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## **I. GENERAL INFORMATION**

### **VISION STATEMENT**

Pasco's Vision: To create a community which works together so all Pasco County students will reach their highest potential.

### **MISSION STATEMENT**

Sand Pine Elementary School will create a safe, respectful, standards-driven environment where all actions are designed to have an impact on learning.

### **CORE VALUES**

In order to advance us toward an exemplary school, we will:

- Make decisions based on what is best for each individual child (e.g., social-emotional, physical, academic).
- Create a positive environment for our school community.
- Work with an awareness that the needs of the whole child are met.
- Foster an environment that promotes professional collaboration of feelings, materials, ideas, thoughts, and positive feedback.
- Work with families and the community to positively impact student learning.
- Use a variety of data to tailor instruction, make school decisions, and meet student needs.
- Utilize various forms of communication to present clear information to students, staff, family and community.

## II. STUDENT PROCEDURES

### ATTENDANCE (STUDENTS)

It is the teacher's responsibility to take attendance on eSembler every day. The teacher is responsible for the accuracy of student attendance records.

*For First Day/Week of school:*

*A child who is on your attendance but doesn't show up should be coded with an "N". This should occur for the first ten days of school, or until he/she arrive.*

*For Regular daily attendance:*

- *Mark a "V" if the student is present.*
- *Mark a "U" if the student is absent.*
- *Mark a "T" if the student is tardy.*
- *If you receive a new student who has not yet been added to your eSembler list then write his/her name on a separate sheet of paper and turn into the data entry operator at the end of the day.*
- **NOTE: 'N' should not be used after the first 10 days of school.**

Teachers should encourage students and parents to use our attendance line. Parents may call this number 24 hours a 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 the guidance office.

### CAMPUS MOVEMENT

Students should not be roaming the campus or sent on an errand by themselves. Students need to be sent with a peer when leaving your classroom for any reason. This includes going to the clinic, office, and media center. It is the teacher's responsibility to monitor the time students are sent from his/her classroom.

### CLASSROOM MANAGEMENT

The first prerequisite to good teaching is constructive class discipline. Without constructive discipline, teaching and learning cannot take place. A teacher who expects and rewards responsible behavior at the very beginning of the school year is apt to avoid problems later. When mutual trust is established, effective discipline prevails.

Administration created the following four school-wide rules:

**S**how respect

**P**repare yourself for learning

**E**agerly follow directions and use class time wisely

**S**upport a safe learning environment

These rules will be posted in each classroom and in all student contact areas throughout campus. We will use these rules to keep students accountable for their behavior. During teacher planning week, teams will work together to create a team discipline plan that is aligned with our new school wide rules. All plans should include time-out in another team member's room

prior to sending them to the office. This will remind students of the authority of the teachers on the team.

For more information about effective Classroom Rules and Procedures, consult Design Questions 6 & 7 in **A Handbook for the Art and Science of Teachers** (Marzano, 2009).

### **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. 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. The health assistant will supervise necessary medication administration. Teachers should never administer medications of any kind.

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.  
Brought in by the parent giving the school permission to give the medication.

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, or health assistant. Teachers should encourage students to report accidents, however minor they may seem at the time. Teachers are not to treat serious 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. Do not release a student to an adult at your door unless the office has contacted you.

### **ESE EVALUATION REQUESTS**

All school personnel are obligated to respond to a parent who requests an evaluation because the parent believes his/her child may have a disability that requires an IEP or 504. School staff should ask the parent to put this request in writing and this should be shared immediately with the guidance department. Please note that we are obligated as a school to act on this verbal notice, even if the parent does not put the request in writing.

### **FOOD ALLERGIES**

Students with food allergies are to be put on a health plan developed by the School Nurse. It is the teacher's responsibility to monitor and implement the plan as directed.

## **IN SCHOOL STAFFING/SBIT MEETINGS**

This committee will make all decisions regarding psychological evaluations. This committee will consist of the Principal, Assistant Principal, Guidance Counselor, Psychologist, Social Worker, Nurse, ESE teacher(s), Speech/Language Pathologist, ICT Coach, Staffing & Compliance Teacher and classroom teacher(s). Never promise psychological evaluations to a parent (see ESE Evaluation Request section). In-School Staffings will be scheduled by the Guidance Department. All data requirements should be communicated to the appropriate personnel for the upcoming meetings in a timely manner.

## **PARTIES**

Birthdays are special days for students. Sand Pine's birthday policy is as follows: Students will have their names read on the news show and receive a birthday card and coupon for a free ice cream in the lunchroom. Parents of our kindergarten and first grade students may bring in store bought goods and drop them off in the main office. Our office staff will bring the items to your child's classroom. The goodies will be eaten after lunch so that instructional time is not taken away from our students. Birthday invitations can ONLY be distributed to students if every child in the classroom receives one.

Each class may have four (4) parties: fall, winter, Valentine's Day, and End-of-Year. Any other party will need permission from administration. As much as possible, holiday parties should last no more than 30 minutes and be scheduled at the end of the day. Food served at parties should not conflict with regular cafeteria meal distribution. For questions regarding food conflicts, consult with the Cafeteria Manager.

## **TEXTBOOKS**

Each student is responsible for all textbooks issued to them. Please record the book number and conduct book checks periodically throughout the year to determine if any are missing. Contact the Assistant Principal when a student has lost or damaged their book. Students will need to pay for the replacement of a lost or damaged textbook.

## **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 you or your students. If you need school stationery or large envelopes for this, ask the secretary. Please remember that spelling and grammar should be reviewed on all information leaving the school. *All letters on school letterhead will need administrative review and approval.*

## **TOYS/ANIMALS**

No live animals are to be brought to school without first getting permission from the Principal. Students are not to bring toys or expensive items (e.g., PSPs, iPods). If these toys are damaged or stolen, there is no way to repair or replace them.

## **TRANSPORTATION**

Dismissal methods (e.g., bus rider, walker, car rider, etc.) are to be established for each student. Parents are to notify the teacher of any transportation change for dismissal. Never change a student's dismissal method simply through word-of-mouth. If there are any questions, contact the parent by phone or enlist the assistance of the front office staff.

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 **CRITICAL** for student safety that we follow this rule!

## **VOLUNTEERS**

The district requires that all volunteers be formally registered each year. Volunteers must be district approved prior to volunteering at our school. It is the teacher's responsibility to ensure a person asking to volunteer is approved before allowing that person to do so. Questions about approved volunteers should be directed to the front office staff.

Volunteers are required to sign in and out each time they volunteer. All volunteers should wear an identification badge. Preschool age children may not accompany parents when volunteering in the school.

### **III. PROFESSIONAL RESPONSIBILITIES**

#### **ATTENDANCE (FACULTY/STAFF)**

Absences should be avoided whenever possible, especially on student contact days. Should it be necessary to be absent, staff should log into the "SmartFind Express" website (sub.pasco.k12.fl.us), as soon as you know you will be absent. This should occur whether it be a month in advance or the morning of, but should never be later than 6:00 a.m. the morning of an absence.

NOTE: If you are sick the night before (or morning of) the day you'll be out, you must also call the front office and your PLC Facilitator to ensure they know you will be out.

#### **BOOKKEEPING & COLLECTION OF MONEY**

Always fill out a Report of Monies Collected Form making sure to fill in the blank for "Purpose." This includes supply fees, lost textbook fees, field trip money, etc. List each student from whom money was received, the amount of money received in the proper column (check or cash), and total it. This must be completed and signed in ink.

Turn in both copies of the Report of Monies Collected Form and the cash/checks to be deposited to the Bookkeeper. The yellow copy will be returned with a receipt for monies. Please group all checks together. Please batch all cash together. All money must be turned in to the Bookkeeper on the day received (the sooner the better). Do not leave money in classrooms overnight!!!

#### **CAFETERIA**

**Rules and Procedures for Lunchroom** (Please emphasize with students):

1. Students should use the restroom (to wash hands, etc.), and be allowed to have a drink prior to coming to the lunchroom.
2. Students will not be allowed to get up during lunch to go to the restroom unless an emergency situation exists. If a student has a medical problem that requires frequent bathroom visits, please notify duty personnel.
3. Teachers need to pick up their students on time.
4. Students are not allowed to loan other students money for snacks.
5. Students may buy up to two snacks, such as fruit, nuts, boiled eggs, potato chips, ice cream, cookies, sweet desserts, etc.
6. Snacks must be purchased when students purchase their lunch.
7. There will be no a la carte service during the first week of school.
8. Bottled drinks such as Gatorade and other fruit juices are available for purchase.

#### **Rules to Go Over with Students**

1. Use good table manners and be respectful to others.
2. Speak in a quiet voice to the students near you at your table.
3. Stay in your seat unless permission is given.
4. Keep hands, feet, and objects to yourself.

If a student's behavior becomes a problem, the cafeteria behavior plan will be followed and the teacher should be informed.



The following is a list of additional strategies to be used with students and classes who continue to have problems in the cafeteria:

1. Use a special seating arrangement. A class may sit in a boy/girl arrangement. Assign a special place for a student to sit either with the class, or another class, for a period of time.
2. Sit the student in isolation for a period of time.
3. Arrange with administration for a student to eat in the office for a period of time.

Lunch charges are available for those students who have forgotten their money or have lost part of it. Teachers should check with students each morning to see if they have the necessary monies to purchase lunch and/or milk.

If the student does not have money, he/she should call home using the phone in your classroom to have lunch or lunch money brought to school. If the child's parent cannot be contacted or cannot bring in a lunch or lunch money, the student will automatically receive an emergency meal ticket when passing through the lunch line.

### **CALENDAR OF EVENT**

All special events such as speakers, field trips, special programs, etc. will be placed on the Master Calendar of Events managed by the front office. Teachers and staff will be required to complete an electronic Activity Request form when scheduling field trips and special events. This information will be shared with all stakeholders such as our Plant Manager, Cafeteria Manager, Office Secretary, etc. It is the responsibility of every employee to stay up-to-date with items on the calendar since changes are periodically posted. Administration will send out a weekly agenda that will list all of the items on the calendar for that week.

### **CELL PHONE USE**

Unless an exception is permitted by administration, any use of cell phones, including calling, texting, web surfing, etc., should be limited and done only when students are not being directly supervised or monitored. Excessive cell phone use distracting from an employee's responsibilities will be addressed directly by administration.

### **CHEMICALS**

All chemicals that may cause harm to humans must be stored away from children access. Any cleaning supplies and chemicals must be stored in a locked cabinet. *We must have an MSDS form for chemicals not purchased by the school.*

### **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 Counselor, Social Worker, or administration.

Please notify administration when making a report. This is not mandated, but it will help us stay informed should the parent of the child come to campus after school hours.

## **CHILDREN OF STAFF MEMBERS**

The primary purpose of the time before students arrive is planning, conferencing, and meetings. If you are bringing your child with you at your work start time, remember he/she is to remain in your classroom until 8:25 a.m. when all students are dismissed to their classes. Students should not be roaming the campus before or after school.

If your child becomes sick (or injured) during the school day, your responsibility as a parent is the same for any other parent of a child attending Sand Pine. Sick children are not to be housed on campus either in the clinic or in your classroom. Please make arrangements for someone to pick up your child, or work with the office for coverage, in order to use sick time to take your child home. Any emergency situation that might need an exception to this must be addressed with administration.

Staff must maintain appropriate boundaries with their child's teacher. Teachers must handle discipline, conferences, etc. without the added pressure of accommodating a colleague's child. Please be considerate of your colleagues in regard to your access to him/her as your child's educator. Conferences should be requested, and, if there are classroom problems, please let your child's teacher handle incidents rather than trying to mediate situations with the other students/parents.

Children should not infringe on work responsibilities or the responsibilities of the other staff members in the school. It is a conflict of the district's expectations when a child prevents a parent from attending a staff function. The employee's professional responsibilities must be his/her first priority. Planning days are used most productively with only adults present. Alternate child-care arrangements should be made on those days.

Because of the confidential nature of some of the communication, children should not be present at team, faculty, committee, or other professional meetings. In addition, staff celebrations (showers, mingles, retirements, etc.) are intended for adults. Food and other treats are purchased and/or prepared by staff members for their colleagues. Unless those hosting the celebration give special permission, please assume that these times are only for staff members and any guests.

## **CLASS NOTES/NEWSLETTERS**

All notices and newsletters to go home must have the Principal's or Assistant Principal's approval. Please give a final copy of the notice to the office staff. The front office staff needs to be informed in the event a parent calls with a question.

## **CONFLICT OF INTEREST**

School Board policies prevent staff from using equipment, facilities, or materials in any outside private practice. This includes tutoring on campus for profit. Any responsibilities related to a for-profit enterprise need to be conducted outside of an employee's working hours in order to not interfere with the commitments to the Board. The Principal must approve exceptions.

## **COMMITTEES**

Committees will be established, as needed, for the purpose of conducting school business, professional development, and implementing programs and procedures. Active participation and cooperation by all members are vital to the success of the committees.

## COMMUNICATIONS

It is an excellent policy to communicate with parents through daily, weekly, monthly or quarterly issued notes and/or e-mail messages. Parents want to feel a partnership with you. Please use clear, concise language in your parent notes/e-mails, and above all, use perfect grammar and spelling!

If the letter or e-mail is being sent to the entire class then please have it proofread by an administrator before sending home. Since parents often call the front office for clarification on information within a teacher letter, submit a copy to the Principal's Secretary, if applicable. The quality of the print on all papers sent home with students must be clean and easily readable.

## CONTACT INFORMATION

29040 County Line Road, Wesley Chapel, FL 33543  
Telephone number is (813) 794-1900. Fax number is (813) 794-1991.

## COPY MACHINES

The copy machines are 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 copy machines can be a major expense from our school budget! If a problem arises, the appropriate PLC facilitator will be notified. Should additional copies be necessary you are to contact the Media/Tech. Assistant.

## CUMULATIVE RECORD FOLDER

Cumulative folders contain important records and information about each student and are kept in the office storage room. At the beginning of the school year, office personnel will file the records by grade level in alphabetical order. **Cumulative folders should never be taken home or left in the classroom overnight, and must be returned to the storage room by the end of the school day.**

**If you remove a cumulative folder from the storage room, please write the student's name and your name on the sign-out card.** The card must be placed in the space for the student's folder. Personnel who remove folders must return them to the appropriate place. The contents of the folder must remain in the same order you found it.

Teachers will be held responsible for the review of the cumulative folder of each student for which they provide instruction. The information may provide you with a student's strengths and weaknesses. Standardized test scores, psychological tests, social worker referrals, parent conference forms, and other school records should also be reviewed.

## DRESS AND DEMEANOR

Personal appearance is an influencing factor in one person's response to another. Staff must meet the community expectations of professional appearance and demeanor at all times. It is the responsibility of each employee to come to work in attire, which will enhance his/her self-image with students and colleagues. There are two options available to staff that meet this requirement; the standard dress code or the professional casual. Staff must also make sure that their students are adhering to our school's dress code, as stated in the Student Code of Conduct.

The professional dress code is typically business attire. The professional casual is more business casual in type and provides a more relaxed option for staff. This professional casual consists of a business casual pant and collared school logo shirt. Staff may also purchase their own school shirts through local vendors. The availability of either type of dress should meet the needs and philosophy of all staff.

The principal is required to set the standards of dress for all staff and is the final authority on what is considered appropriate.

*Standard dress code for regular school days*

- \*Dress shirt and business pant and appropriate shoes (no tennis shoes)
- \*Dress/skirt, dress pants, and blouse/sweater and appropriate shoes (no tennis shoes/beach shoes)
- \*All open-toe shoes must have a strap on the heel (flip-flops can not be worn on campus)
- \***For PE**, appropriate athletic attire including shorts and T-shirts

*Optional professional casual for regular school days*

- \*Belted business casual pant (or dress for women)
- \*School logo dress shirt or polo with collar
- \*Flat casual shoes - If athletic type shoes are worn, they must be appropriate in style and condition to reflect a business, not sport, look (e.g., black leather vs. canvas athletic shoe).

This clothing, although more relaxed, must project a professional image and not be recreational casual in style. There may be dates in which the standard dress will be required such as open house and registration day.

*Not appropriate on regular school days*

Jeans-unless it is an approved Spirit Day and worn with a professional Sand Pine shirt. *On those days when casual jeans are acceptable and approved by the school principal, they still can reflect the dignity of our profession if they are not frayed, faded or tight fitting.*

- Collar-less T-shirts
- Shorts (any type including skorts that are more like a short)
- Athletic type pants with an elastic band (unless teaching PE)

*Not appropriate at any time*

- Strictly recreational or beach wear such as cut offs and sloppy fitted clothing
- Inappropriate advertisements, symbols, words or phrases
- Clothing considered inappropriate for students including length of dress or shorts
- Flip-flops and slippers
- Any other attire that does not reflect the required professional demeanor

*Field trips and field days*

Jeans or shorts may be worn on field trips or during field days as appropriate for the location and audience of the activity. Staff may use their own judgment and do not have to request permission. All shorts must meet the student length requirement and must be modest in fit.

*Non-instructional dress code*

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

*Planning days*

Planning days, unless specified otherwise, may be less formal in dress. Jeans and shorts may be worn, when there are no activities planned that would require a more professional dress. Staff

may use their own judgment and do not have to request permission. Jeans must be in good repair (no holes or rips). Both should project a neat appearance and not be worn in a sloppy manner.

#### Open house/orientation day and other parent night activities

The dress code for these activities is the standard professional dress unless announced otherwise and posted in advance.

#### Training and workshops

Sand Pine's staff is expected to wear professional dress to all off campus in-services unless specified otherwise. A listing of "casual" on a flyer means business casual and the school uniform would be appropriate. Shorts or jeans may not be worn unless specifically stated as appropriate and confirmed by the participant in advance.

The dress code for all full day school-based in-services is the normal workday attire unless specifically stated as otherwise.

#### Tattoos and piercings

Again, staff must meet the community expectations of a professional, and it is the responsibility of each employee to come to work with an appearance that will enhance his/her self-image with students and colleagues. As such, visible piercings and tattoos should be kept to a minimum and no tongue, eyebrow or lip piercings will be permitted.

Again, the principal is required to set the standards of dress for all staff and is the final authority on what is considered appropriate.

### **EMERGENCY PROCEDURES**

All rooms should have a "Crisis Intervention Plan" flip chart that contains procedures for the following occurrences: **Tornado, Controlled Dismissal, Hazardous Material, Bomb Threat, Fire Evacuation, and Lockdown.**

All personnel are to be familiar with these procedures. The flip charts are to be stored in the envelopes located next to the exterior exit to each door. 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. PLC facilitators are asked to review these procedures with substitutes. *PLC facilitators will be responsible for locking doors of rooms with substitutes.*

### **ENERGY CONSERVATION**

The staff of Sand Pine is committed to conserve energy wherever possible. Lights and equipment should be turned off when leaving a room empty. Computers and other machinery should be turned off whenever possible.

### **EVALUATIONS**

Instructional Personnel will conference with the administration for the purpose of goal setting, improving job performance and keeping lines of communication open. Each instructional person will develop a Deliberate Practice Plan with the assistance of an administrator. Instructional personnel are to be observed once or twice a year using the new evaluation system adopted by the District School Board of Pasco County.

School Related Personnel will conference with the administration for the purpose of improving job performance and keeping the lines of communication open. SRPs are evaluated at least once a year using the standard form established by the District School Board of Pasco County.

First year teacher evaluations will be conducted three times during the school year. All other teachers will have their evaluation completed before the end of the year.

## **FACULTY/STAFF MEETINGS**

Meetings will be held regularly. Employees are expected to attend all meetings to which they are assigned. If you are absent from a meeting, you are responsible for contacting your PLC facilitator or an administrator regarding the contents of the meeting. Sand Pine's iCal should be consulted regularly by EVERY employee to ensure meetings are attended.

## **FIELD TRIPS**

Field trips are an important part of the school curriculum. A field trip should be supportive of a specific theme of study and planned because of its educational value. According to the school board policy, a field trip should not be for recreational purposes or just enjoyment.

Here are the procedures to follow when planning a field trip:

1. Special information, as applicable, should be secured regarding the location the class plans to visit prior to requesting administrative permission.
  - a. the hours the location is open
  - b. admission prices – check for special school rates (Note: Be sure to state that the admission will be paid by purchase order that will be billed after the trip. Confirm the P.O. number after assigned.)
  - c. size of the group that can be accommodated
  - d. facilities for buying food or picnic grounds
  - e. special instructions such as who is in charge, where to park the bus, etc.
  - f. distance from school
2. Obtain a Sand Pine Field Trip Request Form from the display rack by the mailboxes. Complete the form and get administrative approval. Give the approved request form to the bookkeeper and obtain a Field Trip Packet. Follow the procedures on the packet checklist. REMINDER: Be sure to confirm the location and charter bus with the P.O. # requesting that we be billed for the charges.
3. Parent Release Forms should be sent home with a letter to parents at least two weeks prior to trip. On the day of the trip, send the original form to the office and keep one copy to take on the trip. A copy of the parent letter must be given to the bookkeeper in order to obtain the release forms.
4. Notify the lunchroom manager that you will not be at school for lunch on the designated day and request bag lunches. This must be done at least 3 weeks prior to the day of the trip. Bagged lunches include milk and juice. Notify the lunchroom manager at least two days before the trip as to the number of bag lunches needed.
5. Notify any special area teacher or support staff that will be impacted by the students' absence from campus.

6. Chaperones accompanying students on the trip must be registered volunteers. It is the responsibility of the teacher to verify all adults are approved (check with the office for assistance) prior to selecting chaperones.
7. Send money and monies collected forms to the bookkeeper daily. Checks must have the parent's address, phone number (with area code), and driver's license number. The forms must contain students' full names and student identification numbers. **No monies should be held over night.** Money needs to be turned in daily prior to 2:00 p.m.
8. The day before the event, provide the front office with the approved chaperone list.
9. Provide the front office with a list of students that will remain at school and the classroom teacher the students are assigned to. The form is in the packet.
10. Provide the front office with a copy of your itinerary in the event we need to contact you. Provide a cell phone number, if available.
11. If walking, instruct the chaperones to go directly to the destination and return to school. There should be no stops along the way.
12. If the trip is outside Pasco County, all school board employees on the trip must sign a leave form requesting temporary duty.
13. If a student paid for a trip but did not attend, and the parents request a refund, please follow these procedures:
  - a. Complete a check requisition/purchase order request (MIS #172- Internal Purchase Order) stating parent's name and address under Vendor.
  - b. Attach the monies collected form showing payment submitted by the student.
  - c. Obtain administrative signature and submit to bookkeeper for reimbursement.

Transportation by Private Vehicle - Transportation by private vehicle will be permitted only if it is not practical to transport by school bus. The principal may authorize the transportation of student by his/her parent's privately owned motor vehicles on a case-by-case basis.

When transportation is in connection with a school function:

1. Each student's parent or guardian must be notified in writing regarding the transportation arrangement and give written consent before a student may be transported in a privately owned vehicle. MIS# 166
2. Vehicles must be pre-approved through the district's online application system.
3. When transportation is authorized in privately owned vehicles, students may only be transported in designated seating positions and shall be required to use the occupant crash protection system provided by the vehicle manufacturer.

All persons (staff members, parents, friends of the school, etc.) who use their personal cars to provide transportation of students must be in approved in the district's system. Proof of insurance will be requested.

## **FUNDRAISING**

Please follow these steps when planning a fundraising activity:

1. Obtain a Sand Pine Fundraising Request Form located by the mailboxes. Complete the form and get administrative approval.
2. Give the approved request form to the bookkeeper and obtain a Fundraising Packet.
3. Follow the procedures on the packet checklist.

## **GRADEBOOKS**

Teacher grade books are legal documents and are admissible evidence in a court of law in Florida. It is essential that gradebooks or a gradebook alternative be kept in a logical and readable manner, and dates are recorded. Students' first and last names **must appear** on all pages. If you choose to do a gradebook alternative, it must be approved by the administration.

## **HOMEWORK POLICY**

Our policy at Sand Pine Elementary is to tailor homework as much as possible to fit the needs of the individual student. The purpose of homework is to reinforce skills and to practice newly introduced skills. Homework at Sand Pine Elementary is not used as a disciplinary measure. Homework should be thoroughly understood by the student before it is assigned. It should be scheduled sufficiently in advance to assure that the students can obtain the resource materials needed and that limited materials will be available to all students. Please explain your homework policies to parents.

## **HOURS**

Sand Pine's teacher hours are 7:35 A.M. - 3:05 P.M. (7.5 hour day). Hours may be adjusted by administration if necessary and those working a schedule other than a 7.5 hour day should establish their hours with administration. All morning meetings, unless otherwise noted, will begin promptly at 7:40.

## **INFORMATION COMMUNICATION TECHNOLOGY (ICT) LITERACY COACH**

The ICT Literacy Coach is responsible for contributing to the integration of technology in the instructional program and students' development of ICT literacy skills through modeling, coaching, and collaboration. This includes collaborating with teachers, curriculum leaders, and administrators to implement defined strategies of the ICT literacy program and monitor efforts to ensure effective implementation to best support the District and school vision, mission, and goals.

See Appendix "*Electronic Network Use Guidelines for Employees*" for additional information.

## **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 reported to Workmen's Compensation and the superintendent's office within 24 hours of such notice. When an injury necessitates seeing a doctor, you must visit the district's Wellness Center. You will be required by law to go there; otherwise you must pay for your own medical care. In case of an emergency situation where you need to go to a hospital emergency room, any doctor on call may care for you at that time; but after emergency care at the hospital, you will be required to go to the Wellness Center to be evaluated.



## **INTERNAL ACCOUNTS**

There are accounts for monies collected for SPES that are not provided through the school district. Money from the supply fee, pictures, snack machine, soda machines, etc. comprises the various accounts. The internal accounts are under the jurisdiction of the principal. Recommendations concerning the appropriation of these moneys are welcomed.

## **LESSON PLANS**

Lesson plans are to be completed weekly by each classroom teacher. The plans should include general time frames that relate to the daily schedule on file in the office and cover all subject areas. All videos must be previewed, listed in lesson plans, and relate to the curriculum.

A hard copy of a teacher's lesson plans should be present in the classroom by Friday for the next week. Quarterly, the Assistant Principal should receive copies burned to a CD or a hard copy of the quarter's plans. Each teacher is to have a substitute binder as defined under the Substitute section.

Remember that well-planned lessons with clear objectives and taught with engaging instructional practices prevent or reduce most discipline problems. In addition, all plans should reflect the current, prescribed Pasco County curriculum for that subject.

## **MAILBOXES (PHYSICAL AND EMAIL)**

Physical mailboxes (in the office) should be checked at least two times each day when signing in and out. 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 e-mail should be checked a minimum of once a day for pertinent information, especially in the morning upon your arrival.

## **MAINTENANCE REQUESTS**

If a small repair job is needed in your area or if you need custodial assistance, you should complete a Maintenance Request form on our school's website. Please fill out the form completely including your room number and specific details about the job being requested. You will be helped as soon as possible. Each request will be approved by administration before the work is done.

## **MEDIA CENTER**

Materials and equipment in the school are coordinated and organized for use and distribution to teachers through the media center. District media resources can be requested by media center staff. It is important to return materials from the district media to the Media/Tech. Assistant so she may return them to their proper place.

Since the media center operates on a flexible schedule, classes may visit the media center on an as-needed basis. This will provide optimum use of the facility to meet the demands of the curriculum and read for pleasure. FileMaker is used to assist in scheduling whole class media visits. Teacher created media passes should be used to send students. For collaborative lessons, see the Media/Tech. Assistant to complete a planning page and sign up for a time.

## **ORDERING MATERIALS**

A yearly budget for materials and supplies is provided for each grade level and department. Orders are to be planned and compiled by team members as a group.

Orders are to be submitted to the Bookkeeper on a supply or equipment order form. When orders arrive, you will be notified, or they will be delivered to the classrooms. The District Warehouse will not send backordered items; you will need to re-order them.

Supplies that are not available at the School Board Warehouse must be ordered from other vendors who have contracts with the School Board. Please check these catalogs before ordering from any other vendors.

*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.
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 receipts to this white copy when turning in for reimbursement.
5. Reimbursements/Invoices **will not be paid** if the receipt date precedes the P.O. date.
6. Reimbursements are not allowed for items purchased that could/should have been ordered through the warehouse or bid vendors.

*Ordering choices:*

- Any item available through the district warehouse must be purchased from there.
- 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: "Not available through bid vendor."

## **PARENT CONFERENCES**

A parent-teacher conference may be held during planning time, before or after school, or on teacher planning days. If you would like an administrator to attend a parent conference with you, please let us know in advance to prevent a scheduling conflict.

Forms are available on NCR paper and should be used for all parent conferences. Please use this form or some other form of documentation 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 when writing these.

During the school year, teachers should maintain a communication folder/binder in their classrooms to include notes, conferences, discipline forms, etc. File any pertinent parent conference forms in the student's cumulative folder at the end of the year or when a child withdraws.

## **PLANNING DAYS**

On Teacher Planning days, faculty and staff need to make arrangements for their children. Children should not be on campus during those days.

## **PLC FACILITATOR**

The position of PLC Facilitator is an allocated position compensated by a supplement as determined by school board policy and U.S.E.P. Master Contract. The PLC Facilitator shall be the liaison between the faculty and administration to provide for the most efficient operation of this facility.

## **PROGRESS MONITORING PLANS (PMPs)**

Per Florida Statute, for a student who is not meeting specific levels of performance in reading, writing, mathematics, and/or science, a teacher must provide diagnostic assessments to determine the nature of the student's difficulty. In consultation with the student's parents, the teacher must develop and implement a Progress Monitoring Plan designed to assist the student in meeting state and district expectations for proficiency. The plan shall include instructional and support services necessary to assist a student to meet expectations.

Teachers must initiate and maintain a binder that explains an individual student's PMP. The binder should minimally include the following aspects of the plan:

- analysis of student data relevant to the academic deficiency,
- design of intensive instruction, practice, and feedback to address the student's needs,
- monitoring data of the student's progress and effectiveness of the interventions, and
- evidence of any adjustments made in the plan based on the student's needs.

## **PROGRESS REPORTS**

Progress reports are sent home with every child midway through the nine-week reporting period. All information should be in eSembler on or before the time designated by eSembler. Progress Reports should be sent home on the dates provided on iCal and the district calendar.

In addition to the above, parents must be personally notified any time a student's grades are going to drop significantly (2 or more letter grades).

## **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 newsworthy, please submit it to the Principal Secretary. So much of what you do everyday is newsworthy, so fill us in, too!!!

## **RECYCLING**

The staff of Sand Pine Elementary School is committed to recycling whenever possible. Teachers and students are encouraged to recycle materials. There are designated containers for aluminum, plastic bottles, paper, batteries, and cardboard. Please respect these areas by placing paper neatly and rinsing aluminum cans.

## **REPORT CARDS**

When completing report cards, a comment should be made for most subject areas. A comment is required for a subject area if the student receives an "E", "A", "N", or "U". Comments should also be made if a student's grade changes up or down. Refer to Pupil Progression Plan for information on reporting student progress.

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.

Some important information regarding report forms is as follows:

All teachers must keep grades weekly. At least one grade should be taken every week, giving a minimum of nine grades a quarter.

Report forms should be completed on eSembler on or before the designated times.

Report forms should be sent home on the dates designated by the district calendar.

## **ROOM DECORATIONS**

Here are a few things you need to remember when setting up and decorating your room.

- The F.I.S.H. room number plate needs to be visible at all times. Keep all furniture 4 feet from all entryways and fire extinguishers. Keep exit signs visible. Nothing shall be hung from the ceiling.
- Special protection pads have been installed on the table legs to protect the floors. See the Plant Manager if they should come off. Use ladders to put up materials instead of standing on tables.
- Only 20% of walls may be covered with paper. All fabrics need to be fireproofed. The Fire Code prohibits papers hung in the hallways as well as “paper on paper” on bulletin boards. Therefore, there cannot be any paper backings.
- Remember, the Plant Manager and his staff are here to help you move things that are heavy. Be sure to use their help.

## **SIGNING IN/OUT**

All personnel are expected to sign in and out. There will be a sign-in sheet located on the bulletin board in the administrative hallway. Please be sure that you record the exact time you arrive and leave. Check that you have signed your name and initialed the total hours tallied (This is an auditable item).

For auditing purposes, it is extremely important that you correctly sign in as you enter the school and sign out when you leave. If there is a problem with you not signing in and out correctly, you will be notified first with a friendly reminder. If the problem continues to occur, an administrative conference will be held. The next and final step to address the problem will be a formal reprimand.

## **SPECIAL AREA GRADES**

P.E., Art, and Music teachers are responsible for putting grades onto the computerized reporting system and informing parents about any academic concerns. When a student withdraws and a report card needs to be completed, P.E., Music, and Art teachers **MUST** assign those grades. It is not the responsibility of the classroom teacher to determine special area grades.

## **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.

## STUDENT DISCIPLINE

Teachers are charged with maintaining a classroom atmosphere conducive to effective teaching and competent learning. The District Code of Student Conduct should be implemented. Teachers will discuss the Code of Conduct Handbook with students at the beginning of the school year and reinforce it with the students during the year as needed. Administration will also set up classroom/pod meetings during the first two weeks of school to review our school rules and expectations.

In conjunction with the Code of Student Conduct, the following procedures are to be followed in handling discipline situations.

1. The teacher supervising the student will handle discipline.
2. When a student is sent to the office, a discipline referral form needs to be completed by the teacher and sent with the child in the teacher communication envelope. The teacher **needs to call the parent** to explain the situation that occurred.
3. Only the top portion of the discipline referral is to be completed by the teacher.
4. Final dispensation of discipline referrals will be made by the administration.
5. Data Entry will maintain discipline records for each student referred to the office.
6. Teachers are encouraged to keep their copy of the discipline form (when it is returned) for future referral and parent conferences.
7. It is important that behavior on the discipline form be described in detail and that the behavioral interventions are listed. Before an office referral is made, the teacher should follow all steps of his/her plan **including parent contact**.
8. No other student's name should ever be on a referral or discussed with a parent.

EXCEPTION: Fighting or any other careless act that injures another child is a severe clause and will be immediately referred to the office.

## STUDENT SUPERVISION

Each teacher is responsible for those students assigned to his/her care during the time scheduled. A teacher who leaves the classroom must first make arrangements with another teacher or request provision for supervision from the office. Leaving the classroom and/or supervision of students shall be for emergencies only. Parent volunteers should not be asked to supervise your class at any time (They are not employees of the Pasco County School Board).

At no time are students to be left unsupervised. This includes discipline measures or working outside the classroom. A child may be isolated in a corner of the classroom, but not outside the room.

Students shall not be allowed to operate laminating, copy machines, and letter-cutting machines. They will not be allowed in the teacher work areas or the Teacher's Lounge.

## SUBSTITUTE PLANS

In addition to regular lesson plans, each teacher is to have an emergency plan with lessons and activities that a substitute teacher can use in the event you have an unexpected situation arise.

Your daily routine should be written up to explain: seating arrangements, centers, taking attendance, and other specific information pertaining to your class. Include information about lunch money collection, cafeteria rules, dismissal procedures, etc. Include a copy of your daily

schedule: P.E., Music, and Art schedules. Also include a current class roster for attendance purposes.

You must also include a copy of the new Missing and Endangered Student Information for Substitute Teacher form if applicable. This form needs to be completed if you have a student in your class that you feel is a flight risk.

Work with your team to ensure seamless instruction in your absence.

### **TARDIES (STAFF)**

It is each employee's professional responsibility to report to work on time. Being late impacts others, even if there are no scheduled meetings/trainings. Team members, other staff, and parents rely on staff members to be accessible during the contracted work hours. If you are running late and will be more than five minutes late, you must call the front office to let them know. Excessive tardiness will be directly addressed individually by the administration.

### **TEACHER LOUNGE**

The lounge is a pleasant place where you may enjoy a break and lunch. The lounge area is available for all school related personnel and adult volunteers. All those using this area are expected to assume their fair share of basic housekeeping responsibilities. Vending machines are for adult use only. Students are not permitted to have sodas or snacks during the school day and should not be in the lounge area.

Remember, please do not store food in the refrigerator for long periods of time. The refrigerator will be cleaned out every Friday. At this time, any unclaimed food items will be thrown out.

### **TELEPHONES**

Long Distance access is provided for professional calls only. Dial 9 + 1 + Area Code + Telephone Number. You will hear a continuous beeping; then enter your social security number. Any costs associated with personal, long-distance calls will be the financial responsibility of the employee.

Should you make or receive a call that needs to be transferred to another extension, tell the party you are transferring them. Then, press the transfer button ("TRF"). You will hear an interrupted dial tone. Dial the extension you want the call to be transferred to. You will hear the extension ringing - stay on the line to announce the call, and then hang up. If the person does not want to take the call, press the TRF button again and take a message.

If you hear another telephone ringing in your area and should desire to answer the call, you may do so by picking up the receiver on your telephone and dial \*7.

See *Cell Phones* section for additional information.

### **WITHDRAWAL PROCEDURE**

If a teacher receives a note from a parent, a visit from a parent, or is informed by other students in the class that a student has withdrawn, this information should be given to the data entry clerk. Teachers should not withdraw students without official notification from the office. The student should be marked absent until the student has been officially withdrawn. At that time, the teacher, guidance department, and Media/Tech. Assistant have three days to complete the following:

**Classroom Teacher:** Update all reading/language arts, math, science, and social studies information in the student portfolio. A child's report card, PMP binder, and progress report should be given to the data entry clerk.

**Media/Tech. Assistant:** Check in all outstanding books.

**Guidance Department:** Make sure all information is complete.

## ADDENDA

### CODE OF ETHICS

The Code of Ethics and The Principles of Professional Conduct of The Education Profession in Florida of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes. (n) Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes. (o) Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes. (p) Shall comply with the conditions of an order of the Education Practices Commission. (q) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate. **State Board of Education Rule 6B-1.001, FAC**

The Code of Ethics of The Education Profession in Florida **(1) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all. (2) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity. (3) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct. Adams v. State of Florida Professional Practices Council, 406 So 2nd 1170 Fla. 1st DCA 1981**

### ELECTRONIC NETWORK USE GUIDELINES FOR EMPLOYEES

It is a general policy that Pasco network facilities (e.g., 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 that 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**

"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 that 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.

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- 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.

## **EQUAL EDUCATION OPPORTUNITIES**

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged impaired because of age, sex, race, color, religion, national or ethnic origin, disability, handicapping condition, pregnancy, parenthood, marriage, political beliefs, social and family background, or for any other reason not related to his/her individual capabilities.

Any student who believes that he/she has been denied participation in or access to an education program or activity, or has otherwise been discriminated against due to age, sex, race, color, religion, national or ethnic origin, disability, handicapping condition, pregnancy, parenthood, marriage, political beliefs, social and family background, or for any other reason not related to his/her individual capabilities may file a grievance according to the procedure established in School Board policy, Student Complaints and Grievances.

## **FREEDOM FROM HARASSMENT – STUDENTS**

The District School Board of Pasco County is committed to take steps to create and to ensure an education environment free of harassment on the basis of race, color, religion, sex (gender), age, national or ethnic origin, pregnancy, parenthood, marital status, political beliefs social or family background, disability, handicap, or for any other reason not related to an individual's abilities. This protection extends to all activities conducted under the authority of the School Board, whether conducted on School Board property or not, and includes actions taken by students, employees, those doing business with the Board, or any other individual or group over which the Board has some control.

For the purposes of education, harassment includes:

1. Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, color, religion, sex (gender), age, national or ethnic origin, pregnancy parenthood, marital status, political beliefs, social or family background, disability, handicap which has the purpose or effect of creating an intimidating, hostile or offensive educational environment; has the purpose or effect of unreasonably interfering with the individual's school performance or participation; or otherwise adversely affects an individual's em-

- ployment opportunities.
2. The denial of or provision of aid, benefits, grades, rewards, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
  3. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
    - a. submission to such conduct is made either explicitly a term or condition of an individual's employment;
    - b. submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or,
    - c. such conduct has the purpose/effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any student (or parent of a student) or applicant for an educational program who believes that he/she has been the subject of harassment may file a grievance to the procedures established in School Board policy, Student Complaints and Grievances. The District will investigate any reports of harassment or known instances of harassment whether or not the individual who allegedly is the subject of harassment files either a formal or informal complaint.

In any case that involves alleged sexual harassment, nothing in this policy or in any other policy or procedure shall require the individual alleging sexual harassment to present the matter to the person who is the subject of the complaint.

This policy is expanded for the benefit of parents and students in both the elementary and secondary versions of the Code of Student Conduct.

**For additional information related to the above policies, contact the principal of the school or call or write to the Equity Coordinator for Pasco Schools:**

### **POLICY OF NONDISCRIMINATION IN EMPLOYMENT**

The District School Board of Pasco County hereby stipulates and affirms its policy of offering equal employment opportunities for all persons regardless of race, religion, color, sex, national or ethnic origin, age marital status, disability or handicap, and acknowledges veterans' preference in employment.

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

Any employee or applicant for employment who believes that he/she has been discriminated against due to race, religion, color, sex, national or ethnic origin, age, marital status, disability or handicap, may file a grievance according to the procedures established in School Board policy.

### **REASONABLE SUSPICION DRUG AND ALCOHOL TESTING**

As a tool for supporting and enforcing the District's policy on substance abuse, employees are subject to reasonable suspicion drug and alcohol testing. An employee must submit to drug and/or alcohol testing when a supervisor or manager observes specific, contemporaneous, physical, behavioral, or performance indicators consistent with possible drug and/or alcohol use. Supervisors and managers will have received training on the signs and symptoms of drug or alcohol use/abuse. All incidents where reasonable suspicion exists will be documented in writing and signed by the supervisor making the reasonable suspicion testing determination. Procedures for reasonable suspicion testing include the following:

1. Discussion with the employee concerning the behavior, conduct, or physical appearance indicators leading to the decision to conduct reasonable suspicion testing.
2. Notification to the employee of the requirements to undergo reasonable suspicion testing and of his/her option, if a bargaining unit member, to have a union representative present.
3. NOTE: Testing will not be delayed or postponed if the union representative is not readily available.
4. The employee will be transported and escorted to the testing site (medical facility or mobile collection/testing facility).
5. The employee completes the testing process (urine specimen collection and/or breath alcohol test).
6. The employee is transported/escorted back to the worksite and placed on paid administrative leave status pending the test results.
7. The employee will make arrangements for transportation to his/her home. If the employee does not have a family member or other individual available to provide transportation home, the District will arrange transportation to the employee's home. If the employee refuses to be transported from the worksite and insists on driving his/her vehicle, local law enforcement will be notified that the employee has refused the offer to be transported home and there is reason to believe the employee may not be capable of safely operating a motor vehicle.
8. The employee will continue on administrative leave status until the reasonable suspicion test results are received by the District and will be contacted when the test results are available.

## **SCHOOL BOARD POLICIES**

For additional information regarding School Board Policies, consult the District's online policy manual at <http://www.neola.com/pasco-fl/>

### **Nondiscrimination in Employment**

Policy 1122 – Nondiscrimination and Equal Employment Opportunity (Admin.)

Policy 3122 – Nondiscrimination and Equal Employment Opportunity (Instr. Staff)

Policy 4122 – Nondiscrimination and Equal Employment Opportunity (Support Staff)

### **Prohibition of Harassment**

Policy 1362 – Harassment (Administrators)

Policy 3362 – Harassment (Instructional Staff)

Policy 4362 – Harassment (Support Staff)

### **Complaint/Grievance Procedure**

Policy 1470 – Administrative Complaints and Grievances

Policy 3470 – Instructional Complaints and Grievances

Policy 4470 – Support Staff Complaints and Grievances

### **Student Equal Educational Opportunities**

Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity

Policy 5517 – Harassment (Students)

Policy 2260.02 – Nondiscrimination Grievance Procedure (Students)

## SEXUAL HARASSMENT

The behavioral definition of sexual harassment is “any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” This includes behavior directed from student to student, student to employee, employee to student, or employee-to-employee.

### Examples of sexual harassing behaviors in schools

#### VERBAL

- Making kissing or smacking sounds; licking the lips suggestively, Howling, catcalls, whistles, “mooring” sounds
- Derogatory name calling, such as “bitch”, “whore”, “slut”, “faggot”, “queer”, etc.
- Shouting obscenities
- Obscene t-shirts, hats, pins
- Sexual or dirty jokes
- Graffiti of a sexual or obscene nature concerning an individual or group
- Leaving obscene or sexual messages or graffiti on the computer
- Teasing females or males about their sexuality, breasts, or genitals
- Loudly discussing sexual attributes and rating them
- Asking or commenting about a person’s sexual activities
- Spreading sexual rumors about individuals or groups
- “Slam books” (list of students’ names with derogatory sexual comments written about them by other students)
- Letters, notes, telephone calls, electronic mail, or materials of a sexual nature
- Repeatedly asking someone out when he or she isn’t interested
- Telling a person sexual behaviors the speaker would like to engage in with that person
- Creating a sexually demeaning atmosphere, such as showing pictures that are demeaning to males or females
- Pressure for sexual activity

#### PHYSICAL

- Gestures with hands and body of an obscene sexual nature
- Leers and stares
- Touching oneself sexually in front of others
- “Mooning” (exposing buttocks)
- “Spiking”, “Draping”, “Pantsing” (pulling down someone’s pants, shorts, skirts)
- Flipping up skirts
- Cornering, blocking, standing too close, following
- Stalking a person
- Touching or grabbing (breast, buttock, etc.) \*this could be considered **Sexual Battery**
- Attempted or actual sexual assault/battery
- Showing “R” rated movies in class

## STAFF / APPLICANT COMPLAINTS AND GRIEVANCES POLICY

The School Board encourages the prompt and fair handling of problems before they become real grievances. The grievance procedure shall be followed objectively so that no individual should fear retribution for seeking full satisfaction of the problem.

**Definitions:** A grievance is a claim by an employee(s) or applicant(s) for employment of an alleged infraction or misinterpretation of a provision of a policy, or agreement, which was adopt-

ed by the School Board.

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

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

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

**Procedures:**

**Step 1-**A person who feels aggrieved shall orally and informally confer with the administrator or other individual involved.

In cases, which involve alleged discrimination and/or harassment, including sexual harassment, the person may begin the process at the third step.

**Step 2-**If a solution is not reached at step 1, the person may file a grievance in writing to the immediate supervisor involved.

A formal grievance shall be filled as soon as possible, but in no event longer then 20 working days after the grievance knew could have been expected to know of the occurrence or action giving rise to the grievance.

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

Within five working days after the receipt of the formal grievance, the administrator shall hold a formal hearing on the grievance.

The person filing the grievance shall be given at least one day's written notice of the hearing.

Within five working days after the hearing, the administrator shall communicate his/her decision in writing, together with supporting reasons, to the person who filed the grievance.

**Step 3-**If the grievance is unresolved at step 2, the grievance may request in writing within five working days a review by the Superintendent or his/her designee. In cases, which involve alleged discrimination and/or harassment, including sexual harassment, the Assistant Superintendent will handle the review for Human Resources Development or his/her designee.

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

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

The person who filed the grievance and the administrator involved in step 2 shall be given at least two day's written notice of the hearing.

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

**Step 4**-If the grievance is unresolved at step 3, the grievance may request in writing within five working days a review by the School Board. The appeal shall be in writing and shall include a copy of the original grievance and the decisions at steps 2 and 3.

Within fifteen working days after the receipt of the appeal, the Board shall hold a hearing. All parties, including the person who filed the grievance, shall be given written notice at least two days prior to the hearing.

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

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

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

For additional information related to the above policies, contact the Equity Coordinator for Pasco County Schools.

## **WORKING CONDITIONS – HARASSMENT**

The District School Board of Pasco County is committed to take steps to create and to ensure an education and work environment free from harassment on the basis of race religion, color, sex, national or ethnic origin, marital status, disability, or handicap.

For the purposes of employment, harassment includes:

1. Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, religion, color, sex, national or ethnic origin, marital status, disability, or handicap which has the purpose or effect of creating an intimidating, hostile or offensive work environment; has the purpose or effect of unreasonably interfering with the individual's work performance or participation; or otherwise adversely affects an individual's employment opportunities.
2. The denial or provision of aid, benefits, rewards, employment, services, or treatment on the basis of sexual advances or requests for sexual favors.
3. Sexual advances, requests for sexual behaviors, and other verbal or physical conduct of a sexual nature when:
  - a. submission to such conduct is made either explicitly a term or condition of an individual's employment;
  - b. submission to or rejection of such conduct is used as a basis for employment decisions

- affecting the individual; or,  
c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Any employee or applicant for employment who believes that he/she has been the subject of harassment may file a grievance according to the procedures established in the School Board policy.

The District will investigate any reports of harassment or known instances of harassment whether or not the individual who allegedly is the subject of harassment files either a formal or in formal complaint.

In cases that involve alleged sexual harassment, nothing in this policy or in other policy or procedure shall require the individual alleging sexual harassment to present the matter to the person who is the subject of the complaint.

For additional information related to the above policies, or for a copy of the grievance procedure (School Board Policy), contact the Equity Coordinator for Pasco County Schools:

Betsy Kuhn, Director of Employee Relations  
7227 Land O' Lakes Blvd., Land O' Lakes, Florida 34639  
Telephone 813/794-2321 e-mail: [ekuhn@pasco.k12.fl.us](mailto:ekuhn@pasco.k12.fl.us)