

PACE

HIGH

SCHOOL

TEACHER HANDBOOK

**Administrative
Policies &
Procedures**

Revised August 2008

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Most Used School Board Information Websites:

Santa Rosa County District Schools Web-site <http://www.santarosa.k12.fl.us/>
Operational Documents on the District Web-site <http://www.santarosa.k12.fl.us/opdocs.htm>
Code of Student Conduct <http://www.santarosa.k12.fl.us/plans/csc/>
District Calendar <http://www.santarosa.k12.fl.us/cal/Cal06-07.pdf>
Student Progression Plan <http://www.santarosa.k12.fl.us/currinst/opdocs/ppp0304.pdf>
District Contact List http://www.santarosa.k12.fl.us/contact_list.pdf
Pace High School Improvement Plan http://www.flbsi.org/0809_sip_template/login.aspx?AspxAutoDetectCookieSupport=1
High School Web-site <http://www.santarosa.k12.fl.us/phs/>
School Board Policy <http://www.santarosa.k12.fl.us/policy/>

RESPONSIBILITY AND AUTHORITY

1.01 Principal Responsibility. The principal shall assume administrative responsibility and instructional leadership, under the supervision of the superintendent and in accordance with the rules and regulations of the School Board, for the planning, management, operation, and evaluation of the educational program of the school to which he is assigned. (F.S.231.085).

1.02 Principal Authority. Subject to law and to the rules of the State Board and the District School Board, the principal in charge of the school or his designated representatives shall develop policies by which he may delegate to any teacher or other instructional staff member of the school such responsibilities for the control, direction, and supervision of students as he may consider desirable. (F.S.232.26)

1.03 Assistant Principal Responsibility. The assistant principal shall be responsible for assisting the principal in the administrative and leadership responsibilities of the school to which he is assigned. (F.S.231.085)

1.04 Assistant Principal Authority. Subject to law and to the rules of the State Board and the District School Board, the assistant principal is a designated representative of the principal and shall, under the supervision of the principal, develop policies by which he may delegate to any teacher or other member of the instructional staff of the school such responsibilities for the control, direction, and supervision of students as he may consider desirable. (F.S.232.26).

1.05 Instructional Personnel Responsibilities. Members of the instructional staff of the public schools are subject to the rules and regulations of the State Board, local School Board, and the school to which assigned; and shall perform the following functions: (S.B.P.3.38, F.S.231.09)

- (1) **Pupil Supervision** – Proper supervision of pupils shall be provided while they are under the immediate control of the school. In the case of extracurricular activities, student supervision will begin 30 minutes before the activity and extend until 30 minutes after the activity. Supervision of pupils shall be maintained on the school grounds, in classrooms, in pupil occupied areas of buildings, on field trips, during an extracurricular activity at school, sponsored social functions, and at any other school related or sponsored activity. Any member of the instructional staff who has responsibility for the supervision of pupils in the performance of his normal duties or who is assigned duty requiring the supervision of pupils who fails to provide such pupil supervision by leaving his post of duty without being properly relieved of such duty shall be deemed guilty of neglect of duty. Any person charged with such neglect of duty shall be subject to suspension from duty and termination of his contract. (F.S.230.22(2),232.25)
- (2) **Teaching** – Instructional personnel are to teach efficiently and faithfully, using the books and materials required, following the prescribed courses of study and employing approved methods of instruction to include the following: the essentials of the U.S. Constitution; flag education, including proper flag display and flag salute; a positive attitude toward the dignity of work, the dignity and value of all legitimate occupational pursuits; the true effects of alcohol and narcotics on the human body and mind and the adverse health effects and implications of tobacco use; and such other additional materials, subjects, courses, or fields in such grades as may be prescribed by law or by

regulation of the State Board and the School Board in fulfilling the requirements of the law.

- (3) **Example for Pupils** – All Pace High School personnel are to labor faithfully and earnestly for the advancement of the pupils in their studies, deportment and morals, and embrace every opportunity to inculcate, by precept and example, the principles of truth, honesty and patriotism and the practice of every Christian virtue.
- (4) **Treatment of Pupils** – School Board employees are to treat pupils under their care kindly, considerately, and humanely. Disciplinary actions shall be administered in accordance with regulations of the State Board and the School Board. In no case shall cruel or inhumane punishment be administered to any child attending the public schools.
- (5) **Objective for Pupils** – Instructional personnel are to require the pupils to observe personal cleanliness, neatness, order, promptness, and gentility of manners. Vulgarity and profane language are **not** to be tolerated. Students are to be cultivated in habits of industry and economy. They should have regard for the rights and feelings of others, and their own responsibilities and duties as citizens
- (6) **Conferences** – All personnel are to attend such conferences relating to education as may be required by law, by the Department of Education, or by the superintendent.
- (7) **Cooperation** – All personnel are to cooperate with the state, district, and local school officials in the enforcement of school laws and of state and district board regulations.
- (8) **Records and Reports** – All personnel are to keep such records and prepare and submit such reports as may be required by law, by regulations of the state board, or of the employing school board. No member shall be entitled to receive any salary unless all such records and reports have been made.
- (9) **Rules and Regulations** – All personnel are to conform to all rules and regulations that may be prescribed by the state board and by the school board.
- (10) **Protect Property** – All personnel are to see that the school building, and all things pertaining thereto, are not unnecessarily defaced or injured.
- (11) **Building Security** – No students are to be in the main building after 4:15 p.m. All doors will be secured by a custodian at this time. Teachers entering and exiting the building after 4:15 p.m. are responsible for the security of the entire building and its contents.
- (12) **Fire and Emergency Drills** – Instructional personnel are to give instructions in and hold under the direction of the school principal, such fire and emergency drills as may be prescribed by law, by regulations of the state board and of the school board, and as otherwise may be deemed necessary. Instructional personnel are to post an evacuation map next to the entrance in each classroom.
- (13) **Custody of Property** – All personnel are to deliver, upon closing or suspending school, all keys, records and reports, and account for all other school property to the principal of the school or to the superintendent, as may be prescribed by regulations of the state board and of the school board.

- (14) **Contracts** – Unless released from the contract by the School Board, all personnel are to fulfill the terms of any written contract.
- (15) **Showing of Movies** – The showing of movies and other video formats shall be for educational reasons only. Movies with a “G” rating may be shown without parental consent. Movies rated “PG” or “PG-13” must have approval from the administration and a permission form signed by the student’s legal guardian. Movies rated “R”, “M”, “NR”, “NC-17”, “X”, or “XXX” may not be shown at all whether in part or in whole. Every effort should be made to remove offensive language and suggestive actions from all movies. <http://www.santarosa.k12.fl.us/pdc/docs/63-11-58pgvideoperm08.doc>
- (16) **Evaluation** – http://www.santarosa.k12.fl.us/policy/policy6_40.pdf All personnel are required to be informed concerning their evaluation instrument. The local school administration is required to provide an initial orientation, but the employee must ask for clarification if needed. An Individual Professional Development Plan shall be developed by each teacher under the oversight of the principal and/or his designated administrator http://www.santarosa.k12.fl.us/pdc/docs/0809/63-11-52_TeachPDPAppA.doc. Timelines will be followed with appropriate documentation filed according to policy. The Teacher Assessment System Manual may be found at: <http://www.santarosa.k12.fl.us/pdc/docs/srtas/tas0708.doc>. Various teacher assessment instruments and documents may be found at this link: <http://www.santarosa.k12.fl.us/pdc/docs/>
- (17) **Use of Planning Time** – Use of planning time determines to a great degree the quality of a teacher's instructional program. Use of planning time will be evaluated to the same extent as are other important items in teacher evaluation. Break time is to be kept to a maximum of twenty minutes.
- (18) **Dress and Appearance** – Employees must appear neatly and professionally in grooming/dress (appropriate for the activity/occasion). The student dress code is not to be violated. **No** shorts or T-shirts are allowed in the building. Jeans are not considered appropriate for the classroom. The principal will make exceptions for certain days or activities.
- (19) **Length of Work Day** –
- Twelve-month employees, 8 hours.
 - Teachers and aides, 7 1/2 hours. (Work day hours are different for duty teachers.)
 - All employees are to **sign in and out electronically** upon arrival and departure from school. (See the principal’s secretary and technology specialist if a problem exists.) The official workday for teachers is 8:30AM - 4:00PM, Monday through Friday.
 - Teachers are to be in the classrooms providing assistance to students from 9:00 a.m. until the beginning of school unless directed otherwise by the principal or assistant principal.
- (20) **Personal Business on School Time** – **No** employee of the School Board may conduct personal business on school time except for emergencies approved by the principal or superintendent. School board equipment and supplies shall not be used to conduct personal business or any other activity not connected with the school system. General Authority 230.22 (2), F.S., Law Implemented 230.22 (1), F.S.

- (21) **Confidential Information** – Teacher/teacher, teacher/administrator, or teacher/student discussion of pupil or personnel problems should stay confidential (between the parties involved in the discussion) unless a legal reason requires otherwise. Information gained as a result of our position shall remain confidential.
- (22) **In-service** – In-service will be provided as prescribed in the District In-service Plan. Teachers will be afforded some opportunities to obtain in-service during specifically assigned activities, however, the requirement of obtaining the required number of in-service points rest entirely with the individual teacher. Vouchers for local in-service points may be obtained from the Media Specialist or the county Professional Development Center (PDC). http://www.santarosa.k12.fl.us/pdc/docs/07-08/63-11-30_voucher.pdf
- (23) **Use of Tobacco and Alcohol** – Tobacco and alcoholic beverages are prohibited on Florida school campuses at all times. Use of tobacco products or alcoholic beverages in the presence of any student at any time is strictly prohibited.
- (24) **Copy-write** – It is the individual teacher’s responsibility to be aware of and be in compliance with all copy-write laws. Copy-write guidelines and supplementary information may be found at the following links: http://www.santarosa.k12.fl.us/pdc/docs/63-11-59_cpyrtagree.doc <http://www.santarosa.k12.fl.us/pdc/docs/get-copyrt.pdf>

1.06 Instructional Personnel Authority. Subject to law and to the rules of the district school board, each teacher or other member of the staff of any school shall have such authority for the control and discipline of students as may be assigned to him by the principal or his designated representative and shall keep good order in the classroom and in other places in which he is assigned to be in charge of students. If a teacher feels that corporal punishment is necessary, the principal, assistant principal, or dean of students may administer corporal punishment only in the presence of another adult who is informed beforehand. The witnessing adult shall be informed of the reason for the punishment in the student's presence. (F.S.232.27)

1.07 Liability of Principals or Instructional Personnel. Except in the case of excessive force or cruel and unusual punishment, a teacher or other member of the instructional staff, a principal or his designated representative shall not be civilly or criminally liable for any action carried out in conformity with the state board and district school board rules regarding the control, discipline, suspension, and expulsion of students. (F.S.232.275)

Leave Policies/Insurance

2.01 Leave Conditions. ALL leave must be granted by the administration prior to the absence. Granted leave must then go through the Substitute Employee Management System. All teachers must be trained in the use of the Substitute Employee Management System (SEMS). Once the training has occurred, teachers will be responsible for reporting ALL absences and obtaining substitutes by utilizing the SEMS. Teachers may arrange for their own substitutes if the absence is known in advance as long as the information is properly reported to the SEMS.

2.02 Personal Leave. Teachers may use six (and only six) of their sick leave days each year for personal reasons. Personal leave is not earned in addition to sick leave as it is a part of the sick leave. Personal leave days not taken remain in your sick leave balance. No matter what the sick leave balance is, no more than six days of that balance during any school year may be used

for personal leave. Please keep in mind that once the six sick leave days for personal reasons are used, any further absences during that year for reasons that do not qualify for sick leave will result in loss of pay. Appropriate leave forms are to be completed prior to the date of leave. **Personal leave must be granted by the administration and registered with SEMS at least one full working day in advance.**

2.03 Jury Duty. Full pay may be received from the school system when one has to be absent to serve on to a jury or as a witness. A copy of your subpoena or summons to duty must be attached to your leave request form.

2.04 Sick Leave. Teachers earn one day of sick leave per month, which is a total of ten days per year. Unused sick leave carries over from year to year. Teachers do not lose it. Appropriate leave forms are to be completed as soon as possible after returning to work. Teachers may join the Sick Leave Bank after reaching eligibility. (See the figure 2-1.)

2.05 Temporary Duty. Teachers may be assigned by their administrator to be temporarily on duty at some location other than their regular classroom. Temporary duty is not charged against a teacher's leave days because that teacher is not absent from duty but has been assigned by his/her administrator to be ON DUTY at some other place. Appropriate leave forms and leave request to SEMS are to be completed 24 hours prior to the date of absence.

2.06 Leave for Less Than a Full Day that requires a substitute must be reported to SEMS by the employee.

2.07 Procedures for Leaving Campus. Prior approval of the administration is required **BEFORE** leaving campus for any reason during the normal workday. After securing approval of the principal or assistant principal, teachers are to sign out with the principal's secretary. Upon returning to campus, teachers are to sign their sign-out sheet and return the sheet to the principal's secretary for proper filing. All time is cumulative and will be charged against personal leave.

2.08 Family and Medical Leave Act. Policies for Implementing the Family and Medical Leave Act have been established by the School Board and may be found in school board policy. Contact Human Resources for further information.
http://www.santarosa.k12.fl.us/policy/policy6_542.pdf

2.09 Insurance. <http://www.santarosa.k12.fl.us/risk/insurance.htm>

School Board employees have the choice of three (3) different plans. Blue Cross Blue Shield of Florida (HMO/BlueOptions PPO) <http://www.bcbsfl.com> or ASI Tricare Supplement <http://www.TricareInsurance.com>. They may select coverage for the employee only, employee/spouse, employee/child(ren), employee/family or 2 employee family.

Two [dental insurance](#) plans are offered with coverage for the employee only, employee/spouse, employee/child(ren), employee/family or 2 employee family.

The School Board provides a life insurance policy to each employee. Employees also have the option of selecting additional supplemental life insurance coverage.

Employees may also elect a [vision plan](#) for employee only, employee/spouse, employee/child(ren), employee/family or 2 employee family.

A [long term disability](#) plan is offered with coverage for the employee only.

SANTA ROSA **TEACHERS'** SICK LEAVE BANK PROGRAM

MEMBERSHIP APPLICATION

for

Professional Employees Represented by the Santa Rosa Professional Educators

- 1. This completed application should be submitted to your work site SRPE representative.
- 2. If your SRPE representative is not available, you may deliver this application to the Human Resource Office personally.
- 3. The completed application must be RECEIVED in the Human Resource Office before August 15.

EMPLOYEE'S MAILING ADDRESS: _____

HOME PHONE: _____ SCHOOL: _____

I hereby authorize the District School Board of Santa Rosa County, Florida, to deduct one (1) day of my personal sick leave as my initial enrollment in the Santa Rosa Teachers' Sick Leave Bank Program.

I understand that such membership is voluntary and that such leave days donated to the bank will not be returned to me. I further understand that such membership is revocable upon thirty (30) days written notice to the Santa Rosa Professional Educators Association and the District School Board Payroll Office.

EMPLOYEE'S SIGNATURE

DATE

I DO NOT choose to participate in the Santa Rosa Teachers' Sick Leave Bank Program at this time.

EMPLOYEE'S SIGNATURE

DATE

(FOR COMMITTEE USE)

_____ Approved for membership

_____ Not approved for membership (Article XXII – Master Contract)

_____ Employed less than one (1) year

_____ Less than nine (9) days of accumulated leave

_____ Application received after deadline

AUTHORIZED SIGNATURES OF COMMITTEE

Figure 2-1

Use of School Equipment or Facilities

3.01 Teachers who need to use equipment or facilities for professional purposes may do so with permission of the administration. School Board policy forbids the use of school facilities or equipment by employees for personal purposes. **No** equipment owned by Pace High School and/or the Santa Rosa County School System will be used to violate the copyright laws.

3.02 Use of School Telephone. http://www.santarosa.k12.fl.us/policy/policy6_32.pdf

- a) **Personal Calls.** Personal calls should be held to an absolute minimum, and may be made only while on break. Our office staff has been instructed **NOT** to take messages directly to anyone unless the caller indicates that there is an **EMERGENCY**. If this is the case, the caller will be asked to hold and you will be notified **IMMEDIATELY** to take the call. All other calls will be forwarded to e-mail.
- b) **Long Distance Calls.** School phones may **NOT** be used to place long distance calls for any reason unless authorized by the school administration. **No personal long distance phone calls of personal nature may be charged to Pace High School.**
- c) **Fax Machine.** Each person using the fax machine is responsible for providing paper to the guidance secretary. Departments using the fax machine on a regular basis may be asked to purchase additional toner. Personal use of the fax machine is prohibited.

3.03 Transfer of Equipment. All transfer of unwanted equipment shall use the Transfer to Surplus or from Room to Room form provided following this section. This form should be completed and returned to the assistant principal in charge of the facility. (See the following forms)

Transfer from Room to Room

IMPORTANT: Print a paper copy of this form, have an authorized person sign it, and send it to Property Control via courier

Property is being transferred for:

- Use at another location
 Obsolete
 Surplus
 Vandalized
 Un-repairable

FROM (School Name):

School Number:

TO : (School Name):

School Number:

<u>Property #</u>	<u>Description</u>	<u>Serial Number</u>	<u>Cost</u>	<u>Qty</u>	<u>Old Bldg/Room</u>

Transferred By: (Print Name) Signature: _____ Date:

Received By: (Print Name) Signature: _____ Date:

IMPORTANT: Print a paper copy of this form, have an authorized person sign it, and send it to Property Control via courier

FOR PROPERTY CONTROL USE ONLY
 Changes Posted to Property Control Records: Signature: _____ Date: _____

Transfer to Surplus

IMPORTANT: Print a paper copy of this form, have an authorized person sign it, and send it to Property Control via courier

Property is being transferred for:

- Use at another location
 Obsolete
 Surplus
 Vandalized
 Un-repairable

FROM (School Name):

School Number:

TO : (School Name):

School Number:

<u>Property #</u>	<u>Description</u>	<u>Serial Number</u>	<u>Cost</u>	<u>Qty</u>	<u>Old Bldg/Room</u>

Transferred By: (Print Name) Signature: _____ Date:

Received By: (Print Name) Signature: _____ Date:

IMPORTANT: Print a paper copy of this form, have an authorized person sign it, and send it to Property Control via courier

FOR PROPERTY CONTROL USE ONLY
 Changes Posted to Property Control Records: Signature: _____ Date: _____

Mailroom and Mailing Procedures

4.01 Teachers Mailboxes. All teachers will be assigned a mailbox which in the mailroom. Incoming mail and materials from county and school administration will be placed in mailboxes daily. Teachers are expected to personally check and empty their mailboxes daily. **The mailroom is off limits to all students.**

4.02 Mailing Procedures. Outgoing school mail is to be stamped by the appropriate Department Head and deposited in a box on the counter in the mailroom for postal pick up. It will be each teacher's responsibility to make any necessary package returns through the post office.

STUDENT ATTENDANCE

5.01 Principal's Responsibility. The principal shall be responsible for the administration of attendance policies and procedures and for the accurate reporting of attendance in the school under his direction. He shall assure that all teachers and clerks are instructed in the proper recording of attendance, and it shall be his duty to see that such instructions are followed. He shall inspect and determine the accuracy of each Teacher's Register of Attendance (electronic gradebook) at least twice during the school year. (SBR 6A-1.44)

5.02 Teacher's Responsibility. The Teacher's Register of Attendance (electronic gradebook) shall be prima facie evidence of the facts, of attendance. It shall include a register of enrollment, attendance and absence of each child enrolled for each school day of the year in a manner prescribed by the state board. Violations of the provisions of this section shall be a misdemeanor of the second degree, punishable as provided by law. (FS232.021). In the case that the teacher is absent, a hard copy of the attendance procedures and class roll is to be prepared and placed in the substitute teacher's packet. At no time will the substitute teacher be allowed to access the electronic gradebook.

5.03 Substitute Teacher's Responsibility. It shall be the responsibility of the substitute teacher to pick up the Substitute Teacher's Packet from the mailroom. First block morning attendance and tardiness will be marked on a hard copy of the teacher's roll and sent to Student Affairs during the morning announcements. The attendance for the remaining blocks will be recorded on a hard copy of the teacher's roll and returned to the principal's secretary in the Substitute Teacher's Packet daily. The principal's secretary will then submit the attendance rolls to the attendance officer for up-dating.

5.04 Parent/Guardian Responsibility. It shall be the responsibility of the student's parents/guardians to properly notify the school of the absence. This notification is to be in the form of a written note. A good faith effort on the part of the school will be made to notify parents/guardians of any absence suspected or believed to be truancy. Pace High School will notify parents of an absence from school through the use of the automated phone call-out system(AVA). An absence that is not cleared within three days will remain unexcused.

5.05 Absentee Reporting Procedures. It shall be the responsibility of each teacher to record in the electronic gradebook the absence or tardiness of each student for each period of the day in which they are assigned students. A teacher **shall not** delegate this responsibility to a student or student aide under any circumstances.

(1) **Initial Start-up Non-attendance** - At the beginning of each school year, a student is not considered absent until he/she has officially reported to a scheduled class.

Students that have not appeared in class are to be coded as “N” until the first day of attendance.

(2) **Morning Attendance** - Morning attendance shall be taken during first block each day by each teacher scheduled students during that block. It is suggested that a seating chart be used for each class. Students arriving to first block class after 9:14 AM and before 9:19 AM shall be recorded in the electronic gradebook as tardy. Students arriving to first block after 9:19 AM and before 9:24 AM are to be written up as classroom disturbance. Students arriving to first block class after 9:24 AM and before the 9:56 AM Late to School Bell are to be written up as skipping. A log sheet for students arriving after the 9:56 AM Late to School Bell will be kept in Student Affairs along with the weekly attendance reconciliation report.

(a) A teacher **shall not** delegate this responsibility to a student or student aide under any circumstances.

(b) Absences shall be recorded daily in the electronic gradebook during the morning announcements on ITV.

(c) Corrections in the electronic gradebook will be handled by Student Affairs.

(3) **Regular Class Attendance** - Classes that meet after 1st block shall record and electronically submit attendance within the first ten (10) minutes after the tardy bell has sounded. A Code 5 will be recorded for any student not in attendance. Any student reporting to class after submission of the attendance must be sent to Student Affairs for record up-dating. Consequences for tardiness will remain dependant upon the teacher’s discretion. (See section 6.00)

5.06 Excusing Students from Class.

- (1) Every student is scheduled to be in attendance in their assigned classes in accordance with the scheduled school day.
- (2) Students may be excused from their assigned class with an Office Request Pass for the following purposes:
 - (a) Guidance business when requested by a counselor.
 - (b) Discipline reasons when requested by an assistant principal or dean of students.
 - (c) Administrative matters when requested by the school's administration.
- (3) Students may be excused during class; however, the teacher must initial the student’s *Agenda Planner*.
- (4) Students may be excused from class with the *Agenda Planner* to go to the library for purposes of meeting the needs of the class from which they are excused.
- (5) **No** student shall be excused from class for any other purpose unless specifically authorized by the morning bulletin or a school administrator.
- (6) Each teacher should maintain a student *Agenda Planner* using the hallway passport.
- (7) Students are **not** to be allowed to line up at doors prior to the bell to dismiss class.

5.07 Student Absences. Any student not physically present in their scheduled class is absent from that class. An appropriate entry shall be made in the electronic gradebook to accurately

reflect the absences. Students attending less than 43 minutes of class, are to be counted as absent from that class.

- (1) In order to receive a credit in a high school course, a student must demonstrate mastery of the performance standards of the course as defined in the **Student Progression Plan**. In addition, a student may not miss 5 or more days in a quarter.
- (2) When a student is absent 5 or more days in a quarter that student will be required to show mastery of the performance standards not only by meeting the class requirements and earning a teacher assigned grade, but must also pass a comprehensive examination covering all performance standards of the course. Mastery will be demonstrated by achieving sixty percent or above on the comprehensive examination that will cover all of the curriculum framework standards for the course. School sponsored activities will not count against the minimum attendance requirement. A comprehensive exam will serve as the attendance exam.
- (3) When a student has an excused absence, homework, class assignments, and projects may be made up. The student will have up to three (3) days upon returning to school to complete make up work unless given an extension by the teacher. Un-excused absences, truancy and suspensions are absences for which work cannot be made up. A zero will be given for all missed work and assignments during un-excused absences.

5.08 Missing Student. A missing student is a student absent from class whose name does not appear as absent in the electronic gradebook. It shall be the responsibility of the Attendance Office to determine if the student has been officially checked out of school or is truant. Findings will be reported to the submitting teacher. It shall be the responsibility of the teacher to make the appropriate entry in the electronic gradebook. An e-mail will be sent to the reporting teacher reflecting an excused or unexcused absence of the student after the findings have been received.

5.09 Admission to Class. Students who have been absent should be permitted to attend class. The student's absence will remain unexcused for make-up work until ascertained differently by the attendance office, at which time the teacher will be notified by e-mail.

5.10 Pre-Arranged Absences. A student who has a need to be absent for other reasons may be granted excused absences based on a written request from the parents/guardians and the approval of the principal. If approval is granted, the student will be required to make pre-arrangements for all schoolwork to be completed during the period of absence and that work will be due on the day the student returns to school. Pre-arranged absences must be approved and completed with teachers at least five (5) days prior to the expected day of the absence except in the case of an emergency.

5.11 Extended Absences. A student who is expected to be absent from school for a period of at least fifteen (15) consecutive school days due to a medically diagnosed physical or mental condition which confines the student to home or hospital and whose activities are restricted for an extended period of time may be eligible for homebound/hospital services. Parents/guardians should contact the guidance office to secure an application for these services.

STUDENT TARDINESS

6.01 Principal's Responsibility. The principal shall be responsible for the establishment of tardiness policies of this school.

6.02 Administrative Responsibility. The administrative Dean of Students shall be responsible to the principal for the administration of the tardiness policies established by the principal of this school. He/she shall assure that all teachers and clerks are instructed in the proper procedures for recording, reporting, and documenting student tardiness. It shall be the responsibility of the Dean of Students to make any and all final decisions relative to a disputed tardy. It shall also be the responsibility of the administrative Dean of Students to report to the principal any teacher who violates the provisions of the tardiness policy.

6.03 Tardiness. It shall be the responsibility of each student to report to class promptly and shall not be guilty of being tardy in accordance with the following provisions:

- (a) Each student is expected to report to school and to each class on time. It is necessary that the school be consistent in dealing with tardiness for each individual class, therefore, a student is counted tardy only if he/she is not completely inside the classroom prior to the ringing of the tardy bell. The classroom door is the official determining line of demarcation. A student reporting to class after the tardy bell has sounded without an appropriate admittance slip from the Guidance, Student Affairs, Health, or Principal's Office shall be **TARDY** and shall be recorded in the teacher's electronic gradebook.
- (b) The reporting of any student as being tardy for any reason other than that which is defined in article (a) of paragraph 6.03 shall be deemed as a violation of the provisions of this policy and will be recorded in the electronic gradebook with an "8".
- (c) Tardiness to individual classes will be subject to the disciplinary action of the individual classroom teacher. Individual teachers will discipline students for tardies to class in accordance with the school's **Minute-for-Minute** tardy policy.

Minute-for-Minute Tardy Policy – For every minute a student is tardy for class he/she will be held at the **end of class** up to five (5) minutes. It is the students' responsibility to get to his/her next class on time. **No** tardy passes will be issued. If a student is late in excess of five (5) minutes, he/she will receive a discipline referral for classroom disruption.

- (d) Teachers are required to stand in halls outside of classrooms in order to move students to class. Misbehavior in the hallway should not be tolerated.
- (e) Individual classroom policies should address tardiness and specifically state the penalties for lateness.
- (f) Teachers are encouraged to reward students for punctuality.

6.04 Teacher's Responsibility. It shall be the responsibility of each teacher to:

- (a) Promptly station themselves at the outside entrance of their classroom at the beginning of that period of time allocated for students to change classes for the purposes of supervising students in route to class.
- (b) Notify each tardy student that he/she is tardy.
- (c) Record the tardy student's name in the electronic gradebook.

Removal of a Student from the Classroom

7.01 Removal Philosophy. According to policy of the Santa Rosa County School Board each school shall develop a school-based policy which shall be included in the school's written discipline plan for the removal of students from classrooms by teachers. It is not the intent of this policy nor does it negate the responsibility of the administration to develop, enact and evaluate the discipline plan of Pace High School. This policy should be addressed in the teacher's classroom rules and policies within the guidelines established by the Code of Student Conduct.

7.02 Policy. This policy is established to give process to a teacher to remove a student from the classroom. Each teacher is required to develop a discipline plan that is enforced within the classroom. The policies and procedures outlined below must be followed in any situation where removal of a student is requested.

7.03 Procedures for removal:

- a. The student's behavior in class must have **repeatedly** interfered with the teacher's ability to communicate effectively with the student's in the class or with the student's ability of the student's ability to learn. No other conditions exist for this removal.
- b. If a teacher wishes to remove a student from the classroom, he/she must make a written report to the principal documenting the conditions and describing the following:
 - (1) **A clear description of the behaviors:** must include the type of behavior(s) the student is eliciting in class.
 - (2) **Length of time the behavior has been occurring:** Documentation must be present.
 - (3) **Interventions attempted by the teacher prior to the referral:** documentation must include parent conferences, telephone calls made home and discipline referrals sent to the Student Affairs office. The teacher must also document the dates and time these disturbance have occurred in class. Parent notification of each classroom disturbance by the teacher is required. These interventions must be documented on previous discipline referrals and conference notes.
 - (4) **Teacher recommendations for interventions:** The teacher refusing to allow the student back into the classroom may make suggestions as to possible actions toward the student. Options include, but are not limited to, disciplinary probation.
 - (5) **Conditions:** Conditions, if any, must be written and forwarded to the parent, teacher, principal and assistant superintendent in charge of secondary schools.
- c. Upon receiving the written report, the principal has the option of placing a student in another appropriate classroom, suspending the student for up to 10 days, or recommending expulsion of the student as is appropriate.

d. If the teacher does not consent to allowing the student to return to class after disciplinary action has been taken, the principal shall convene the **Placement Review Committee**.

e. The **Placement Review Committee** has the power to recommend the student be returned to the classroom in accordance with school board policy. If the committee recommends the student be returned to the classroom, the student will be placed again in his/her normal schedule. A student who is returned to class will automatically be placed on disciplinary probation in accordance with the Student Handbook. If the **Placement Review Committee** recommends the student not to return to the classroom, Pace High School will recommend that said student be expelled from school for an appropriate period of time congruent with policies and procedures of the Santa Rosa County School Board.

7.04 Placement Review Committee. Pace High School's Placement Review Committee shall be established each year and shall be composed of: three teachers selected by the faculty, one dean, one guidance counselor and the principal.

FIELD, EDUCATIONAL, AND EXTRACURRICULAR TRIPS

http://www.santarosa.k12.fl.us/policy/policy8_311.pdf

Santa Rosa County School District Forms and Instructions: <http://www.santarosa.k12.fl.us/finance/FormsPage.htm>

Out of County Mileage Chart: <http://www.santarosa.k12.fl.us/finance/ImportedDocuments/out%20of%20county%20mlg.xls>

In County Mileage Chart: <http://www.santarosa.k12.fl.us/finance/ImportedDocuments/In-County%20Mileage%20Chart.xls>

8.01 Authority. The Superintendent and the School Board are the official authorities for the approval of all field, educational, and extracurricular trips.

8.02 Use of School Buses. School buses may be used for field, educational, and extracurricular trips as follows:

- (1) The Superintendent shall initially approve all trips. The Director of Transportation shall subsequently approve the use of all buses.
- (2) School buses are to be operated by certified district bus drivers.
- (3) School buses may not be used for overnight trips or trips exceeding 500 miles round trip without approval of the School Board.

8.03 Trips Defined.

- (1) **Field Trips** – Any trip which is directly related to a unit of instruction being studied by a particular group of students shall be considered a field trip. A field trip will be approved only when related to the instructional program of the school. The teacher shall direct the request for a field trip through the Department Head and then to the Principal or his designee. The request shall include an outline of the trip and shall show how the field trip will benefit the students. A field trip for one (1) calendar day shall be limited to a radius of one hundred (100) miles from the school unless approved by the School Board. Transportation costs of field trips shall be paid from the school-based budget or from internal accounts. Field trips shall not be of a prohibitive cost to the students. http://www.santarosa.k12.fl.us/policy/policy4_43.pdf

- (2) **Educational Trips** - Educational trips are planned by the administration and support staff department heads for a specific group of students to meet an overall school educational need. For example, the Guidance Department may plan an educational trip for all interested seniors to attend the College Fair. This type of trip may be scheduled either within or outside of the normal school day. http://www.santarosa.k12.fl.us/policy/policy8_311.pdf
- (3) **Extracurricular Trips** - Extracurricular trips are trips planned by the administration or club or class sponsors to meet specific objectives of sponsored class or club activities. This type of trip is to be scheduled outside the confines of the normal school day.

8.04 Student Charges. Students may be asked to pay a prorated share of the transportation cost for extracurricular and educational trips. **No student may be required to pay for any expense related to a field trip.**

8.05 Principal's Responsibility.

- (1) The principal will obtain prior approval of the Superintendent and School Board for all trips.
- (2) The principal will coordinate the scheduling of field trips, educational trips and extracurricular trips.
- (3) The principal will coordinate the use of buses for all trips of his school and reimburse the School Board as follows:
 - (a) Pay bus drivers at the rate established by the School Board commencing with time of departure, ending at time of return.
 - (b) Pay for the use of each bus at the established School Board rate per mile from school to destination and return for all trips.
- (4) The bus coordinator will obtain a bus driver for all trips in sufficient time for the driver to properly service the bus for the trip.
- (4) Maintain on file, until the end of the school year, a signed Parent Permission Slip (Figure 5-1) for each student for each trip. In the event of an accident, permission slips shall be attached to the Accident Report and filed with the student's permanent record.
- (5) At least three days before the field trip, the coordinating teacher will send to Student Services a roster of students for an attendance check of possible students for excessive absences.
- (6) Report the assignment of Temporary Duty for each staff member in which the assignment does not exceed one school day or require a substitute teacher.
- (7) Request approval of the Superintendent for the assignment of Temporary Duty for any staff member in which the assignment requires:
 - (a) more than one day.
 - (b) an overnight stay.
 - (c) a substitute teacher.

8.06 Department Head's Responsibility. Department Heads shall be responsible for approving and overseeing the planning of field and educational trips requested by their teachers and support staff personnel in which budgeted departmental funds are to be expended.

8.07 Teacher's Responsibility for Field Trips.

- (1) Teachers are to initially plan field trips with their department heads and submit a completed Trip Request Form (Figure 5-2) to the principal via their department head. Teachers are to follow the guidelines established in the Teacher Handbook (see section 5.03 and 5.08) Trip Request forms for extracurricular trips planned by club or class sponsors are to be submitted directly to the principal. **All Trip Request Forms are to be submitted at least 30 days prior to the requested activity.**
- (2) Students are **not** to be informed of trips prior to the trip being requested and approved by the Superintendent and School Board.
- (3) The Trip Request Form must reach the principal not later than the first of every month. Requests for trips in excess of 500 miles round trip, are over night, or are out of state must reach the principal at least 30 days prior to the date of the trip.
- (5) Once the Trip Request Form has been approved and returned to the teacher, it then becomes the teacher's responsibility to issue each student in the club or class a Parent Permission Slip to be signed by the student's parent or legal guardian and returned to the teacher. Teachers are not to accept any notes of permission other than the prescribed form (Figure 8-1).
- (6) A Bulletin Announcement e-mail shall be submitted to the transportation secretary at least two days prior to the trip, listing in alphabetical order the names of those students to be taken on the trip. Three additional lists of the names are to be submitted for the following purposes:
 - (a) One updated copy is to be submitted to the Office of Student Affairs for attendance purposes prior to departure.
 - (b) One updated copy is to be attached to the Parent Permission Slips to be submitted to the school secretary for school records.
 - (c) One updated copy is to be maintained by the teacher for student accountability purposes during the trip.
- (7) The teacher in charge shall present a copy of the Request for Use of School Bus form (Figures 5-5 and 5-6) to the driver when boarding the bus. An approved copy of this form will be placed in the teacher's mailbox by the principal.
- (8) The teacher in charge shall insure that all students involved in any extracurricular activities involving travel ride the provided transportation **from** Pace High School and **back** to Pace High School. A student shall not be allowed to leave an event or activity with any person other than a parent or legal guardian. **NOTES WILL NOT BE ACCEPTED.**

- (9) The teacher in charge will submit a detailed itinerary for all overnight trips to the principal, transportation secretary, and Student Affairs.
- (10) The teacher in charge will secure chaperones as needed and in accordance with F.H.S.A.A. guidelines.

8.08 Use of Commercial Carriers, Leased or Private Vehicles.

- (1) Commercial carriers, leased vehicles, or private vehicles may be used only when conditions are such that district owned and operated buses and drivers are not available.
- (2) Commercial carriers or leased vehicles are to be contracted with proof of insurance in accordance with the provisions of paragraph 4 below.
- (3) Use of private vehicles must bear the notarized permission of the owner and proof of insurance in accordance with the provisions of paragraph 4 below.
http://www.santarosa.k12.fl.us/policy/policy8_36.pdf
- (4) Procedures for scheduling commercial carriers, leased vehicles, or private carriers.
 - (a) A completed Trip Request form must be submitted to the principal at least 30 days prior to the date of the requested trip.
 - (b) Written evidence of insurance (Figure 8-4) in compliance with the following minimum requirements must be submitted:
 - 1. The sum of not less than \$100,000 liability insurance for bodily injury or death times the number of the rated seating capacity of the vehicle or \$300,000 whichever is greater.
 - 2. The sum of not less than \$5,000 medical payments insurance per person transported.

PACE HIGH SCHOOL TRIP PERMISSION SLIP	
<p>I hereby give my consent for _____ to engage <div style="text-align: center;">(Name of Student)</div> and participate in the _____ on _____ . <div style="display: flex; justify-content: space-around;"> (Activity) (Date) </div> I will accept sole and complete responsibility for any and all bodily injury to the above named individual arising out of his/her participation in this activity, including travel to and from said activity. This release is not to be considered as a release for bodily injuries caused by gross negligence or intentional torts on the part of the Santa Rosa County School System, its agents, or employees.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;"> _____ (Signature of Parent) </div> <div style="width: 30%; border-top: 1px solid black; text-align: center;"> _____ (Date Signed) </div> </div>	

(Figure 8-1)

THE FOLLOWING ITEMS ARE TO BE USED AS A CHECK-OFF LIST FOR COMPLETING THE RESPONSIBILITIES OF THE TEACHER REQUESTING THE TRIP:

- _____ 1. Complete a Trip Request Form and submit it to the principal.
- _____ 2. Inform the Bus Coordinator of the approved trip at least five days prior to the date of the trip.
- _____ 3. Inform students of approved trip and pro-rated cost.
- _____ 4. Issue Parent Permission Slips to each student. Inform them that this is the ONLY permission form that will be honored.
- _____ 5. Each students form should be checked prior to departure. A student roster shall be sent to Student Services for an attendance check of possible students for excessive absences.
- _____ 6. Prepare a bulletin announcement and submit it two days prior to the trip, listing alphabetically the names of all the students to be excused for the trip. Make three additional copies of this list for other use. Note meeting time and place of departure.
- _____ 7. If this trip requires any of your classes to be covered by other faculty members, submit their names to the assistant principal at least two days prior to the date of the trip.
- _____ 8. Check your mailbox daily for a copy of the approved Request for School Bus form.
- _____ 9. Fill out a Temporary Duty Form and submit it to the principal's secretary.
- _____ 10. Submit an itinerary to the principal and Student Affairs.
- _____ 11. Establish a pick-up point for students upon return to school.

PRIOR TO DEPARTURE:

- _____ 1. Submit a corrected copy of the names of students departing with you to the Attendance Secretary in the Office of Student Affairs.
- _____ 2. Attach the Parent Permission slips to a corrected copy of the students' names and submit to the Principal's Secretary.
- _____ 3. Submit the approved Request for School Bus form to the driver of your bus.
- _____ 4. Keep a list of the names of the students who are departing with you and TAKE ATTENDANCE each time you board the bus.

DURING TRIP:

- _____ 1. All school rules are in effect.
- _____ 2. Take roll at all stops before allowing bus(es) to be put in motion.

UPON RETURN:

- _____ 1. Check bus(es) for items left by students, chaperones, etc.
- _____ 2. Have students contact parents for pick-up.
- _____ 3. Do not allow any student to enter a secured area of the school.
- _____ 4. Be sure all students are picked up by appropriate persons. Never leave any student without supervision.

(Figure 8-3)
EVIDENCE OF INSURANCE

Date: _____

From: _____

To: Santa Rosa County School Board

Ref: _____

Subject: Transportation of Students in Private Vehicles

I hereby grant permission to the Santa Rosa County School Board for use of vehicle(s) of which I am the lawful owner, to be utilized for transportation of Pace High School students, and further certify that I am in compliance with Santa Rosa County School Board Policy 8.36+ and Florida State Statutes 1006.21, 1006.22, and 1006.24 as described below:

- A. The vehicle owner's automobile insurance will be the primary policy and the School Board's insurance will be the secondary policy. The minimum liability insurance held by the owner is in the sum of \$10,000/\$20,000 for bodily injury + \$10,000 PIP + \$10,000 property damage.
- B. The driver must show a current valid driver's license.

Name of Insurance Company

Policy Number

Signed: _____

STATE OF FLORIDA
COUNTY OF SANTA ROSA

Sworn to and subscribed before me on this _____ day of _____ ,

in the year of our Lord _____ .

Notary Public
State of Florida at Large

(Figure 8-4)

CHAPERONAGE

INTRODUCTION: The problem of proper chaperonage of students on trips sponsored by schools is ever with us. Motel managers and others have expressed grave concern over the lack of effectiveness of chaperonage in many instances. The following outline on chaperonage is intended as a guide for each school in setting up its policy on chaperonage. It is not a hard and fast rule but should meet the requirements of most schools.

PLANNING A TRIP: Reservations should be made early enough to insure the satisfactory housing of pupils. Reservations should be made by the person planning the trip well in advance of the time of departure with complete plans for transportation within the city (plans for meals, etc.) cared for. The adult in charge should make these arrangements. They should be confirmed in writing if made by telephone. Consider the following items when making such plans:

1. Housing should be in a standard hotel, motel, dormitory or other recognized facility.
2. All persons in the charge of any particular chaperon should be housed together. Attempts should be made to have all students of the same sex housed in continuous rooms. Travel in private cars should be avoided as much as possible. Driving into the early hours in the morning to return home should be **ABSOLUTELY PROHIBITED**. It is much better to pay an extra night's lodging than to take chances of losing lives because of exhaustion of a driver. If more than one group from a school is going to the same activity, all should adhere to the same general regulations.

PRE-TRIP MEETING: The person in charge of the trip should arrange a meeting of chaperons well in advance of the departure so that all parties understand the assignments and regulations. Students who are taking such a trip should be thoroughly indoctrinated as to the rules and regulations and the responsibilities of chaperons prior to departure. The principal should make it a point to talk with student groups prior to departure stressing the responsibility of the students as representatives of the school and making sure that they understand and agree to the regulations. No student should be permitted to accompany a group on a trip until he has agreed, in writing, to abide by the rules established and has submitted the written consent of his parents for him to make the trip.

STUDENT GUIDELINES: Students should wear appropriate clothing at all times. Students should engage in school activities of a group nature only. Under no circumstances will social dates involving students be allowed. When a student is assigned to a group or a chaperon, he is to remain with the group at all times unless he has made special arrangements. Students should return with the group unless other traveling arrangements are made prior to the time of departure. No student should be permitted to visit relatives or friends while on a trip without previous arrangements of his parents with the director or chaperon. Smoking shall be prohibited. Hotel rooms are bedrooms. Under no circumstances should students of opposite sex visit, play cards, or entertain guests in their hotel rooms. If a student is to entertain a visitor, he should check with his chaperon and receive permission to do so in the hotel lobby or other public area.

CURFEW: chaperons and all members of the group notified should set a curfew. The time should allow a reasonable amount of time after the close of the last event. Events should not be planned to last after 11:00 o'clock and the curfew should not be later than 12:00 o'clock. When any mixed group travels at night a curfew hour will be announced by the chaperons and after this time there should be segregation of sexes.

CHAPERON DUTIES: Teachers who assume the responsibilities for chaperoning a group of students on an out-of-town trip should recognize that they are assuming a twenty-four hour-a-day responsibility from the time they leave until they return. At no time may chaperons make personal plans except with the consent of the person in charge of the trip. The drinking of alcoholic beverages at any time during the trip is just as much out of place as during the regular school day. Chaperons should keep an accurate check on the members assigned to them at all times. At no time should students be turned loose unless it is in a defined area (i.e. arena, park, etc.). Chaperons should never retire until all students are checked in for the night, all visiting between rooms has stopped, and the chaperons are sure the students are quiet and in their rooms. Policies are of no value unless they are rigidly adhered to. It is not a matter of discretion on the part of the chaperons as to whether or not they are to be adhered to. Regulations once decided upon should be carried through. If a party includes members of each sex, there should be chaperons from each sex or arrangements made with a chaperon from another school so that responsibilities may be shared. All chaperons should be teachers. It is strongly recommended that the person in charge of the trip shall be a teacher. No other individuals, adults or students should be allowed to travel with the group. There should be a minimum of one chaperon for each ten students.

STUDENT GRADES

9.01 Grade Determination.

- (1) Grades will be determined at the conclusion of each quarter (nine-week) grading period. HALF CREDIT grades will be determined at the end of each quarter period. FULL CREDIT grades will be determined at the end of TERM 1 and TERM 2.
- (2) Grades will be determined on the basis of evaluation methods, which may include a combination of tests, assignments, projects, reports and class participation as the acceptable means for evaluating student performance. Each particular method of evaluation utilized must represent a certain percentage or weight of the total grade awarded and be properly addressed in the syllabus at the beginning of each grading period.
- (3) Grades may **not** be lowered as a disciplinary measure.(1003.33, F.S.) However, students who have unexcused absences are to be assigned "zeros" for any classwork or assignments due on the day of his/her unexcused absence. Extra credit grades may not be awarded for non-academic reasons. A daily class participation grade is strongly recommended for each course.
- (4) It shall be the responsibility of the Guidance Department to evaluate and translate all transfer grades received on a student entering school from another school. Translated grades will be provided to each teacher and coded as follows:
 - (a) 86/2 (A grade of 86 representing 2 weeks)
 - (b) 91/5 (A grade of 91 representing 5 weeks)
 - (c) N (No grade -Average Pace High School grades)
- (5) Grades are to remain confidential between parties directly involved. All discussion of grades is to remain on a professional level.
- (6) The grading system is as follows:
A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 0-59
- (7) Transfer grades from other schools using letter grades will be translated to the following numeric scale:
A = 95 B = 85 C = 75 D = 65 F = 59

9.02 Mid-quarter Report to Parents.

- (1) Mid-quarter grades will be the average of all work attempted/participation.
- (2) Mid-quarter progress reports will be recorded in each student's Agenda Planner by the end of the fifth week of each quarter. This report will reflect the student's progress ending the fourth week of each quarter.
- (3) The mid-quarter grade **is not** loaded into the data processing files.

9.03 Agenda Planner/Grades.

- (1) Each teacher will assist students in calculating their grade on a weekly basis.
- (2) First period teachers must require each student to acquire a parent's signature of the *Agenda Planner* one time per week.
- (3) The teacher will report to the guidance counselor each student who has not acquired a parent's signature.
- (4) Teachers may refer students to the Dean for conferencing if a parent's signature is not acquired.

9.04 Quarter Grades/9 Weeks (1/2 Credit)

- (1) A minimum of 9 evaluations shall be utilized for averaging purposes and appropriately recorded in the gradebook to substantiate the quarter grades.
- (2) Quarter exams are a requirement and will be given the last day(s) of the grading period. A test schedule will be announced by the administration.
- (3) Quarter grades are to be recorded **numerically** in the electronic gradebook.
- (4) Quarter grades are computed by counting the quarter exam grading period test 25% and the quarter work 75%.

9.05 Term Grades/18 Weeks (1 Credit)

- (1) A quarter exam is to be administered to each student at the end of each nine-week grading period. Each exam will be comprehensive of the period covered and a copy of the test and key shall be submitted to the department head at least one week prior to exam day. After compiling all department quarter tests, the department head will present copies to an assistant principal at least three days prior to the first day of testing.
- (2) Both the quarter examination grade and the quarter average are to be recorded numerically in the electronic gradebook at the end of each quarter.
- (3) A full credit is awarded when the average of the two quarter grading periods is 60 or greater. This averaging and awarding of credit is done by the automated data system.
- (4) A full credit is awarded when either of the two quarter grading periods is 60 or greater and the final term average is 60 or greater.
- (5) Partial credit (1/2) is earned when either of the two quarter averages is 60 or greater and the final term average is below 60.

9.06 Attendance Exams.

Students that are in violation of the attendance policy regarding excessive absences will be required to pass a comprehensive exam in each course in which a violation exists. Failure to attain 60% on the exam will result in the non-awarding of credit for that quarter. **The quarter**

grade will be the grade made on the comprehensive exam. This grade will be recorded in the electronic gradebook as the final quarter grade.

9.07 Grade Sheets.

- (1) Grades are to be posted on the Grade Sheets as reflected in the electronic gradebook.
- (2) A numerical grade is to be posted for each student for each grading period. Term averages are not to be computed by the teacher on the Grade Sheets. Term averages are automatically computed by the computer. **No** incomplete grades (I) will be accepted.
- (3) If a numerical grade has been posted on the Grade Sheet, it is not to be changed unless a computational error has been made. See article 6.08 for correcting computational errors on proof sheets. If a student's grade is determined to be in error subsequent to the submission of proof sheets and distribution of grade cards, it shall be the responsibility of the teacher to get a Grade Change Request Slip (Figure 6-4) from the Guidance Office, complete the slip in full, and submit it to the Assistant Principal in charge of Guidance for the approval or disapproval of the grade change.
- (4) A No Grade (N) is to be awarded to, and only to, study hall students.
- (5) Grade Sheets are to be completed and returned to the Guidance Office in accordance with the schedule disseminated for each grading period.

9.08 Proof Sheets.

- (1) Within two days after the submission of Grade Sheets, Proof Sheets will be distributed.
- (2) Grades printed on the Proof Sheets are to be compared with grades posted in the electronic gradebook as submitted on the Grade Sheets.
- (3) No Incomplete grades (I) are to be given.
- (4) Numerical Grades printed on the Proof Sheets are not to be altered or corrected for any purpose other than correcting computational errors or scanner errors. All corrections are to be made in **RED** ink.
- (5) It is the teacher's responsibility to proof the grades that they submitted. In the case of the teacher's absence, a stand-in must be arranged. The teacher that is responsible must communicate notification of such arrangement to the Guidance Office.

9.09 Make-up Work.

- (1) Upon student initiated request(s) within three days of return, it shall be the responsibility of each teacher to inform a student of any and all work missed as a result of a student's absence(s).
- (2) It shall also be the responsibility of the teacher to set a specific time the make-up work is to be completed.

- (3) Make-up work is to be completed within three days of a student's absence. If multiple absences are involved, additional time may be agreed upon between the teacher and the student.
- (4) **No** make-up work shall be allowed after ten days following the student's return to school. If mitigating circumstances beyond the student's control continues to exist, additional time must be requested by the teacher and approved by the school's principal, or his designee.
- (5) The student is to be informed that if he or she is absent on the agreed deadline or make-up date, the student will be required to complete or have completed for submission the make-up work on the next day of attendance following the absence.
- (6) If a student fails to make up or submit completed make-up work at the time agreed or on the next day of attendance in the case of absence(s), the teacher is to award a grade of zero for the make-up work that was due.

9.10 Assignment Sheets.

- (1) Make-up work requests received from parents or guardians will be forwarded to teachers on Assignment Sheets.
- (2) Assignment Sheets are to be completed and returned to the Guidance Department no later than the end of the school day following the day of the request.
- (3) Assignment Sheets will not be requested for students who will be absent from school less than three days.
- (4) Assignment Sheet requests will be for a period not to exceed five school days.

9.11 Course Withdrawal.

- (1) Withdrawal from a core curriculum course prior to its completion **shall not** earn any credit for that course nor shall any credit be earned in any other course a student enters that quarter as a result of the withdrawal except as follows:
 - (a) Student withdraws from the course upon the recommendation of the teacher and
 - (b) Withdrawal is made prior to commencement of the first mid-term grading period.
 - (c) Student enters a similar core course, lower or advanced level, within the same grade level and academic discipline and
 - (d) Withdrawal grades are to be transferred to the new course entered for grade averaging purposes in computing quarter or term grades.
- (2) Withdrawal from a non-core curriculum course prior to its completion shall not earn any credit for that course nor shall any credit be earned in any other course a student enters that quarter as a result of the withdrawal except as follows:
 - (a) Withdrawal is made within the first three-week period of the course and

- (b) All course work (assignments, tests, quizzes, projects, etc.) is to be made up prior to the first grading period in the new course the student enters as a result of the withdrawal. Course work not made up by the end of the first grading period shall become zeros and be part of the grade computation for that first grading period. Grades earned in a non-core curricula course from which a student withdraws are not transferable.

9.12 Student Withdrawal. The teacher will receive an e-mail from the Guidance Office indicating that the withdrawing student is about to be withdrawn. If there is any reason to hold the student's withdrawal, a reply e-mail must be sent to the Guidance Secretary within 24 hours. It is the teacher's responsibility to:

- (1) To record the withdrawal symbol "WD" on the official withdrawal date in the teacher's automated attendance book.
- (2) Collect textbooks from the Guidance Office, if not already collected by the teacher.
- (3) Report any problems that might affect the student's ability to withdraw.

9.13 Homebound Students.

(1) Regular Teacher's Responsibilities:

- a. To meet with the homebound teacher upon request from guidance department.
- b. To provide the necessary materials (tests, worksheets, etc.), supplies, and equipment to the homebound teacher for the student's continued instruction.
- c. To accept and record the grades received from the homebound teacher through the Guidance department.

(2) Homebound Teacher's Responsibilities:

- a. To meet with teachers upon request from the Guidance department.
- b. To work with regular teachers to obtain lessons, books, materials, etc.
- c. To grade all work and submit results to the Guidance department.

GRADE CHANGE REQUEST SLIP

Date: _____

From: _____

To: Bradley Marcilliat, Assistant Principal

Subject: Grade Change Request

Student's Name & Number: _____ / _____

[] It is requested that the above name student's grade be changed from _____ to _____
for the _____ nine-week grading period for the following class and period -
CLASS: _____ PERIOD: _____

[] It is requested that the above name student's semester exam grade be changed from
_____ to _____ for the _____ semester:
CLASS: _____ PERIOD: _____

Give specific reason(s) for which the Grade Change is being requested:

To: Data Entry Clerk

The above Grade Change that has been requested has been

[] APPROVED

[] DISAPPROVED

Brad Marcilliat, Assistant Principal

(To be filed in permanent folder)

STUDENT SCHEDULES

10.01 Student Schedules. During a registration period, students will be allowed to request courses in which they desire to enroll. Classes, however, will be assigned by the guidance staff according to class availability, class size, and the need of the student to achieve the correct number of credits in order to attain a diploma as designated in the Student Progression Plan.

10.02 Schedule Changes. Once school has begun, schedule adjustments will be limited to the following:

- (1) The student has a blank in the scheduled day.
- (2) The student is duplicating a class for which credit has already been awarded.
- (3) The student lacks a "required for graduation" course.
- (4) A request is teacher initiated because of the student's skill level.
- (5) In each case a Class Change Request Form will be required

School Improvement

11.01 Representation of the Faculty on the Advisory Council. All faculty members are encouraged to participate in the school improvement process. A teacher representative will be selected by the faculty to serve on the Pace High School Advisory Council. There will also be a representative from the School Improvement Writing Team. Each of these will serve one calendar year beginning each year in August.

11.02 Standing Committees. Standing committees will work with the School Advisory Council to research, develop, evaluate and implement the School Improvement Plan. Each committee may be called upon during the year to carry out the needs of the Advisory Council. Each committee will work jointly with the School Improvement Writing Team to research, develop, execute and evaluate a needs assessment each year. Standing committees will be appointed by the principal/designee or teachers may volunteer.

11.03 Submission of an item for review by the School Advisory Council. The SAC will hold meetings at least four times per year. Items for the agenda must be submitted to the Advisory Council Chairperson at least two (2) days prior to the meeting date. Each item should first be submitted to a standing committee. Upon its recommendation, the committee chairperson will submit the written proposal to the School Advisory Council chairperson. The School Advisory Council will act on the recommendation if needed and include their response in the minutes of the meeting. Items that arise from the SAC may be sent to the standing committee for review and recommendation.

11.04 Needs Assessment and Climate Surveys. It shall be the responsibility of the School Improvement Writing Team to create, disseminate and evaluate a needs assessment each year. This committee will also conduct a climate survey that includes responses from faculty, staff, and parents.

11.05 School Improvement Meetings. Every teacher shall serve on a standing School Improvement Team Committee. Attendance at the monthly meetings is required unless excused by the principal or his designee. In the event an absence occurs, the teacher should make contact with the committee chairperson.

SCHOOL PLANT AND FACILITY

12.01 Operation of School Plant and Facility. The operation of the school plant and facility shall be under the direct supervision of the principal and/or his designee. (F. S. 230.22(2))

12.02 Community Use of School Facilities. http://www.santarosa.k12.fl.us/policy/policy9_30.pdf

- (1) School buildings and facilities are maintained primarily for public education; however, the school board will grant the use of school facilities to community groups after the needs of the education program have been met. Such uses shall in no way interfere with the use and occupancy of the facilities as required for public school purposes.
- (2) Approved uses shall include meetings and activities of a literary, scientific, religious, educational, recreational, political, economic, artistic, character and welfare nature which are of general public interest.
- (3) Prohibited uses include:
 - (a) Non-school groups during the hours that school is in session; unless such use will in no way interfere with the regular conduct of school work or a regularly scheduled school function.
 - (b) Use by an individual, group, or organization which has as one of its objectives the overthrow of the government by force or other unlawful means, or by an individual, group or organization deemed subversive, as shown on the U. S. Army Security Agency list entitled, "Organizations Designated Under Executive Order Number 1040."
 - (c) The use of school facilities by individuals or groups for a commercial purpose or private gain is prohibited, except where a special service is rendered to pupils and approval is granted by the school board.
 - (d) Use by an individual or group who, in the judgment of the board, has in the past damaged school property or has constituted a community nuisance.
- (4) The agreement granting use of the facility shall state all conditions relative to the use of facility including liability insurance, custodial service, heating, utilities, damage to property, smoking, use of alcoholic beverages, and any other conditions that appear to be desirable.
- (5) Application procedures:
 - (a) A Facility Use Form shall be filed with the principal of the school at least two weeks prior to the anticipated use. (See Figure 12-1)
 - (b) The application shall be made on forms, Figure 12-1, furnished by the school board.

- (c) Upon receipt of an application, the principal shall forward the application together with his approval or objections to the use of the said school facility to the superintendent for presentation to the school board for action.
- (d) The above prescribed procedure shall not be required for a small community group activity for which the principal assumes full responsibility.
- (6) Any organization desiring to use a school facility on an extended basis must own property and have plans for building. For extended use of a school facility, an application shall be submitted every three months together with a progress report on the organization's building program; provided that such extended lease agreement shall not exceed twelve (12) months.
- (7) Amounts charged shall be according to the current rate schedule for utilities. Charges shall be determined by the superintendent or one designated by him. Consideration will be given to hours used and existing rate per hour. The rates may be waived at the discretion of the superintendent.
- (8) Special facilities:
 - (a) Cafeteria kitchens: Cafeteria kitchen equipment may be used only under the supervision of the cafeteria staff, who will oversee the use and care of such equipment. **Exception:** Except for parent-teacher association groups who are serving other adults or faculty groups serving faculty members, no home-prepared foods may be sold or served as meals on campus. Foods may be sold or served on campus only if prepared in the school kitchen under supervision of the school cafeteria employees or if prepared in commercial conditions approved by the department of health.
 - (b) Gymnasiums: School functions take precedence over any community usage of gymnasium facilities. When it becomes necessary because of a change in school scheduled events to pre-empt a community function, every effort will be made to give adequate notice. Regulation gymnasium shoes must be worn when these facilities are used. Equipment and materials such as rackets, balls, birds, etc. must be furnished by the group. Use of gymnasium facilities will be granted only to those groups composed of twenty (20) or more persons who meet all other requirements contained herein.

General Authority: 230.22(2), F.S. Law implemented: 230.23(2); 235.02, F.S.

REQUEST FOR TEMPORARY USE OF SCHOOL FACILITIES

SECTION I: TO BE COMPLETED BY ORGANIZATION REQUESTING TO USE FACILITIES

Pursuant to School Board Policies, application is hereby made and permission requested for the temporary use of school facilities.

Name of organization requesting use: _____

Name of School: _____ Facility to be used: _____

Date of use: _____ Time of use: From: _____ To: _____

Purpose of use: _____

Any organization or individual requesting to use school facilities or school property for any activity hereby agrees and acknowledges the following agreement:

The undersigned agent for the aforementioned organization (hereinafter collectively referred to as "Indemnitors"), for and in consideration of the undertaking of the school facilities agree to provide security and assistance while using the school facilities, and for other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged by Indemnitors, do hereby jointly and severally covenant, undertake and agree that they, and each of them, will indemnify and hold harmless (without limit as to amount) the Santa Rosa County School Board and its officials, officers, employees and servants in their official capacity (hereinafter collectively referred to as "Indemnitees"), and any of them from and against all loss, all risk of loss and all damage (including expense) sustained or incurred because of or by reason of any and all claims, demands, suits, actions, judgments and executions for damages of any and every kind and by whomever and whenever made or obtained, allegedly caused by, arising out of or relating in any manner to the facility and or activity, and to protect and defend Indemnitees, and any of them, with respect thereto. Indemnitors shall adhere to facility use regulations and procedures, School Board policy, and applicable state and federal laws regarding use of school facilities, equipment or property.

Indemnitors agree to provide proof of liability insurance coverage in at least the amount of \$1,000,000 per occurrence. Facilities use liability insurance may be purchased by the Indemnitors through the Florida School Board Insurance Trust and Evanston Insurance Company. Applications and fee schedules are available in the Risk Management office at the Administrative Complex on Canal Street in Milton.

School Board Policy 9.30 prohibits:

- the use of school facilities by individuals or groups for a commercial purpose or private gain except where a special service is rendered to pupils or a fee is paid as established by the School Board and the school and approval is granted by the School Board.
- the use of school facilities by any person or group sponsoring activities involving the consumption of alcoholic beverages, gambling activities, or the use of drugs.
- the use of tobacco products in any form in any district owned facility or property.

The person or group sponsoring activities shall arrange with the facility manager/principal for custodial clean-up and such person or group shall be responsible for the cost.

Signature of Authorized Representative of Organization: _____

Printed Name: _____ Title: _____

Phone Number: _____ Date: _____

SECTION II: TO BE COMPLETED BY FACILITY MANAGER/PRINCIPAL

- A. _____ I recommend the above organization be authorized to use the facilities as requested.
_____ I do not recommend authorization to use the facilities as requested.

- B. _____ Proof of liability insurance coverage attached (\$1,000,000 minimum).
_____ No proof of liability insurance coverage. (Applications to purchase coverage may be obtained from Risk Management office)

- C. _____ Daily facility use fee of \$75 attached (\$75 unless additional charges deemed necessary to defray costs).
_____ Exempt from facility use fee for the following reason:
_____ Request for use of exterior grounds only; no utilities required
_____ Non-profit organization serving youth through programs that lead to positive youth growth and development (ie. Scouts, Youth Sport Associations, YMCA, etc.)
_____ Non-profit community service organizations that help and serve members of the local community (ie. American Cancer Society, United Way, Optimist Club, etc.)

Signature of Facility Manager/Principal: _____ Date: _____

Return facilities use form to Risk Management to validate liability coverage requirements. _____

The above request and agreement approved by Santa Rosa County School Board on: _____

(Figure 12-1)

12.03 Appearance of School Grounds. It shall be the duty of the principal, teachers, custodians and pupils of the school center to see that the grounds are kept neat, clean and free from safety hazards. The principal shall enforce the provisions of this regulation. (F.S. 230.22(2))

12.04 Use of Tobacco Products. According to Florida law, the use of tobacco products on any educational facility is strictly prohibited. All School Board owned or leased vehicles are considered to be an extension of the facility.

12.05 Improvement of School Plants and Grounds. Any group, including the parent-teacher association, which desires to improve the school site, to add facilities, or to install equipment shall submit a written proposal to the principal and superintendent for approval. Any such improvements or additions become the property of the school board. (F.S. 230.22(2))

12.06 Maintenance of School Plant. The maintenance and repair of school plants shall be the responsibility of the school board. The principal shall make a written request for any needed repairs so that a schedule of repairs and the date of the job completion can be maintained. (F.S. 230.22(2))

12.07 Vandalism and Malicious Mischief. When vandalism occurs to school property, the principal or the responsible department head shall report the matter immediately to the Superintendent and to the proper law enforcement agency giving all available information.

- (1) A student who willfully damages school property, shall be properly disciplined and his/her parent(s) or legal guardian, if the student is a minor, shall be requested in writing, to restore or to replace each damaged or destroyed property in accordance with the true value as determined by the principal, the responsible department head, or in extreme cases the Superintendent and/or School Board. In extreme cases of vandalism a student shall be subject to suspension or dismissal from school under the charge of serious misconduct. Each school shall formulate local school rules to properly deal with abuse of school property by students. An adult student (18 years of age or older, unless enrolled in the Adult Education Program) involved in the destruction of school property shall be held solely responsible for the damages.
- (2) A civil action against the parent(s) or legal guardian may be instituted by the School Board in an appropriate action to recover damages in an amount not to exceed the limit prescribed by Florida Statutes if vandalism or theft of school property is known to have been committed by a minor and the parent(s) or legal guardian refused to restore or replace the property.
- (3) In any case of willful or negligent damage to school property by a person other than a student, the user or the person responsible for the damage shall replace the property or pay the damages in accordance with the true value as determined by the Superintendent.
- (4) Each organization which is granted a permit for the use of public property shall be responsible for any undue damage to the buildings, equipment, or grounds and shall pay for any such damage in accordance with the true value as determined by the Superintendent. Failure to comply with a request for payment of such assessed damages shall result in the individual, group or organization being ineligible for further

use of school property and such legal action as the School Board deems proper to recover the amount of damages. (F.S. 230.22(2))

12.08 Disposal of School Property. Disposal of real property may occur only when it has been officially declared unnecessary or unsuitable for school purposes by school board resolution. Any monies resulting from the sale of real property shall accrue to the District General Fund unless prohibited by deed restrictions.

(1) Real property which, in the School Board's opinion, has an estimated value of less than \$4,500 shall be disposed of in accordance with procedures established by the school board. The procedure for disposal may include public sale, private sale, or negotiation.

(2) Property which, in the school board's opinion, has an estimated value in excess of \$4,500 shall be disposed of by public sale in the manner prescribed by State Board of Education Rule 6A-2.028.

(3) Notwithstanding the provisions of Subsections (1) (a) and (b) herein, the school board may transfer any real property, regardless of value, to another governmental unit for whatever consideration the school board determines to be the best interest of the District.

(4) Tangible personal property shall be disposed of in the manner prescribed by Chapter 274, Florida Statutes. (F.S. 230.22(2))

12.09 Janitorial Deficiencies Report. Teachers shall be held fully responsible for the cleanliness of their assigned classrooms. All janitorial deficiencies shall be reported to the assistant principal with a courtesy copy to the facilities' secretary through the use of e-mail. This report should be filed as soon as possible after determining that a deficiency is present.

12.10 Work Orders. Teachers shall be held fully responsible for the care and maintenance of their assigned classrooms. Work order requests are to be filed by e-mail with the assistant principal in charge of the facility with a courtesy copy to the facilities' secretary any time there is an item in need of repair.

TEXTBOOK PROCEDURES

13.01 Principal's Responsibilities. The principal or his designee shall be responsible for:

- (1) Management of the school's textbook budget.
- (2) Management of the accountability procedures for all textbooks.
- (3) Authorization and official approval of all requisitions for state adopted and non-adopted textbooks.
- (4) The return of all textbooks to the district textbook coordinator.
- (5) Submission of the school's annual textbook inventory to the district textbook coordinator.

13.02 Department Head Responsibilities. Each department head shall be responsible to the assistant principal for the:

- (1) Management of their department's textbook budget.
- (2) Preparation of all textbook requisitions for submission to the assistant principal.

- (3) Submission of the department's annual textbook inventory.
- (4) Submission of textbook evaluation forms for each textbook initially requisitioned for student use.
- (5) Maintenance of proper textbook files substantiating the accountability of all department textbooks.

13.03 Teacher Responsibilities. Each teacher shall be responsible to their department and the assistant principal for:

- (1) Understanding and making proper use of all accountability forms.
- (2) Personally affixing in the handwriting of each teacher the name of each student, the textbook condition (new, good, fair, poor), and the year of use, of every textbook issued to a student.
- (3) Recording in the appropriate electronic gradebook column the textbook number and condition corresponding to the textbook issued to each student.
- (4) Not issuing a replacement textbook for either a lost or damaged beyond repair book until that lost book or damaged assessment has been collected.
- (5) Collection of monies for lost/damaged textbooks.

13.04 Collection of Monies. It shall be the responsibility of each teacher to assess and collect all monies relative to lost or damaged textbooks. Collections shall be made and turned in to the school bookkeeper in accordance with the following procedures:

- (1) All charges are to be made in accordance with the Lost and Damaged Textbook Assessment Schedule and Textbook Price List and recorded on the appropriate assessment form. These lists may be obtained from the department head or the principal's secretary.
- (2) All monies collected are to be documented on a Report of Monies Collected Form (located in the bookkeeper's office) with the following information listed on the form.
 - (a) Textbook name and number.
 - (b) Student's name and amount collected.
- (3) Assessment paid by third party to the Guidance Department in behalf of a withdrawn student who owes money is to be made in the same manner as paragraphs (1) and (2) above by guidance personnel. Teachers of the withdrawn student are to be provided with a copy of the Monies Collected Form.

13.05 Collection of Fines and Fees. Any student who has not paid fees or charges related to the loss or damage of a textbook, may be prevented from participation in extracurricular activities until the fine is paid. Students who fail to pay assigned lab fees shall not participate in any classroom activity where use of supplies is required. These students shall be assigned a grade of "0" on any work missed because of lack of supplies. Students may provide the materials for the class without paying the fee. The materials provided must be the same materials purchased by the teacher and must be approved by the teacher. **Students who fail to pay these fees will not be referred to the Office of Student Affairs for disciplinary reasons.**

13.06 Lost Books. It shall be the responsibility of each teacher to determine the appropriate assessment for each LOST BOOK in accordance with the following schedule.

1st Year of Use-----	Full Book Price
2nd Year of Use-----	75% of Book Price
3rd Year of Use-----	50% of Book Price

13.07 Damaged Books. It shall be the responsibility of each teacher to determine the extent of textbook damages and make the appropriate assessments in accordance with the following guidelines.

1. A book damaged beyond use or obscenely defaced is to be assessed as a LOST BOOK.
2. A book whose cover has been damaged to the extent of reducing the life expectancy of the book is to be assessed a minimum of \$2 with the maximum assessment not to exceed 50% of book price.
3. Ripped or torn pages are to be assessed at 10 cents to 20 cents per page depending upon the extent of the damage to each page and the significance of the page to the subject matter with the maximum assessment not to exceed 50% of book price.
4. Missing pages are to be assessed as ripped or torn pages. Any book missing 10% of its pages or more is to be assessed as a LOST BOOK.
5. Writing, drawing, etc., are to be assessed at 25 cents each, but the total assessment is not to exceed 50% of book price.

13.09 Total Assessment. The total assessment of each book shall not exceed the appropriate LOST BOOK schedule. Books having multiple damages shall be considered and evaluated as to the possibilities for continued use.

EMERGENCY DRILLS

14.01 Principal's Responsibility. The principal shall be responsible for seeing that emergency drills are held in accordance with state statutes and that all personnel and students are properly instructed regarding such rules and regulations. (FS 235.14)

14.02 Teacher Responsibility. The teacher shall be responsible for instructing evacuation procedures to each of their respective classes. A Crisis Management Plan has been established for each school. See the administrator in charge of Student Affairs for details.

14.03 Fire Evacuation.

- (1) OBJECTIVE: To vacate the building as quickly as possible and account for all students.
- (2) SIGNAL: The fire alarm is several short, loud blasts of a horn.
- (3) TEACHERS' RESPONSIBILITIES
 - (a) Account for your students at all times!

- (b) Close all doors and windows.
- (c) Turn off all air conditioners, heaters, and lights.
- (d) Have your roll book in your possession.
- (e) Direct your students to an assigned area at least 200 feet from the building.
- (f) Close your classroom door upon leaving the building.
- (g) Call roll in your assigned area. Each teacher will be contacted for names of students not accounted for.
- (h) Maintain order among your students.
- (i) Remain in your area until dismissal or permission to return to your classroom has been given.
- (j) After their buildings have been inspected and declared safe, teachers and students are to return directly to the classrooms. Clearance to return to your classroom will be given by an administrator or designee waving students back to the building.

14.04 Tornado Warning. (Code W) - In the event of a tornado warning, all students will be instructed to go inside the building. Teachers in portables will move to the gym lobby inside the school building. An intercom announcement will be the signal for a tornado alert. At this time, all students will move to the innermost corner of the room, get on the floor under available desk and tables, sit on the floor, and curl up with head between the knees so the head and eyes are protected. Teachers must remain calm and assure the students until the alert has ended. This will be signified by an administrator or designee telling teachers and students they may return to class.

14.05 Severe Weather. Lightning is one of the worst killers in severe weather. All teachers and students are to stay indoors and away from electrical appliances while the storm is overhead.

14.06 Hurricane Warning. Should a hurricane warning develop, follow verbal instructions. Enough time will be given to dismiss all students in an orderly fashion.

14.07 EMERGENCY EVACUATION PLAN. This plan is to be used only if immediate evacuation of the Pace area is deemed necessary. The plan is as follows:

I. Notification and Evacuation Routes:

- A. The Civil Defense office will notify us of the initial threat.

1. We will alert the teachers to stand by for possible evacuation.
 2. We will notify the local bus drivers and determine whether they should report to the school immediately or stand-by for further word.
 3. Based on information from the Civil Defense office we will make tentative plans regarding our evacuation route.
- B. Once we are notified that evacuation has to be implemented and of the direction we will move we will:
1. Determine whether time will permit the bussing of students or whether we must begin immediate evacuation on foot and in available private cars and trucks.
 2. Notify all personnel of the procedures to be followed in moving to a point of safety.
 3. Launch the actual orderly exodus from the school upon the direction of the principal.
- C. Listed below are six possible evacuation routes from Pace High School, and a map of these routes.
1. Move east from the school on Norris Road to West Spencer Field Road, north on West Spencer Field Road to South Spencer Field Road, east on South Spencer Field Road to East Spencer Field Road, north on East Spencer Field Road to Hamilton Bridge Road, and east on Hamilton Bridge Road.
 2. Move east from the school on Norris Road to West Spencer Field Road, North and Northwest on West Spencer Field Road.
 3. Move east from the school on Norris Road to West Spencer Field Road, south on West Spencer Field Road to Highway 90 and from there move east or west on Highway 90 depending on the need.
 4. Move west from the school on Norris Road to Chumuckla Road (197), then move north and northwest on Chumuckla Road.
 5. Move west from the school on Norris Road to Chumuckla Road (197), south on Chumuckla Road (197) to Highway 90 and from there move east or west depending on the need.
 6. Move west from the school on Norris Road to Chumuckla Road (197), south on Chumuckla Road (197) to Guernsey Road, west on Guernsey road and across to Woodbine Road, from Woodbine Road move north or south depending on the need.

II. Designated Responsibilities of School Administration, Teachers, and Local School Personnel.

A. Administration

1. Organize and give direction to the actual movement of the entire student body from the school to a place of safety.
2. See that all necessary notifications are made:
 - a. Civil Defense
 - b. Teachers
 - c. Bus Drivers
 - d. Custodians
 - e. Etc.
3. Make sure all systems are turned off and the building is secured.
4. Make certain all personnel are evacuated.

B. Teachers

1. Give close alert supervision to the movement of their class to the
2. Make certain that all the students in their class are evacuated.
3. Make certain that students remain orderly, quiet, and alert.
4. Close all classroom windows and turn off the lights.
5. Remain calm, in control, and refrain from all unnecessary communication.
6. Stay with their group.

C. Custodians

1. Carry out the actual shutdown of all heating, cooling and electrical systems.
2. Carry out the actual securing of the building.
3. Help in checking to make sure all personnel are out of the building.
4. Leave the building.

14.08 Code “L”

I. Teacher Responsibilities

- A. OBJECTIVE: To insure student and employee safety in emergency situations.
- B. SIGNAL: Intercom announcement by administration.
- C. TEACHER RESPONSIBILITIES:
 - (1) Account for your students at all times.

- (2) Close and lock all doors and windows.
- (3) Turn off lights.
- (4) Direct students to remain quiet, calm, and take cover underneath desks or other areas of safe haven inside the classroom.
- (5) Take messages ONLY from administrators or law enforcement personnel.
- (6) Remain in secure positions until personal notification from administrators or law enforcement personnel. (Clearance will be given by a method other than intercom.)

II. Administration and Law Enforcement Personnel Responsibilities will be determined by the situation.

WEAPONS

15.01 Weapons. No person may exhibit a firearm or certain other dangerous weapons in a rude, careless, angry, or threatening manner in the presence of other persons within 1,000 feet of a school site (F.S. 790.1115). **No school board employee may bring or possess a firearm on a Santa Rosa County school campus at any time.** School Resource Officers are excluded from this provision.

ACCIDENT/INCIDENT REPORTS

16.01 Teacher's Responsibility. An Accident/Incident Report form, located in the mailroom, health office, or the Athletic Office, is to be completely filled out anytime a student or employee is injured while under the care of Pace High School. The employee in charge at the time of the incident is to complete the form and take or send it to the assistant principal in charge of safety. Loss of property forms and personal liability forms may be found at the following link: http://www.santarosa.k12.fl.us/risk/accident_forms.htm

Worker's Compensation Form: http://www.santarosa.k12.fl.us/risk/work_comp.htm

Employee Accident Form: <http://www.santarosa.k12.fl.us/risk/Docs/EmployeeAccidentInvestigationForm72-01-03.doc>

GUIDELINES GOVERNING ACTIVITIES

17.01 General Guidelines.

School Board Policies: http://www.santarosa.k12.fl.us/policy/policy7_40.pdf
http://www.santarosa.k12.fl.us/policy/policy8_43.pdf

- A. Petitions must be turned in to the principal or his designee at least 4 weeks prior to the event to allow time for processing.
- B. Organizations must fill out two copies of "Petition for Pace High School Activities," one for administration and one for the organization. (Figure 17-1)
- C. Notification of approval - The organization's copy of the petition will be placed in the sponsor's box marked "approved" or "not approved."
- D. Organizations may **NOT** sell items or promote an activity prior to approval by the administration.

17.02 Sales Activities/ Fund Raisers.

- A. All items must be given to students by the faculty member whose name appears on the petition.
- B. All merchandise is to be distributed during class meetings or club meetings, unless prior permission has been granted by the administration. Merchandise is not to be issued during class time.
- C. Teachers will be responsible for the deposit of all money collected.
- D. All money is to be turned in to the bookkeeper daily.
- E. The "Monies Collected" forms are to list student's names and the amount collected from each.
- F. The bill for the merchandise should be paid as soon as the invoice is received.
- G. Candy Sales - There will be **no** loose candy sales (i.e. M&M's, Hershey Bars, Snickers, etc.). Organizations may sell advance orders of boxed or canned candies.
- H. At the conclusion of **ALL** fund raising activities, a copy of the Petition for Pace High School Activities with the "Financial Recap" section completed, shall be turned in to the bookkeeper.

17.03 Nighttime Activities.

- A. The set price for these events will be set by the sponsoring group and must be approved by the principal.
- B. The activities at Pace High School must end by 12:00 midnight, except the Junior/Senior Prom.
- C. Only Pace High School students with identification and approved guests will be permitted to attend. **No** student below the ninth grade or aged twenty-one (21) or older will be permitted to attend. Approved guests are required to follow all Pace High School rules and policies.
- D. Upon approval of the activity, the sponsor shall contact the assistant principal in charge of facilities about appropriate facility, security, and custodial services.
- E. One teacher must accept responsibility for completing all necessary requisition forms with the bookkeeper at least three (3) days prior to the event.
 - (1) Security Services - \$25 per officer, per hour; 3 hour minimum.
 - (2) Custodial Services - \$10 per custodian per hour; \$40 minimum.
The custodian will be present at all times and be responsible for the clean-up after the event. He will also be responsible for locking up after the event.
 - (3) Concession Change - \$50

Concession proceeds are to be kept separate from all other concession funds. One teacher should be in this area during the activity.

(4) Band or Disc Jockey - Variable

F. After the Activity: Chaperones are to remain until **all** students have exited the campus. Concession receipts, tickets, ticket receipts, moneyboxes, and concession key are to be turned in to the bookkeeper on the next school morning following the activity. Money is to be placed in the bank's overnight depository and may be picked up the next business day.

17.04 Daytime Activities.

A. Any daytime activity that is planned must be worked out and approved by the administration.

B. Car Washes/Road side solicitation as Fund Raisers - The following guidelines must be observed to insure the safety and well being of students.

(1) Students are not to be in the median or on the shoulder of the road soliciting drivers to stop.

(2) Swim suits are **NOT** permissible attire.

(3) Avoid having a backlog of cars to wash as this creates a traffic hazard.

(4) Proper supervision must be provided at all times.

(5) Students are **strongly** discouraged from driving vehicles during these activities.

(6) Money is to be placed in a locked bank bag and left in the bank's overnight depository. The bag may be picked up the next business day during normal banking hours.

PETITION FOR PACE HIGH SCHOOL ACTIVITIES

Complete this form after reading the "Guidelines Governing Activities". Fill out all blanks that are appropriate for the activity.

Kind of Activity: Sales Night Time Day Time

Activity: _____

Organization: _____

Sponsor: (Signature required) _____

Date Petition Submitted to Administration: _____

Date of Activity: _____

Time of Activity: From _____ (am/pm) Until _____ (am/pm)

Selling price of Merchandise: _____

Who will distribute merchandise to students? _____

When will merchandise be distributed? _____

Which teacher will collect the money? _____

Purpose of Activity: 1) Why do you need a fundraiser, and 2) for what will the funds be expended?

Faculty Chaperones: (Faculty signatures are required. Six Chaperones are required to be on duty at all times.)

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Approved * **FINANCIAL RECAP**

Not Approved

Total Revenue \$ _____

Total Expenses \$ _____

Net Profit/Loss \$ _____

 Administrative Signature

 Date

* A copy of this completed form is to be turned in to the bookkeeper at the conclusion of all **fund raising** activities.

(Figure 17-1)

Instructional Technology

<http://www.santarosa.k12.fl.us/pdc/docs/>

18.01 Teacher Access. Teachers are provided with instructional technology either through the Media Center or the individual classroom. Teachers are solely responsible for the care, upkeep, and security of these items: <http://www.santarosa.k12.fl.us/pdc/docs/>

Teachers may apply for Internet usage based upon the procedures established in the Santa Rosa County District Technology Plan. In order to participate on the Internet, a teacher must:

a) Have completed an Acceptable Use Policy form (AUP form) located at:
http://www.santarosa.k12.fl.us/pdc/docs/0809/63-11-31_AUPEmployee08-09.pdf
No password or user ID will be granted to the teacher until the form has been completed and submitted to the assistant principal in charge of technology.

b) Completed any in-service requirement for usage.

c) Secure appropriate technology for Internet access (access is available in Teacher Work Areas, the Media Center and some classrooms.)

d) Teachers may request Bess override privileges; however, all liability for computer security shall rest with the teacher.

<http://www.santarosa.k12.fl.us/pdc/docs/InternetFilterBypass.doc>

e) Teachers that are assigned responsibilities which require oversight of a server must sign a Server Acceptable Use Policy form located at:

http://www.santarosa.k12.fl.us/pdc/docs/07-08/63-11-45_ServerAccessAddendum.doc

18.02 Student Access. All students must have completed and submitted the student Authorized User Permission form prior to being provided access to any Pace High School computer. These documents shall be kept on file in a designated location.

<http://www.santarosa.k12.fl.us/pdc/docs/0809/63-11-32AUPStudents0809.pdf>

a) **No** teacher may allow any student to access the internet without a completed student AUP form on file located at: <http://www.santarosa.k12.fl.us/pdc/docs/0809/63-11-32AUPStudents0809.pdf>

b) Students who have been approved to use the internet may be permitted access at the teacher's discretion.

c) Students who wish to use the Media Center for research must have the appropriate AUP form on file. The internet usage form in the *Agenda Planner* will serve as certification.

At no time will any student have access to the internet without the presence and monitoring of a faculty member or their representative.

18.03 Student Use. The use of any technology is a privilege that is afforded each student. This privilege may be suspended permanently if any infraction occurs. Students that are in violation of this policy should be referred to the Student Affairs Office.

18.04 Internet Acceptable Use Policy and Guidelines: [http://www.santarosa.k12.fl.us/pdc/docs/Telecommunications Manual](http://www.santarosa.k12.fl.us/pdc/docs/TelecommunicationsManual): <http://www.santarosa.k12.fl.us/pdc/docs/07-08/Approved0708TelecommPolicyManual.pdf>
Teachers: http://www.santarosa.k12.fl.us/pdc/docs/0809/63-11-31_AUPEmployee08-09.pdf
Students: <http://www.santarosa.k12.fl.us/pdc/docs/0809/63-11-32AUPStudents0809.pdf>
Server Access: http://www.santarosa.k12.fl.us/pdc/docs/07-08/63-11-45_ServerAccessAddendum.doc
Internet Safety Brochure: <http://www.santarosa.k12.fl.us/pdc/docs/NetSafetyBrochure.pdf>
Parent Request for Student Information via Internet: <http://www.santarosa.k12.fl.us/pdc/docs/dtp/Adden07f.doc>

a) Computer accessibility has enabled people all over the world to communicate via the Internet with this access comes the availability of material that may not be considered to be of educational value in the context of the school setting. There is material, individual contacts, and communications which are not suitable for school aged children. The Santa Rosa County School Board views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the Santa Rosa County School Board supports those which will enhance the research and inquiry of the learner with directed guidance from faculty and staff. Even with the established Santa Rosa firewall in place, on a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. At school, each student's access to and use of the network will be under the teacher's direction and monitored as a regular instructional activity. If the student uses the network outside the sponsoring teacher's class, the teacher will not be held accountable for inappropriate network use.

b) The network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Santa Rosa County School Board. Failure to adhere to these guidelines may result in the suspending or revoking of the offender's privilege of access.

Unacceptable uses of the network include:

1. Violating the conditions of the Education Code dealing with student's' rights to privacy;
2. Using profanity, obscenity, or other language which may be offensive to another user;
3. Reposting personal communications without the author's prior consent;
4. Copying commercial software or other copyright protected material in violation of copyright law; or
5. Using the network for financial gain or for any commercial or illegal activity.
6. Using the electronic mail and other network communication facilities to harass, offend, or annoy other users of the network (including chain letters of any type).

Users should practice e-mail etiquette by:

1. Making subject headings as described above as possible;
2. Beginning messages with a salutation;
3. Restating the question or issue being addressed in a response;
4. Choosing words carefully to avoid misunderstandings, keeping in mind that electronic text is devoid of any context cues which convey shades of irony, sarcasm, or harmless humor; and ending messages with an electronic signature.

c) Sponsors of classroom accounts are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network, and for assuring that students understand that if they misuse the network, they will lose their privilege to use classroom accounts. Particular concerns include issues of privacy, copyright infringement, e-mail etiquette, and approved and intended use of network resources. Users must follow the Santa Rosa County School District Web Publishing Guidelines. The person in whose name an account is issued is responsible at all times for its proper use. Users should change their

passwords frequently and insure that they know their password without documenting it in such a way that it may be compromised.

d) Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

e) Web sites created by students and district staff and designed to be representative of a class, school, or a department of the school district will be maintained on the district web server or on a school's server to ensure that all district policies and guidelines are met. These web sites will be approved by the school/district administrator or designee.

General Authority: Adopted: Nov. 21, 1995 230.22(2), F.S.

18.05 Web-page Guidelines. Pace High School will be responsible for establishing and updating Pace High School's official web page. Any additions to this page will be approved through the technology contact, the Home Page Administrator and the Principal or his designee. <http://www.santarosa.k12.fl.us/pdc/docs/>

18.06 Server Access Guidelines. Anyone working directly with a server must read and sign a Server Access Agreement before gaining access. http://www.santarosa.k12.fl.us/pdc/docs/07-08/63-11-45_ServerAccessAddendum.doc

18.07 Work at Home Rights for Software. Microsoft understands this non-traditional working environment of the teacher/faculty member. Because we obtain our Microsoft licensing from Software House International through the Microsoft Education Select program, you as an employee of Santa Rosa County District Schools have the additional right to use a second copy of any such product on **either** a home **or** portable computer. However, you must satisfy a few requirements. http://www.santarosa.k12.fl.us/pdc/docs/07-08/63-11-34_Office2007WorkAtHome.doc

18.08 Copy-write. All copy-write laws must be adhered. See the Media Specialist for all concerns. <http://www.santarosa.k12.fl.us/pdc/docs/get-copyrt.pdf>

GUEST SPEAKER GUIDELINES

19.01 The following guidelines shall be followed for any presentation to students at a school site, either in individual classroom(s) or in a large group, or at a school sponsored event: <http://www.santarosa.k12.fl.us/files/50-01-01GuestSpeaker.doc>

- a)** A legitimate and reasonable connection between the adopted curriculum and the guest's presentation must be established.
- b)** With the exception of school-sponsored fund-raising events, promotion of a business, distribution of advertising, or collection of students' names, addresses or phone numbers are prohibited.
- c)** The religious viewpoint of all students must be respected. The role of any speaker is to provide education and explanation, not promotion of religious, cultural or lifestyle viewpoints. Therefore, while factual information on politics, a religion, a culture, or an ethnic group may be presented, proselytizing for a particular

political, religious, cultural viewpoint, or an alternative lifestyle is **not** permitted.

- d) Materials and presentations must not denigrate a student on the basis of creed, culture, race, gender, or national origin.
- e) Information presented must be accurate.
- f) Appropriate attire, language, and behavior are required.
- g) School officials have the right and the responsibility to interrupt the presentation to issue a warning and/or stop the presentation for any violation of the agreement.
- h) The name of any speaker who is warned regarding his/her presentation or stopped from continuing a presentation, will be distributed to all district schools.

19.02 Considerations for Having a Guest Speaker

- a) **Call the Speaker**
 - Ensure that the speaker understands the “Agreement and Guidelines for Guest Speakers.”
 - Discuss speaker’s topic including exactly what you want students to learn.
 - Give students' level of knowledge information, tips for holding attention, etc.
 - Confirm audio-visual or other equipment needs.
 - Clarify directions to the school, parking, and main office.
 - Confirm date and time of arrival.
- b) **Preparing the Audience**
 - If attendance is optional, inform students about provisions for absentees
 - Inform the students of the purpose of the presentation and its relation to the curriculum.
 - Review appropriate behavior.
- c) **Hosting the Speaker**
 - If the speaker has not already done so, ensure that he/she signs the “Agreement and Guidelines for Guest Speakers.”
 - Have the speaker escorted from the office to class or site of presentation.
 - Introduce the speaker.
 - Act as facilitator and handle discipline.
 - NEVER** leave the speaker alone with students.
 - Thank the speaker and have him/her escorted back to the office.

Student/Athlete Alcohol & Drug Policy

<http://www.santarosa.k12.fl.us/plans/shsm/shsm.pdf>

20.01 Philosophy. Students at Pace High School represent our school and community all over the state of Florida. Because of their constant exposure to the public, our students stand as role models with an expected standard of behavior. Therefore, it is necessary for our students to refrain from the use and distribution of alcohol and illegal drugs. In addition to Pace High School policy as stated in the student handbook and the Santa Rosa County Code of Student Conduct, the following policy will also be in effect:

20.02 Alcohol Policy

1. If a student/athlete is observed by a Pace High School official or law officer in use or possession of alcohol, or a student/athlete is involved in an accident where a law officer observes alcohol to be a factor, then that student/athlete will be indefinitely suspended from the team or organization as soon as the coach or sponsor is informed of the incident.
2. The coach, sponsor, principal and assistant principal shall investigate the incident as soon as possible and make a written report.
3. A first time appeal may be considered if the following conditions are met:
 - a) The student/athlete is in good standing with the coach/sponsor.
 - b) The student/athlete will go for a drug/alcohol assessment by a school approved professional. The athletic director or principal will be responsible for helping the parent make arrangements for the assessment. The student, parent, or guardian will be responsible for all expenses.
 - c) The student/athlete will attend a minimum of three counseling sessions conducted by a school-approved program. The student/athlete must attend at least one session per week, and these sessions must be completed within 21 days after the assessment.
 - d) The student/athlete must understand that in case of a second offense, this appeal process will not be considered for one calendar year.
4. The student/athlete will be suspended from all athletic contests or organizational activities until he/she has attended his/her first counseling session. At that time, the student/athlete and his/her parents may appeal to the committee for reinstatement. The appeal committee will be made up of:
 - a) the head coach of the sport or supervising teacher of the club/organization.
 - b) the athletic director.
 - c) the principal and/or assistant principal.

20.03 Drug Policy

1. If a student/athlete is observed by a school official or law officer in use, possession, or the distribution of illegal drugs, then that student/athlete is immediately and indefinitely suspended from the team/organization as soon as the coach/sponsor is informed of the incident.
2. The coach or supervising teacher, athletic director, principal and assistant principal will investigate the incident as soon as possible and make a written report.

3. The student/athlete is suspended from all athletic contests or organizational activities for one calendar year or until that student/athlete has completed the school-approved drug education program. There is no appeal on a second offense. The student, parent, or guardian will bear all expenses.
4. If the student/athlete is observed distributing illegal drugs, he/she is permanently barred from athletics or his/her organization.
5. In addition to the aforementioned Alcohol and Drug Policy, athletes are subject to the attached Drug Testing Policy.
6. Drug and Alcohol Testing of Student/Athletes Policy and Procedures:
<http://www.santarosa.k12.fl.us/plans/shsm/shsm.pdf>

20.04 Pace High School Alcohol/Drug Parents' Pledge. As a parent of a student participating in extracurricular activities at Pace High School, I will support my child's agreement to abide by the school's alcohol/drug policy. Chemical dependency is a progressive, but treatable, disease which is characterized by continued drinking/drug use in spite of recurring problems resulting from that use.

TO DEMONSTRATE MY SUPPORT, I PLEDGE TO:

- 1) Set a positive example by exhibiting responsible use of alcohol/drugs.
- 2) Increase my awareness of my child's activities as I monitor his/her efforts to maintain his/her pledge.
- 3) Seek information and assistance for my child if it becomes apparent that he/she has a problem with alcohol or drugs.
- 4) Not to cover up for my child if the rules are broken. I will hold him/her responsible for his/her actions.
- 5) Uphold the coaching staff and teachers by providing information and support in dealing with my child.
- 6) Talk to my child about his/her pledge and about the use of alcohol and drugs.

Student Name

Parent

Date

Parent

20.05 Pace High School Alcohol/Drug Students' Pledge. As a participant in the Pace High School athletic program and/or any extracurricular activity, I understand the importance of the school rules concerning alcohol and drugs. I accept the responsibility of being a role model, representing my school and student body with an expected standard of behavior. Chemical dependency is a progressive, but treatable, disease characterized by continued drinking/drug use in spite of recurring problems resulting from that use. Therefore, I pledge not to use or possess alcohol/drugs during the 2006/2007 school year.

TO DEMONSTRATE MY SUPPORT, I PLEDGE TO:

- 1) Support my fellow students by setting an example and abstaining from alcohol and drug use.
- 2) Not support my fellow students who use alcohol/drugs. I will not cover up for them, or lie for them if any rules are broken. I will hold my classmates responsible for their actions.
- 3) Be honest and open with my parents and my coaches/teachers about my feelings, needs, and problems.

Student/Athlete

Date

21.00 Drug-Free Workplace

http://www.santarosa.k12.fl.us/policy/policy6_33.pdf

http://www.santarosa.k12.fl.us/risk/drug_policy.htm

1) The School Board of Santa Rosa County strictly prohibits its employees from being on duty and possessing, using, distributing, or being under the influence of alcohol, marijuana, or any drug not prescribed for the employee. Further, the Board prohibits its employees from misusing alcohol or possessing, using, or distributing drugs off the job, to the extent that any off-duty possession, use, or distribution impacts upon their effectiveness and ability to perform their employment duties or adversely affects the interests of the Board.

2) The penalty for violation of the School Board of Santa Rosa County's Substance Abuse Policy may include termination of employment or some other form of discipline which the School Board, in its discretion, deems appropriate, and loss of workers' compensation benefits.

3) The Board maintains an Alcohol and Drug Free Workplace in compliance with applicable laws and rules; related procedures are listed in the Human Resource Procedures Manual.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, 1012.27, F.S.

LAWS IMPLEMENTED: 440.102, 1001.41, 1001.43, 1012.795, F.S

DRUG FREE WORKPLACE ACT OF 1988; 34 CFR PART 85, SUBPART F

HISTORY: ADOPTED: 07/01/2002, REVISION DATE(S): 04/26/04

FORMERLY: 2.45, 2.49

22.00 Code of Ethics - http://www.santarosa.k12.fl.us/humanresources/Forms/Code_Ethics_08.pdf

The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida/Professionalism Through Integrity (a Florida DOE publication) The following disciplinary rules shall constitute the Principles of Professional Conduct of the Education Profession in Florida. ***State Board of Education Rule 6B-1.006, FAC THE PRINCIPLES OF PROFESSIONAL CONDUCT OF THE EDUCATION PROFESSION IN FLORIDA***

1) Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

2) Obligation to the student requires that the individual:

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

3) Obligation to the public requires that the individual:

- (a) Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- (b) Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- (c) Shall not use institutional privileges for personal gain or advantage.
- (d) Shall accept no gratuity, gift, or favor that might influence professional judgment.

4) Obligation to the profession of education requires that the individual:

- (a) Shall maintain honesty in all professional dealings.
- (b) Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- (c) Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- (d) Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

- (e) Shall not make malicious or intentionally false statements about a colleague.
- (f) Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.
- (g) Shall not misrepresent one's own professional qualifications.
- (h) Shall not submit fraudulent information on any document in connection with professional activities.
- (i) Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- (j) Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- (k) Shall provide upon the request of the certificated individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- (l) Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- (m) **Shall self-report within 48 hours** to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. **In addition, shall self-report** any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 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 943.085(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 231.28(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 231.28(1), Florida Statutes.
- (p) Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- (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 So2nd 1170 Fla. 1st DCA 1981
By virtue of their leadership capacity, teachers are traditionally held to a high moral standard in a community.

FOR FURTHER INFORMATION CALL OR WRITE:

Florida Education Standards Commission
Ralph Turlington Building, Suite 224
325 West Gaines Street, Tallahassee, FL 32399
(850)488-1523, SUNCOM 278-1523

23.00 SCHOOL BOARD POLICY AGAINST DISCRIMINATION

http://www.santarosa.k12.fl.us/humanresources/Forms/Code_Ethics_08.pdf

1. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
2. The School Board shall comply with all state and federal laws, which prohibit discrimination on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
3. The School Board shall admit students to District schools, programs, and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability. **Santa Rosa County School Board Policy Chapter 2.00, 2.70**

The District Equity Coordinators are:

Students: Tim Wyrosdick, Assistant Superintendent for Instruction
5086 Canal Street
Milton, FL 32570
Phone # (850) 983-5041

Employees: D. Lewis Lynn, Jr., Assistant Superintendent for Human Resources
5086 Canal Street
Milton, FL 32570
Phone # (850) 983-5030

STATUTORY AUTHORITY: 120.54, 1001.41, 1001.43, 1012.23, F.S.

LAW(S) IMPLEMENTED: 112.51, 119.07, 760.01 et seq., 1000.05, 1000.21, 1001.43, 1012.22, F.S., 34 CFR 99, 34 CFR 200.43(c), P.L. 201- 44

STATE BOARD OF EDUCATION RULE(S): 6A-19.001 et seq.

HISTORY: ADOPTED: 07/01/2002, REVISION DATE(S): 10/23/2003; 02/22/2007

FORMERLY: 2.291

24.00 Family and Medical Leave

a. Eligible Employees: In compliance with the Family and Medical Leave Act, employees of Santa Rosa County School Board who have worked for the Board for at least 12 months and have worked at least 1,250 hours during that time. The 1,250 hours shall be actual hours worked, including use of earned paid leave. It will not include unpaid leave or donated and/or sick bank paid leave used by the employee. The employee may be entitled to a total of 12 work weeks of leave during any 12 month period when leave is taken for one or more of the following circumstances:

- 1) The birth of a son or daughter of an employee to care for the child;
- 2) The placement of a son or daughter with an employee for adoption or foster care;
- 3) To care for spouse, son, daughter, or parent of an employee, if the family member has a serious health condition; or
- 4) The employee is unable to perform the functions of the position because of the employee's own serious health condition.
- 5) A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves:
 - (1) inpatient care at a hospital, hospice, or residential medical care facility; or
 - (2) continuing treatment by a health care provider.
- 6) In the case of the birth or placement of a child for adoption or foster care, the employee's entitlement to leave expires at the end of the 12-month period beginning on the date of the birth or placement.
- 7) Where both spouses work for the Board, their total, combined leave in any 12-month period is limited to 12 weeks if leave is taken for
 - a. the birth or adoption of a child.
 - b. Intermittent or Reduced Schedule Leave
 - 1) When medically necessary, intermittent or reduced schedule leave can be taken in cases of a serious health condition, either an employee's own or that of a family member. Intermittent or reduced leave schedule is not available for the birth or placement of a son or daughter.
 - 2) Employees seeking intermittent or reduced schedule leave based on planned medical treatment are required to produce medical certification outlining the dates on which treatment is expected and the duration of the treatment. Employees are expected to make a reasonable effort, subject to the health care provider's approval, to schedule treatment so as to not unduly disrupt the Board's operation. Employees are also required to give the Board, through the Human Resource Office, thirty (30) days notice, or as much notice as is practicable, of their intentions.
 - 3) In the event an employee requests intermittent or reduced schedule leave due to a family member's or the employee's own serious health condition, the employee may be transferred by the Board to a temporary alternative job for which the employee is qualified and which better accommodates the Board's needs and that of the employee.
 - 4) Instructional employees who request intermittent leave on a reduced schedule to care for a family member, or for the employee's own serious health condition, which is foreseeable based on planned medical

treatment, when the employee would be on leave for more than 20 percent of the total number of working days over a period the leave would extend, are required to choose either to:

a) Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

b) Transfer temporarily to an available alternative position for which the instructional employee is qualified which as equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

5) If the instructional employee does not give required notice of foreseeable family and medical leave as required by this Act for intermittent or on a reduced leave schedule, the Superintendent may require, at his discretion, the employee to take leave of a particular duration, to transfer temporarily to an alternative position, or require the employee to delay the taking of leave until the notice provision is met.

a. Notice

1) A minimum of thirty (30) days advance notice of an employee's intent to take leave is required when it is foreseeable because of:

a) The expected birth of a baby;

b) The expected placement of a child for adoption or foster care;

c) Planned medical treatment for a son, daughter, spouse, or parent with a serious health condition; or

d) Planned medical treatment in case of the employee's own serious health condition.

2) If leave has to begin in less than thirty (30) days as a result of one of the above-referenced circumstances, the employee still must provide the Board, through its Human Resource Office, with advance notice as is practicable.

3) Notice must be provided in writing to the Human Resource Office of the Board. When notice is not given in these circumstances, the employee will be considered to have taken "unauthorized leave" and be subject to appropriate disciplinary action.

b. Certification

1) When leave is requested based on a family member's or employee's own serious health condition, the employee must provide, in writing, a medical certification of the condition and the need for leave from the employee's health care provider within sixteen (16) days of the written request for leave. This certification must contain:

a) The date the serious health condition began;

b) The probable duration of the condition;

c) The appropriate medical facts regarding the condition that are within the knowledge of the health care provider;

d) Where leave is based on care of a spouse, child or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time that the need will continue;

e) Where leave is based on the employee's own serious health condition, a statement that the employee is unable to perform the functions of his or her job; and

f) Where intermittent or reduced leave is sought for planned medical treatment, a declaration from the health care provider stating that this kind of leave is medically necessary, the dates that treatment is expected to be given and the duration of the treatment.

2) This certification will be treated as a confidential medical record and information will be disclosed only on a strictly need-to-know basis, unless otherwise required by Florida Law.

c. Use of Paid Leave

Accrued paid leave can be elected as follows:

1) Accrued paid vacation, or sick leave for birth, placement or to take care of a sick family member; or

2) Accrued paid vacation, or sick leave to take care of a sick family member or because of the employee's own serious illness.

d. Recertification

An employee who has taken leave because of a serious health condition or that of a family member is required by the board to obtain subsequent written recertification of the medical condition every five (5) weeks during the duration of the condition. The Board also requires employees on leave under this provision to report periodically, in writing, at least every two (2) weeks on his or her status and the intention of the employee to return to work. Failure of the employee on leave to report periodically on his or her status may subject the employee to discipline for unexcused absences.

e. Restored Employment

Eligible employees who comply with all provisions of this Act and who return from family and medical leave have the right to return to the job position that they held when they went on leave, or they may be placed, at the discretion of the Board, in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. While on leave, eligible employees will retain all accrued benefits. Restored employees, eligible employees returning from family and medical leave, are not entitled to accrue seniority or employment benefits during any period of leave. Restored employees are not entitled to any right, benefit or position of employment other than any to which they would have been entitled had they not taken the leave.

6) As a condition to restoring an employee whose leave was based on the employee's own serious health condition, each returning employee is required to provide, in writing, to the Human Resource Office a certification from the employee's health provider stating that the employee is able to resume work.

a. Maintenance of Benefits

1) The Board will maintain group health plan coverage for employees on family and medical leave for the duration of the eligible employee's leave. Coverage will be provided on the same level and under the same conditions that coverage would have been provided if no leave had been taken.

2) In the event an employee fails to return to work after the period of leave expires, the Board may recover any premiums the Board paid for coverage during the leave period. Such recovery can be taken from any benefits or wages owed by the Board to the employee.

3) In the event, however, that the employee fails to return to work because of the continuation, recurrence or onset of a serious health condition of a family member or the employee's own serious health condition that would otherwise entitle the employee to take leave, or due to other circumstance beyond the control of the employee, the Board will not attempt to recover such premiums. In this circumstance, the employee is required to provide, in writing to the Human Resource Office, a certification from the employee's health care provider to that effect.

b. Leave Taken Near the End of Academic Term

1) Instructional employees who begin leave more than five weeks before the end of a term are required to continue taking leave until the end of the term if:

a) The leave will last at least two weeks; and

b) The employee would return to work during the three week period before the end of the term.

2) Instructional employees who begin leave for a purpose other than the employee's own serious health condition during the five week period before the end of the term are required to continue taking leave until the end of the term if:

a) The leave will last more than two weeks; and

b) The employee would return to work during the two week period before the end of the term.

3) Instructional employees who begin leave for a purpose other than the employee's own serious health condition during the three week period before the end of a term, and the leave will last more than five working days, are required to continue taking leave until the end of the term.

4) For purposes of this Subsection, "academic term" shall mean the school semester as set by the Board.

5) If an employee is required to take leave for a period of particular duration or is required to continue taking leave until the end of a school term, the entire period of leave taken will count as family medical leave.

25.00 Animals on School Board Property

It is recognized and understood that, under certain circumstances, animals do provide educational benefits to students. It is also recognized that live animals can pose a potential risk to the safety and health of students and staff. Therefore, reasonable safeguards must be taken in the school environment to minimize exposure to zoonotic diseases. For the purpose of promoting a safe and healthy environment for students and faculty the following guidelines must be followed.

- I. These guidelines are based on the following rationale:
 - A. Some children and adults are allergic to a variety of animals as well as the bedding in which the animals live.
 - B. Animal dander (minute scales from hair, feathers or skin that flake or fall off and become airborne) negatively impacts the indoor air quality.
 - C. Direct contact with animals may put students at risk for certain diseases (such as salmonella), animal bites and scratches, which could lead to severe medical conditions.
 - D. Santa Rosa County Ordinance #2004, Section 12, Animal Control, (2) prohibits owners of an animal to allow his/her animal in public places such as school grounds, public parks, beaches and playgrounds.

- II. General requirements for live animals:
 - A. Animals on school property should be limited to short visits and curriculum based. A maximum stay of one month is recommended unless the animal is considered a resident pet as defined in this policy.
 - B. Employees, students, and visitors may not bring any live animals to district facilities or onto district property unless the general requirements of this policy are satisfied and the visit is authorized by the site administrator.
 - C. Warm blooded animals must be at least six months of age with appropriate immunization records.
 - D. Animals shall be maintained in a healthy condition, free of disease or parasites, and in appropriate cages or tanks, which are maintained in a clean and sanitary condition.
 - E. Animals may not be allowed to roam freely.
 - F. Animals should not be maintained in or near an area on school property where outside makeup air is brought into the school building.
 - G. All employees, students and visitors are required to thoroughly wash their hands immediately after handling animals to prevent the spread of disease.
 - H. The teacher has sole responsibility for the care and maintenance of animals.
 - I. An animal care plan must be developed by the teacher for resident animals that includes daily care, including weekends, holidays and other times when school is not in session. Veterinary care provisions must be included in the animal care plan. A copy of the care plan must be provided to the site administrator and available in the classroom for review.
 - J. Live animals are not permitted to be transported on school buses.
 - K. Students shall not have unsupervised access to animals on school property.
 - L. Pets are prohibited from sporting events and/or other school related functions.
 - M. Covers on fish tanks should be in place at all times.

- N. Teachers must provide written notification to parents of resident pets being maintained in their classroom and/or planned animal visits to the classroom/school.
 - O. Teachers must document any animal bite/scratch sustained by a student on the appropriate student accident form. Additionally, the student must be examined by the school Health Tech to ensure appropriate treatment is provided.
- IV. The following animals should **not** be brought onto school properties unless under the care and direct supervision of a trained professional with appropriate licenses and permits:
- A. Wildlife animals
 - B. Psittacine birds (parrots and parakeets)
 - C. Venomous insects
 - D. Venomous arachnids (spiders and scorpions)
 - E. Amphibians (frogs, toads, newts, and salamanders)
 - F. Venomous reptiles (snakes and lizards)
 - G. Non-venomous reptiles (turtles, snakes, iguanas and alligators)
 - H. Venomous stinging, toxin excreting fish (scorpion fish , stonefish, and boxfish)
- V. The following animals are considered appropriate as resident pets:
- A. Fish
 - B. Gerbils
 - C. Hamsters
 - D. Mice
 - E. Rabbits
 - F. Guinea pigs
- VI. These policy guidelines are not applicable to animals trained as therapy assisted pets. Animals trained to assist the blind, provided the animal is in the company of such blind person, are also excluded from these guidelines.

26.00

**2008-09
TEACHER PERFORMANCE PAY INITIATIVE
TIMELINES SUMMARY**

Eligibility

- 2 years of 196 contract days full-time consecutive service as a teacher in Santa Rosa District Schools
- Effective rating or above on the Santa Rosa Teacher Assessment Instrument for 2 years prior.

Forms

Appendix A Intent Form – Received in Human Resource Office on or before
4:00 pm, September 12, 2008

Appendix B Progress Verification

Appendix E & F Sections A/B of STAR Initiative to Site Administrator on or before
October 17, 2008 for approval by November 7, 2008

Appendix D Complete Performance Pay Evaluation by **April 1, 2009**

Appendix E, F, H Performance Pay Initiative to Human Resource Office on or before
4:00 p.m., June 4, 2009

Performance Pay Recommendation to Superintendent prior to
June 19, 2009

Successful participants receive Performance Pay prior to **start of
2009-10 school year**

Last day to withdraw and use STAR for EGP/PDP: **December 19, 2008**

Training Session for Participants will be scheduled and announced after **September 15, 2008**

PERFORMANCE PAY INITIATIVE
Summary of 5 Components

- | | |
|--|--|
| 1. Performance Evaluation | - Fall & Spring (replaces regular SRDTAI) |
| 2. Attendance | - 6 paid sick days allowed per year (1 of the 6 may be a paid personal leave day)
- Approved Temporary Duty not included in attendance calculations |
| 3. Professional Development | - July 1, 2008 – June 4, 2009
- Minimum = 65 inservice points |
| 4. Technology Proficiency | - On-line timed assessment at Professional Development Center |
| 5. STAR Initiative
(replaces PDP/EGP required in Teacher Assessment System) | - Year-long process of 5 components focused on student outcomes, SIP and SSS or other appropriate standards |

INTENT TO PARTICIPATE
IN THE
SANTA ROSA COUNTY SCHOOL DISTRICT

INSTRUCTIONAL PERFORMANCE PAY INITIATIVE

This form must be received by the site-based administrator and the Human Resource Department by **4:00 P.M.** on or before **September 12, 2008**. This deadline for participants will be strictly enforced.

Name _____ School Site _____

Employee I.D. No. _____ Assignment _____
(Participant ID Number)

2007-2008 Payroll Step _____ Degree _____

Contract Type: Annual * _____ PSC _____ CC _____

**Participants must have two years (minimum of 196 contract days during regular school year) of full-time consecutive service in Santa Rosa County as an instructional employee.*

I intend to participate in the Performance Pay Initiative for identifying outstanding teacher performance. I have received the *Performance Pay Initiative for Instructional Personnel* guidelines and understand the criteria and responsibilities associated with the program.

I also understand that compensation in the amount of five percent (5%) of the participant's individual negotiated salary (not including stipends, supplements, bonuses, or part-time hourly salary) may be awarded to educators selected through the Performance Pay Initiative. However, Performance Pay will be distributed to individual teachers based upon the amount of dollars allocated for this purpose in descending order from the highest score to the extent that money is available. *It is possible that some teachers who meet the minimum qualifying score will not receive the entire five percent (5%) or any portion of the allocation.*

It is the policy of the Santa Rosa County School Board not to discriminate against students, employees and applicants for admission or for employment on the basis of race, religion, sex, age, national origin, marital status, disability, or any other factor protected by law. This policy shall apply to recruitment, employment, transfers, compensation, and other terms and conditions of employment, and to any educational program or activity conducted by the Santa Rosa County School Board.

All personnel must have an effective rating on the Santa Rosa Teacher Assessment System for two consecutive years prior to signing the Intent to Participate form.

Name Date

Exit Option – Deadline: Submit to Site Administrator On or Before the Last Day of First Semester

My signature below indicates my decision to withdraw from the Performance Pay Initiative. I understand that my annual assessment will now be based upon the standard Santa Rosa Teacher Assessment System.

Name Date

Copy: Human Resources Participant's Notebook Site Administrator

27.00 ASSISTANT PRINCIPALS' RESPONSIBILITIES

Mr. Brad Marcilliat

Supervision of Guidance Services
Organize Summer School
Activity Supervision
Academic Awards Day/Night
Master Schedule
Oversee all testing – FCAT, SAT, ACT, PLAN, etc.
Annual Report of School Progress
Monitor ESE Program
Assist with the Beginning Teacher Program
Classroom Visitation - Teacher Evaluation
Federal Impact Cards
FTE
SATSY Reports
Other areas as deemed necessary by Principal

Mr. Danny Retherford

Supervision of Facility
Property Control
Activity Supervision
Classroom Visitation
Duty Roster
Energy Management
Property Control Reports
Safety Reports – OHSA/ F.I.S.H.
School Calendar
Campus Parking
Volunteer Program
Security
Technology
Plant and Grounds – Maintenance/Custodians
Other areas as deemed necessary by Principal

Mr. Herb Cannon

Staff Development
 In-Service Programs
 Learning Communities
Teacher Evaluation - Classroom Visitation
Teacher of the Year Selection
Non-instructional Employee of the Year Selection
Leadership Teams – Department Heads
Faculty Meetings
A-3 Documentation
Soft Drink Contract and Implementation
Advanced Placement Program
Activity Supervision
Beginning Teacher Program
Faculty Handbook
Model School Initiatives
Mentoring Program
Textbooks-purchasing, accountability, evaluations
Reading Initiatives, Fluency testing, Read 180
School Improvement
School Advisory Council
SACS Accreditation
Summer School Supervision
Substitute Teachers/Substitute Teacher Orientation
Other areas as deemed necessary by Principal

Ms. Susan Williams

Supervision of Student Affairs
Activity Supervision
Agenda Planner
Attendance
Classroom Visitation
Discipline
Health Cards
Locker Assignments
School Resource Officer Program
Student ID's
Other areas as deemed necessary by Principal

28.00 2008-2009 Pace High School Pre-Planning and Required Notification List

I have been issued and have read or viewed the following:

- _____ Anti-discrimination Policy
- _____ Automated External Defibrillator (AED) Training Video
- _____ Asbestos Notification
- _____ Blood-borne Pathogens Video
- _____ Care of Students with Diabetes Video
- _____ Code of Ethics
- _____ Code of Student Conduct
- _____ Copyright Laws
- _____ Creating Safe Schools Video
- _____ Duty Roster
- _____ Drug Free Workplace
- _____ Evacuation Procedures
- _____ Evaluation
- _____ Family and Medical Leave Policies
- _____ Harassment Policy
- _____ Internet Acceptable Use Agreement for Students
- _____ Internet Acceptable Use Agreement for Employees
- _____ Internet Acceptable Use Server Agreement for Employees
- _____ Internet and Email Liability
- _____ Leave Guidelines
- _____ Medication Administration/Dispersion Video
- _____ Safety Orientation for Schools Video
- _____ School Improvement Plan
- _____ Sick Leave Bank
- _____ Student Handbook
- _____ Teacher Handbook

I hereby agree to abide by the policies and procedures described and written in these documents. I am also aware of the following legal postings located in the mailroom.

- Asbestos letter from the principal
- Equal Employment Opportunity Act
- Employee Polygraph Protection Act
- Fair Labor Standards Act
- Family Medical Leave Act of 1993
- Job Safety and Health Protection Act (Material Safety Data Sheets, and OSHA correspondence are located in the Professional Library)
- School Board Policy (Located on the School Board Web-site)
- Teacher Handbook
- Right to know

I do hereby understand that I am responsible for all keys that are checked out to me by the administration of Pace High School. I further understand that I may be held personally accountable for any and all re-keying, damage, or loss of property resulting from any keys that are lost, loaned, or misplaced. The loss of any key or keys will be reported immediately.

(Signature)

(Date)

SUPPORT STAFF ASSIGNMENTS

Cathy Simmons, Guidance Secretary	8:15 - 4:15
Ruth Eubanks, Copy Specialist/Receptionist Aide	8:30 - 4:00
Kay Desposito, Copy Specialist/Receptionist Aide	8:30 - 4:00
Susie Cribbs, Attendance/Student Affairs Aide	8:30 - 4:00
Sophia Freeman, Athletics/Transportation Secretary	8:15 - 4:15
Bridget Head, Principal's Secretary	8:15 - 4:15
Jane Simmons, ESE Aide	8:30 - 4:00
Helen Whitfield, Bookkeeper	8:15 - 4:15
Amy Adams, Guidance Aide	8:30 - 4:00
Anita Holstein, ESE Aide	8:30 - 4:00
Carla Adams, Facility Aide	8:30 - 4:00
Betty Parkerson, Discipline Secretary	8:15 - 4:15
Diane Evans, ISS Aide	8:30 - 4:00
Mandy Cooke, Receptionist Aide	8:30 - 4:00
Terri Ballinger, Substitutes/Guidance Aide	8:00 - 3:30
Vanessa Wyrosdick, Technology Aide	8:30 - 4:00
Margaret Satchfield, ESE Aide	8:30 - 4:00

Teacher Aides Assigned Break Times

	<u>BREAK</u>	<u>LUNCH</u>	<u>BREAK</u>
Mrs. R. Eubanks	9:45-10:00	12:00-12:30	1:45-2:00
Mrs. Carla Adams	9:15- 9:30	11:00-11:30	1:15-1:30
Mrs. Parkerson	9:00- 9:15	10:30-11:00	1:00-1:15
Mrs. J. Simmons	9:30- 9:45	11:30-12:00	1:30-1:45
Guidance Aide	9:00- 9:15	10:30-11:00	1:00-1:15
Mrs. Wyrosdick	9:15- 9:30	11:30-12:00	1:15-1:30
Mrs. Desposito	9:30- 9:45	11:30-12:00	1:30-1:45
Mrs. Cooke	9:45-10:00	12:00-12:30	1:45-2:00
Mrs. Parkerson	9:15- 9:30	11:00-11:30	1:15-1:30
Mrs. Satchfield	9:15- 9:30	11:00-11:30	1:15-1:30
Mrs. Evans	9:00- 9:15	10:30-11:00	1:00-1:15
Mrs. Cribbs	9:30- 9:45	11:45-12:15	1:45-2:00
Mrs. Holstein	9:30- 9:45	11:30-12:00	1:30-1:45

All personal phone calls must be made or taken either during lunch or while on break.
It is necessary that a staff **member** be on duty in the offices at all times.