent of the wall area." Teachers are required to comply with these guidelines:

Maps on rollers which are rolled up when not in use do not contribute to the 20 percent limit. Windows of entrance/exit doors must be free of any painted designs or murals, paper, or other material.

Emergency exit windows must be free of any painted designs or murals, paper, or other material. (Not all classrooms have such windows.)

Exit signs must be visible from all directions.

Emergency lights must be free of any obstruction.

Vision through windows in exit/entrance doors must be unobstructed. If there is not a window in the door, then the window (door panel) beside the door must be unobstructed.

A bulletin board covered with paper/material contributes to the 20 percent limit.

Any paint must be district approved. (The warehouse carries district-approved paint.) Before applying paint to any school property, permission must be obtained from the school principal.

#### SCHOOL ADVISORY COUNCIL

This is a committee whose task is to serve in an advisory capacity to the school principal and to assist in the development of the educational program and in the preparation and evaluation of the "School Improvement Plan" required pursuant to Section 230.23(18), Florida Statutes. Information regarding participation and elections will be distributed during preplanning week.

#### SIGNING IN/OUT

All personnel, itinerant or regular, are expected to sign in and out in the front office each day they are present. Please sign in and out only for yourself. Please use only ink pens on sign in/out sheets. All employees are to total their hours and sign their name at the end of the two week period to certify hours. Our sign-in sheets are audited so be very accurate.

All school personnel must **sign in** and **sign out daily** in the front office. **You should sign in and out for the actual hours worked. SRP are only permitted to work their assigned hours, any additional hours must be pre-approved by administration.** Those who need to leave the school grounds during school hours for any reason must check out personally with the administration and complete a "Sleep In - Slip Out" form. When permission is granted, the employee is to sign out indicating the time he/she is leaving the campus. If the employee returns to school that same day, he/she should sign in again.

## SOLICITORS, SALESMEN AND VISITORS

Solicitors and salesmen are not permitted in the building during school hours without having permission from the principal. No visitors are allowed except authorized teachers, visiting administrators, approved parents, or student teachers. Students are not allowed visitors. All visitors, parents, volunteers and others must check in at the front office using our computerized check-in system.

Everyone on campus will wear an ID badge or visitor sticker. If someone is witnessed on campus without identification, please approach and direct him or her to the office. If you are concerned about approaching the individual, please contact the office and we will intervene. Parents observing in classrooms will be limited to 30 minutes and require prior teacher approval.

## SUBSTITUTE PLANS

A teacher must leave the following materials on his/her desktop, or send them to school prior to the start of the school day:

Lesson plans

Teacher's and students' current schedules (lunch, P.E., Media, Art, Music, Guidance, Language Arts, Math, and Content Areas as well as when students leave for SLD, Speech, etc.).

Procedure for handling lunch money and attendance reports.

Seating charts, class rolls, nametags, medical issues, reading groups, and math groups should be readily visible.

The names of two reliable students who can give the substitute pertinent information.

Directions for fire, emergency, and severe weather drills have to be readily visible.

## SUPERVISION OF STUDENTS

Students are to be supervised at all times. If a teacher needs to leave his/her classroom for an emergency, please arrange coverage by an instructional assistant or another staff member. If no one on the team is available, call the office for assistance. When a child leaves the classroom (i.e., to go to the clinic), he/she is to be escorted by another student. If there is a possibility that one of the students might have to return to the class by him/herself, send two children with the child. All teachers are to be on time picking up their classes from PE/Music/Art, as the Specials teachers are unable to begin the next session if they have to wait for the previous staff member. Only in cases of emergency (i.e., lockdowns, severe weather, etc.) should students be permitted in the receiving area at the back of the cafeteria. (*Also see District School Board of Pasco County Policies 3213 and 4213.*)

## TEAM LEADERS/FACILITATORS

The position of team leader/facilitator is an allocated position compensated by a supplement as determined by school board policy and U.S.E.P. contract language. The responsibilities of the team leader are determined by local administrators, subject to board policy and accepted practices.

The team leader/facilitator shall be a person who has been appointed by the principal with consideration given to the team's preference. Team leaders are appointed for one year.

The team leader/facilitator shall be the curriculum leader of the team and possess a sound understanding of the curriculum in general. The team leader/facilitator shall also be the liaison between the faculty and administration to provide for the most efficient operation of this facility.

#### TEAM MEETINGS

These meetings will be conducted by the team leader/facilitator for the purpose of planning your team's instructional, as well as, extracurricular activities. In order for a team to work effectively together, there must be consistent and active communication. All teachers are expected to attend all meetings called by the team leader/facilitator. Minutes of team meetings will be turned in to the principal within one week of each meeting.

#### TECHNOLOGY

The goal of the technology department is to promote the effective use of technology to improve student performance. This can be accomplished by working with the teachers to develop lesson plans incorporating the use of technology in the form of software, computers, on-line resources, presentation station, scanner and digital cameras.

The technology department is responsible for setting up and maintaining the network, including the management of software and the upkeep of computer equipment.

#### TELEPHONES

Telephones are available for use in every room within our school. Only emergency or important school business calls should be made during student contact time. Cell phones are not to be used during student contact time, faculty/staff meetings and/or staff development sessions and must be set to silent mode during these times. Emergency calls should come through office, and you will be notified of the call immediately.

Long distance calls charged to the school should only be made from a front office phone. Only phone calls relating to school business may be charged to the school telephone number. If it is necessary for you to make a personal long distance call you must have the call charged to your home phone, telephone credit card, or call collect.

Calls within Pasco County may be placed from any CENES phone and are to be done by picking up the phone and using the following code: 9, area code, telephone number

To call another school in the county or the district office, pick up the phone and simply dial the "4" or "6" + the 4 digit extension number.

*BOOKKEEPING (Please see the "Bookkeeping Reminders" section in your Information Manual for additional information and quick references.)*

#### COCA-COLA

As of the 2009-2010 school year reimbursements for soda products can only be issued for Coca-Cola products. Please check with the Bookkeeper if you have any doubts before purchasing such products for reimbursements. No other soda products may be used, promotional or otherwise, i.e. Pepsi.

## COLLECTION OF MONEY

Always fill out a Report of Monies Collected Form making sure to fill in the blank for "Source of Collection". This includes supply fees, lost textbook fees, field trip money, etc. List each student from whom money was received, and the amount of money received. List only one type of money on each report, and total it. This must be completed and signed in ink.

Turn in to Laura: the white and yellow copies of the Report of Monies Collected Form and the cash/checks to be deposited. Keep the pink copy for your records. The yellow copy will be returned with a receipt for moneys. Please batch all checks together. Please batch all cash together. All money must be turned in to the bookkeeper by 11:00 a.m. on the day received. Do not leave money in classrooms overnight!!!

The following procedure should be followed when submitting an order to a book club:

Checks or money orders are to be made out to the book club, not to Centennial Elementary School.

No currency should be accepted.

No cash is to be kept in your classroom overnight.

## FIELD TRIPS

Field trips involving more than one-half day, out-of-county trips, and all overnight trips must be approved by the superintendent. Plans must be submitted in writing and must be approved by the superintendent before they are publicly announced. The plan must meet the following requirements: The trip must be shown to have an educational value.

An activities request form must be completed, a minimum of four (4) weeks in advance.

It must provide for at least one adult chaperone (non student) per each ten students.

It must designate one professional employee of the School Board to have full responsibility for the conduct of the trip. This person will be responsible to see that all students are supervised at all times.

This coordinator will also be responsible for picking up the payment check from the bookkeeper. All team leaders going on the field trip are to check with the Clinic Assistant to make arrangements for any medications needed for the children going on the trip.

It shall contain a detailed description of all financial arrangements between teacher-sponsor and any organization or individual that is compensating such person for services performed or reimbursing such person for expenses incurred in connection with such field trip.

Please be aware of the following statement placed in our student handbook: "In any situation where the Department of Homeland Security issues a "Red Alert Status", the Pasco County School District will take the necessary steps to ensure the safety of its students and faculty including the cancellation of scheduled field trips and school events. Should this trip or event be canceled as a result of a "Red Alert Status," the District cannot guarantee any moneys (including deposits) will be refunded by the vendor(s) associated with this transaction. Therefore, students, parents, guardians, etc., are hereby cautioned and advised that the District will not be liable for any reimbursements associated with this event that are not refunded by the vendor(s) and returned to The District."

Upon approval from administration for each field trip, the contact person is to follow-up with the bookkeeper to discuss funding and transportation procedures. Contact is to be made with the cafeteria manager immediately, too! The cafeteria must have two weeks notice to order food for bag lunches and preparation time for these lunches. Remember all free and reduced lunch students need to be offered a school lunch for field trips.

## INTERNAL ACCOUNTS

These are the moneys collected for Centennial Elementary School that are not provided through the school district. Money from the supply fee, pictures, recycling, school store, snack machine, Coke machine, etc. comprise the various accounts. The internal accounts are under the jurisdiction of the principal. Recommendations concerning the appropriation of these moneys are welcomed.

## ORDERING MATERIALS

All orders for supplies must be submitted to Laura Mickler from the Team Leader/Facilitator. (Individual orders need to be merged into one order by the Team Leader/Facilitator before turning in).

For information about our district's warehouse catalog and ordering, please refer to your Information Manual distributed during planning week. The "bookkeeping reminders section" gives specific directions for checking availability and pricing of items.

Purchase orders will not be considered open until:

1. Forms are completely filled out (except for date and P.O. number.)
2. Forms have been signed by both the teacher and the team leader/facilitator.
3. Bookkeeper has the P.O. signed by the principal and assigns the P.O. number and date.
4. If the P.O. is for a reimbursement, the white copy will be put in your box to indicate that it is opened. **Do not shop until you receive the white P.O. in your box.** Attach your signed receipt(s) to this white copy when turning in for reimbursement. **Receipts can only contain purchases made for reimbursement.**
5. Reimbursements/Invoices **will not be paid** if the dates on the receipt(s) precede the date on the P.O. and/or the receipt contains personal items.
6. Reimbursements are not allowed for items purchased that could/should have been ordered through the warehouse or bid vendors.

Ordering choices:

- If the item is available through the district warehouse catalog, you must purchase from the warehouse.
- If the item is not available through the warehouse catalog, check the vendor list for the correct vendor. (Office Supply Vendor; Classroom Supply Vendor; Art Supply Vendor etc.)
- If the item you wish to order is not available from either of these sources, you are free to order from the vendor of your choice (with a note on the order: "Not available through bid vendor".)

## PAYROLL CHECKS

You may pick up your checks after 11:00 a.m. in Laura's office. We can only release your check to you unless we have a written note authorizing someone else to pick it up. No students can pick up checks.

#### PETTY CASH REIMBURSEMENTS

From time to time we need to purchase items that are needed immediately for our students. Such items include food, special awards, unique learning games, etc. You can purchase these if you obtain prior permission on a purchase order form from the principal. Anything you purchase for the school without prior approval will not be reimbursed to you. Purchases not allowed using this means (without a statement of justification from the teacher and the principal) would be anything that could or should have been ordered through the warehouse or a bid vendor. A district tax-exempt certificate is available from the bookkeeper. Some businesses will honor these forms - however some businesses will not honor these forms without a purchase order in hand. In the event that tax has to be paid for the purchase - your reimbursement will not include the tax paid. The tax-exempt certificate and the receipt (signed) should be turned into Laura Mickler in order to receive reimbursement. Reimbursements will be made on a monthly basis.

#### CAFETERIA & CUSTODIAL

#### SCHOOL FOOD AND NUTRITION SERVICES PROGRAM

All CENES students are eligible for a free school breakfast. Breakfast for the adults will cost \$1.60.

Pupils may purchase a school lunch or bring a lunch from home. Costs for meals are:

Student lunch:	\$2.00	Adult lunch:	\$3.50
Reduced breakfast:	\$0.30	Milk:	\$.40
Reduced lunch:	\$0.40		

On the first school morning of the week, students buying meals for the week or month will give their money to the School Food and Nutrition Services Manager. Pupils should be encouraged to pay in advance, and checks should be made payable to the school for the exact amount.

Students buying meals one day at a time should pay as they go through the line.

Teachers in the lower grades may want to collect lunch money daily for safekeeping. This would be returned to the students just before lunchtime. It often prevents losses or tempting another student to take someone else's lunch money.

The following procedures are in place for students needing to borrow lunch money.

Students who need a lunch charge will go the cafeteria, get their lunch and give their name to the person at the cash register.

Students who are reimbursing a lunch charge will pay in the cafeteria in the mornings only.

Letters to parents regarding lunch will be sent to the classroom by Cyclone Alert at the end of each day.

Rules governing the cafeteria should be stressed to students and are as follows:

Students are to use the restroom facilities before or after lunch.

Students are to enter and leave the cafeteria in one line.

Students are to sit at tables assigned to their class. Remind students that they are not to exchange any food.

Once a student is seated, he/she must raise his/her hand and be acknowledged by one of the people supervising the lunchroom before leaving his/her seat for any reason.

Talking is to be at a whisper and only to persons sitting at the same table.

Each teacher is to assign the following cafeteria jobs: 2 sweepers, 1 milk monitor, and 1 tray stacker.

Any student or parent requesting either free or reduced meals must complete the necessary application. Information regarding this form will be sent home at the beginning of the year, but one can be requested from the cafeteria at any time during the year. After the form is turned in to the office, the parents will be notified of approval or disapproval. If you have a student you feel is having difficulty with meal payment, please refer the problem to the Cafeteria Manager.

## CHEMICALS

All chemicals that may cause harm to humans must be stored away from childrens' direct access.

Any cleaning supplies and chemicals must be stored in a locked cabinet. We must have a MSDS form for chemicals not purchased by the school.

## MAINTENANCE REQUESTS

If a small repair job is needed in your area or if you need custodial assistance, there are Custodial/Maintenance Request forms for the plant manager that can be accessed. Please fill out the date, your name, your area, classroom #, and the job request on the form. All requests should be submitted by the team leader/facilitator to the principal. You will be helped as soon as possible.

## STORAGE

Storage rooms should be kept neat and clean. Electrical panels must be free and clear of any materials for accessibility by emergency crews and Fire Marshall inspections. No flammable substances can be stored in storage rooms.

## EMERGENCY PROCEDURES

### EMERGENCY FLIP CHART

You will receive an "Emergency Flip Chart" that will contain procedures for the following occurrences:

- High Risk Dismissal
- Bomb Threat
- Fire Evacuation
- Tornado
- Secured School Procedures

All personnel are to be familiar with these procedures. The flip charts are to be stored above the clock in your classroom/work area. We need this flip chart in a universal location so that a substitute/guest teacher will know where it is and can have access to it when the need arises. Please refer to this in your Substitute Plans. We will have practice "emergency drills" throughout the year. Please instruct students of these various procedures the first week of school and review throughout the year. Team Leaders/Facilitators are asked to review these procedures with substitutes. Team leaders/facilitators will be responsible for locking doors of rooms with substitutes.

## ADDENDA

### **ELECTRONIC NETWORK USE GUIDELINES FOR EMPLOYEES**

It is a general policy that Pasco network facilities (i.e., computers, electronic mail, conferences, bulletin boards, data bases, and access to the Internet), referred to as "the network", are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the District School Board of Pasco County. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District School Board of Pasco County views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District School Board of Pasco County supports those which will enhance the research and inquiry of the learner with directed guidance from faculty and staff.

This communication network is coordinated through a complex association of international governmental agencies. The smooth operation of the network requires that users adhere to certain guidelines. Each user accepts the responsibility to adhere to these guidelines.

With these concerns in mind, the following guidelines have been established for all users of the network. Failure to follow these guidelines may result in the loss of access to the network or other disciplinary action.

#### **Acceptable Uses of the Network**

- all activities which support learning and teaching in Pasco County Schools
- all activities which are related to employee job functions
- users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic, conferences, bulletin boards, data bases, and access to the Internet.

#### **Examples of Unacceptable Uses of the Network**



- using impolite, abusive, or objectionable language
- using the network in ways that violate federal, state, or local laws
- activities which cause congestion of the network or otherwise interfere with the work of others
- using the network for commercial purposes or financial gain
- sending or receiving copyrighted materials without permission
- using the network for sending or retrieving obscene materials
- circumventing security and/or authentication measures
- unauthorized access to another's resources, programs, or data
- vandalizing network resources, including the uploading or creation of computer virus
- falsifying one's identity to others while using the network
- installation of unauthorized software on the computer networks
- use of network resources to commit forgery, or to create a forged instrument

### **Classroom Accounts**

- Sponsors of classroom accounts are responsible for teaching proper techniques and standards for accessing and using the network.
- Supervision of student use is the responsibility of the teacher or other adult account holder allowing student access and must address both acceptable and unacceptable uses of the network.

### **Conference Moderators**

- Conference moderators are responsible for monitoring the content of posted messages.

### **Network Management**

- The network management accepts no responsibility for harm caused directly or indirectly by use of the network.

### **Public Information**

Electronic communications should never be considered completely private. The District School Board of Pasco County is subject to Florida Statutes regarding public information access. As such, all electronic messages are a matter of public record.

### **ELECTRONIC NETWORK USE GUIDELINES FOR STUDENTS**

The following guidelines were distributed in the student's registration folders. There is a section at the bottom for each parent to sign giving his or her permission for usage of the Internet. Teachers should maintain this form.

"General Guidelines: The use of a network account is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials. A student's activities while using the network in this school must be in support of education and research, and consistent with the educational objectives of the District School Board of Pasco County. In addition, a student accessing the network from a school site is responsible for all online activities which take place through the use of his or her account. When using another organization's network or computing resources to and/or on the Internet, the student must comply with the rules appropriate for that network.

## Acceptable Uses of the Network

- all activities which support learning and teaching in Pasco County Schools
- users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic, conferences, bulletin boards, data bases, and access to the Internet.

## Examples of Unacceptable Uses of the Network

- using impolite, abusive, or objectionable language;
- using the network in ways that violate federal, state, or local laws;
- activities which cause congestion of the network or otherwise interfere with the work of others;
- using the network for commercial purposes or financial gain:
- sending or receiving copyrighted materials without permission:
- using the network for sending or retrieving obscene materials;
- circumventing security and/or authentication measures;
- unauthorized access to another's resources, programs, or data;
- vandalizing network resources, including the uploading or creation of computer viruses;
- falsifying one's identity to others while using the network;
- installation of unauthorized software on the computer networks;
- use of network resources to commit forgery, or to create a forged instrument.

## Public Information

Electronic communications should never be considered completely private. The District School Board of Pasco County is subject to Florida Statutes regarding public information access. As such, all electronic messages are a matter of public record."