

Appendix 20

Employee Handbook

STAFF HANDBOOK 2008-2009 ACADEMIC YEAR

McKeel Academy of Technology

Harold Maready, Superintendent

Alan Black, Senior Director – Administration

Debi West, Chief Financial Officer

Jeffrey Haag, Principal, High School

Joyce Powell – Principal, Middle School

McKeel Elementary Academy

Kelly Seeber, Lead Teacher

South McKeel Academy

Judi Morris, Senior Director/Principal

Michele Spurgeon, Assistant Principal

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WHO DOES WHAT

SUPERINTENDENT's OFFICE – CENTRAL BUSINESS/FINANCE OFFICE

- ❖ **Mr. Harold Maready, Superintendent**
- ❖ **Mrs. Debi West, Controller/Finance Officer**

Mrs. Amy Long, Administrative Assistant II – Payroll/Human Resources

Mrs. Mary Hames, Administrative Assistant II – Accounting Assistant

Mrs. Angie Butler, Administrative Assistant II – Purchasing/Finance (MEA/SMEA)

Mrs. Rose Pagano, Administrative Assistant – Purchasing/Finance (MAT)

- Central Business/Finance Office for all Schools -- Budget, Purchasing, Payroll, Insurance/Benefits, Human Resources, Board of Directors meetings, Materials and Supplies, Check Requests, Activities/Fundraiser Calendar and approvals, Field Trip Transportation, FTE, Needs and Wants, Anything and Everything. . .

Mrs. Kaci Gingras, School to Work Coordinator, Senior Class Sponsor

Mrs. Sherry Jorris – Resource Teacher

- ❖ **Mr. Alan Black, Senior Director – Administration/Technology/Transportation/Enrollment**

- Technology, Enrollment, Room Assignments, Custodial Services, Inventory, School Bus Transportation, Disaster Plan, Work Orders, Technology, Other...

- **Mr. Matt Francis – Transportation Coordinator**
- **Mrs. Pat Frey – Transportation Specialist**
- **Mr. John Swanson – I.T. Specialist**

MAT STUDENT SERVICES/GUIDANCE – MAIN OFFICE

Discipline, Economy System, Behavioral Referrals, FHSAA Requirements, Sports Programs, SACS Accreditation, Duty Assignments, School Health and Safety, On-campus Extracurricular Activities, Academic and Attendance Probation, Behavior Probation, Team Managers

Attendance, Curriculum Development, In-service, Master Schedule, Testing, Textbooks, Guidance, Grants, Substitutes, School Improvement Plan, Awards, Media Center, Beginning Teacher Program, Peer Teachers

❖ Mrs. Andrea Whiteley, Principal – High School

Mrs. Vicki Simpson, Administrative Assistant II/High School

- **Receives Monies Collected**
- **Leave of Absence forms for H.S.**
- **Serves as administrative support for High School Principal**
- **Coordinate Hearings for high school dismissal appeals**

❖ Mrs. Joyce Powell, Principal – Middle School

Mrs. Karen Chancey, Administrative Assistant II/Middle School

- **Terminal Operator**
- **Leave of Absence forms for M.S.**
- **Serves as administrative support for Middle School Principal**

Mrs. Marjorie Platt, Administrative Assistant, Guidance

**Mrs. Jean Eisenhardt, Administrative Assistant,
Discipline/Athletics**

Mrs. Jeanne Peace, Clinic

Mrs. Gina Weeks, Receptionist

- ❖ **Mrs. Nancey Reagan, Guidance Counselor, 11th & 12th grade**
- ❖ **Mrs. Angie Loranger, Guidance Counselor, 8th, 9th & 10th grade**
- ❖ **Mrs. Linda Gainer, Guidance Counselor – 7th & 8th grade**

MCKEEL ACADEMY MISSION STATEMENT

McKeel Academy of Technology is dedicated to nurturing productive citizens and life long learners through relevant curriculum tailored to the needs of our students. This preparation will insure that our students find success in the workplace and are prepared to confidently live in the 21st century.

MCKEEL ACADEMY VISION

To create a learning environment of choice to serve students in grades 6-12 with a curriculum focused on real life learning experiences and an integrated approach to all learning. Students will work with business, post-secondary institutions and community agencies to implement a problem solving approach to learning. Students will use authentic assessment and real life projects to learn the core competencies essential to the integrated curriculum. The learning will be relevant, based on student and community needs and supported by research outline in the SCANS report and Blueprint 2000. Students at all levels will learn in a multi-grade setting with individualized career plans to focus their instruction. Learning facilitators will use best practices such as cooperative learning, higher order thinking skills, multiple intelligence, alternative assessment and integrated approach to facilitate learning for all students. .

TEACHER EXPECTATIONS

- Use of technology:
 - Power Point
 - Basic Office: Word/Excel
 - Gradebook
 - Lesson plans
 - e-mail: school/internet
 - Parent communication
 - Testing
 - Web page
 - Digital cameras
 - Scanners
 - Troubleshooting
 - Personal Web page
 - Smart Boards

- Follow and model all school policies, procedures and programs
- Model appropriate employability skills
- Support of the program – all aspects
- Support administrative decisions even if you disagree
- Timely and consistent attendance at all meetings
- Parent communication
- Documentation of parent contact
- Support of all school-to-work activities
- Support of all school activities and events
- Follow through with club sponsorship
- Turn in all reports/paperwork on time
- Positive student/teacher interaction
- Use of nontraditional teaching
- Be innovative and creative with curriculum
- Order needed supplies
- Be aware of and use resources
- Available at McKeel: technology, materials, parents, business partners
- Sharing of ideas and materials
- Be responsible for the equipment you check out, borrow, use

TEACHER GUIDELINES
For
FIELD TRIPS

DEFINITION OF FIELD TRIP: When you take a student or students off school grounds at any time (includes after school and weekends).

ALL CHAPERONES MUST BE ON THE APPROVED VOLUNTEER LIST

1. Cannot be made mandatory for students.
2. Students cannot be charged for more than the cost of the trip. Cost for school bus, \$20.00 per hour per driver with a maximum of 30 minutes before and after trip for drivers traveling times, \$2.00 per mile per bus. Mileage for split trip on school days is 1 round trip only; mileage for split trip on non-school days is 2 round trips. Two-hour minimum on trips, four-hour minimum on split trips. Minimum charge of two hours if a cancellation is made less than 24 hours prior to date and time of the trip.
3. No more than 71 passengers will be allowed on a bus (3 in a seat) or 48 (2 in a seat). Buses are available from 9:00 am – 1:30 pm, and after 4:15 pm or later. This is time leaving or returning to school. It is the responsibility of the sponsor to provide directions to the destination for the bus driver.
4. Bus Transportation will be coordinated through the **Business Office**.
5. At least two adult chaperones must be on each bus; this is in addition to the bus driver.
6. No swimming will be allowed on any field trip. Exceptions may be made at the discretion of the Superintendent.
7. All field trip requests must be made a minimum of **10 working days prior to date of trip.**
8. No reservations or registrations are to be confirmed until after approval has been granted.
9. Business Office will confirm reservations and make any required deposits. Sponsor should confirm total number of participants at least 3 days prior to the trip so final payment arrangements can be made.
10. **Charter Buses** will be booked by the Business Office and will provide an estimated cost per student to assure all charges are covered.
11. **No notice to parents or students** will be made until after all approvals have been received and the charge confirmed by the business office.

TRANSPORTATION OF STUDENTS IN PRIVATELY OWNED VEHICLES:

1. Parental Consent: The student's parents/guardians must be notified in writing and give written consent prior to the student being transported. Form may be obtained from Student Services Office.
2. Any person driving students must be on the approved volunteer/chaperone list.
3. Field trip form:
 - a. In-county trips-Field Trip Permission Form
 - b. Out-of-county trips-Filed Trip Permission Form plus a notarized Medical Treatment Authorization Form
4. Requirements: Authorized student transportation in privately owned vehicles shall require seating positions and use of the occupant crash protection system provided by the vehicle manufacturer. Students under the age of twelve will not be transported in the front of any vehicle equipped with a passenger wide air bag restraint system unless the system has been deactivated.
5. There are severe restrictions pertaining to the kinds of vehicles that may be used to transport students. If you use non-school board owned vehicles to transport children, it is your responsibility to insure that the vehicle meets the criteria set forth in the Field Trip Manual.
6. Students may not be denied the opportunity to participate in a field trip due to an inability to pay for the field trip or for a handicapping condition.

TEACHERS – FIELD TRIP LEAVE:

Fill out **LEAVE OF ABSENCE** form any time you are taking students out-of-county. After receiving permission from the principal, this form, indicating that the absence is for a school-sponsored field trip, should be turned in at least three weeks prior to the date of the trip. This form is necessary to provide liability insurance coverage. Failure to submit the form timely may result in your being changed Leave Without Pay for the day(s) missed.

SECTION II

ATTENDANCE

All staff members are expected to use their professional judgment when having to use sick leave. The McKeel Academy Board of Directors' goal is to have teachers in their classrooms 98% of their contracted time.

If you are absent due to illness, you must call the Student Services Office and speak with the Administrative Assistant for either Middle School or High School (MAT), or the Administrative Assistant to the Principal (MEA/SMEA) (in accordance to your assignment) by 7:30 a.m. on the day of your absence or as early as is reasonably possible. You must fill out the proper form/s and submit them to the Administrative Assistant for Middle School or High School on the **day you return to work**. *It is **not** the responsibility of the Administrative Assistant to complete the form for you.*

Up to six (6) days may be used as Personal Leave chargeable to sick leave; the form/s must be filled out and signed by the Principal **at least 3 days before the day is taken**. If applicable, ***substitutes will be arranged only after written approval has been granted***. The Administrative Assistant to the Principal will coordinate substitutes; at no time are staff to arrange for their own substitutes. Failure to comply with these requirements may result in employee being charged Leave Without Pay for the absence(s).

ACCIDENTS AND INJURIES

Teachers shall report cases of accident, contact with bodily fluids, or serious illness immediately to the Superintendent, Principals or the Principals' Administrative Assistants. Teachers shall make written reports of any injury, accident, or serious illness to the Superintendent, or his designee, by the end of the day. Forms may be obtained from the Principals' offices.

If a staff member is injured the same procedure applies, with the exception that it must be reported within 24 hours of the occurrence.

ANIMALS IN THE CLASSROOM

Animals can be a rewarding experience for students at all levels. Therefore, opportunities should be provided for students to become familiar with many types of animals. However, the keeping of live animals is not without potential hazards both to the animal and to the student. Therefore, the animal caretaker should be cognizant of the needs of the animals and appropriate safety precautions.

General Guidelines:

1. Wild animals should not be kept in the classroom.
2. Animals should be housed and cared for in a humane and safe manner.
3. Student should not handle any animal without direct supervision.
4. Students who have touched animals or cages should wash their hands after handling.
5. Scratches and bites should be reported on the accident report form. School directions for first aid should be followed.
6. Teachers are responsible for implementing these guidelines.

PROCEDURES FOR SPECIFIC ANIMALS TO BE KEPT IN THE CLASSROOM:

Mammals

1. Mammals such as gerbils or hamsters should be housed in appropriate cages with adequate food and water.
2. Animals should be removed from their cages with caution.
3. Mothers of young animals should be handled with caution. When handled, each kind of animal has a particular method for holding. The handler should be familiar with these methods.
4. Inoculate or vaccinate animals that need treatment before taking to the classroom.
5. Some mammals such as bats and squirrels may carry rabies. These animals do not belong in a classroom.
6. Wild rabbits, wild mice, or wild rats should not be handled and should not be kept in the classroom.
7. Animals in cages should not be teased.
8. Animals' wastes should be disposed of in a safe manner so as to prevent possible diseases and offensive odors.
9. Students with allergies should avoid getting near the animals.

10. Sick or injured animals, which cannot recover, should not be kept in the classroom.

Birds

1. Because birds may be carriers of communicable diseases, direct contact between students and birds should be limited. After any contact, students should be directed to wash their hands.
2. Newly hatched poultry should be removed from the classroom within a short period of time.
3. Do not allow any eggs subjected to manipulation to hatch.

Lizards

1. Because of diet problems, lizards are difficult animals to keep in the classroom.
2. Exotic lizards must not be released into the wild.

Frogs, toads, and salamanders

1. Because amphibians may produce toxic secretions from glands in their skins, students should not handle them.
2. Amphibians are difficult animals to keep in the classroom because of diet needs and susceptibility to desiccation.
3. When releasing amphibians back into the wild, they should be released in the evening to prevent them from dying from extreme environmental conditions.

Invertebrates

1. Stinging or biting insects should be kept in sealed containers.
2. Because hermit crabs are becoming endangered in their natural environment, they should not be kept in the classroom.
3. Spiny sea urchins can be dangerous and should not be kept in the classroom unless proper supervision can be given.

Snakes, turtles, and alligators

1. Snakes, turtles, and alligators should not be kept in the classroom.

PROCEDURE FOR ANIMALS BEING BROUGHT INTO THE CLASSROOM:

1. **Permission of the Superintendent or his designee** should be obtained in advance before any animal is brought into a classroom.
2. The logistics of transporting the animals should be confirmed in advance. Animals may not be transported on school buses.
3. The animal should be delivered directly to the person or location designated by the Superintendent.

PROCEDURES FOR ANIMAL EXHIBITS OR SHOWS PRESENTED BY OUTSIDE ORGANIZATIONS:

1. The Superintendent should check the references for these organizations or groups.
2. Students should not handle wild animals brought into the school.

PROCEDURES FOR WILD ANIMALS FOUND ON THE SCHOOL GROUNDS:

1. The Principals are your contacts if stray animals are seen on campus.
2. They will contact the Polk County Animal Services Division at 499-2600 (after hours emergency – 534-0360) to arrange for removal of the animals.
3. Do not allow students or staff to come in contact with the animals. If contact is made, contact Polk County School Board's Health Services Office at 297-3082.

APPEARANCE

All staff members must dress professionally at all times. With all the attention we place on school uniforms, the subject of "employee dress" continues to arise. All clothing must be appropriate for your work environment.

We all recognize that different standards of dress are acceptable and appropriate for different jobs. For instance, a PE coach obviously needs to

dress differently than an AP English teacher. On the last day of the week, our staff looks perfectly appropriate in their staff shirts or a collared McKeel sports shirt while such clothing is not appropriate during the week. Shirts other than McKeel's are not appropriate.

PROFESSIONAL DRESS

Women

Dress pants – tailored
Blouse or Sweater
Dresses
Suits
Skirts – fingertip length or longer
Appropriate undergarments
Appropriate business/dress shoes approved

Men

Collared Dress Shirt
Dress pants
Tie
Belt
Appropriate Leather shoes w/socks
McKeel Academy

dress shirt w/out tie

P.E.

Tailored shorts
Collared polo-style shirt
Tennis shoes
Socks

NO:

Tight clothing
Denim skirts above the knee
Fridays)
Jeans
Baby doll t-shirts
See through/undergarment showing
Scrubs
Bedroom slippers
Wet hair
Spirit T-shirts
Flip-flops, Crocs, rubber shoes of any kind
lycra
Faded clothing

Short-short skirts
Tennis shoes (except for

Low cut blouses
Sweats/leggings
Sweat pant type clothing
PJ's/ Sleep pants
Major slits
Wrinkled clothing
Sweatshirts or hoodies
Stretch, spandex, visible

Wrinkled Clothing

Dress down on Fridays:

Collared McKeel Shirts

Tennis shoes w/socks

Docker style khaki pants or similar (No jeans Fridays for staff)

Regular fit capris (below knee)

McKeel Sweatshirt or Hoodie

BUDGET PROCEDURES – OPERATING FUNDS

REQUISITIONS FOR INSTRUCTIONAL SUPPLIES AND/OR EQUIPMENT TO BE BOUGHT FROM SCHOOL OPERATING BUDGET FUNDS:

Most requests for supplies, equipment, or textbooks should be made through the Team Manager who processes requisitions through the in-house network. If Team Manager deems it appropriate to have individual staff process requisitions, the team leader will be asked to approve the requisition before the order is placed.

The following procedure should be followed (for Middle/High School):

- Complete a purchase requisition form (which can be found on-line) and submit on-line; All the information must be filled out to assure timely processing of the request, including the full vendor name, address, telephone number and fax number, a full description and item number for each item requested, and the listed price per item; Purchase requests must be approved by the Principal before being forwarded to the Business Office for processing
- For any single item over \$250, you may be asked to get bids from three different vendors to assure we are getting the best price.
- **Once approved by the Finance Officer**, a purchase order will be prepared and processed thru the vendor. Upon receipt of the shipment, the package will be opened by office staff to assure completion of the order and the order will be delivered to you. Do not come pick up packages from the office unless you are asked to do so by the office staff. If you have a problem with the order, please notify the Administrative Assistant for the High School/Middle School Principal so that the business office may handle it. **Do not call the vendor(s)**; this is the responsibility of the purchasing staff. Purchases generally require 3 to 10 days from time of requisition to receipt of goods. If there is a delay, you will be notified.
- Team Managers will be notified quarterly of the balance in their budget account or at any time a requisition exceeds the budget
- **Do not order supplies, books, equipment, anything, on your own. All orders MUST be processed through the business office.**
- **Ordering and/or buying supplies, materials without written authorization is not permitted. Individuals doing so will be responsible for paying the bill and may be subject to disciplinary action**

Inquiries as to the status of a requisition or Purchase Order may be made via e-mail to the CFO, Accounting Assistant or Administrative Assistant for Purchasing.

Internal Accounts/Student Activities Funds

All collections of funds from student activities must be accounted for through the business office. This is in compliance with the State Department of Education and the McKeel Academy Board guidelines. Each class, club, activity, individual or organization handling funds must submit the monies collected to the Superintendent's designee, who will then deposit the funds in a controlled banking account with a careful record kept of the same. No cash collected is to be used to purchase items for the group or activity for which the money is collected. All purchases must follow the purchasing procedures set forth herein. There are no exceptions.

DO NOT keep cash (or checks) on hand. All monies must be turned in on the day it is collected. In no case will a check be accepted for deposit if not submitted within seven days from the date written and it will be the responsibility of the teacher to collect funds to replace any such checks. Teachers will be held responsible for funds lost or stolen due to not following the stated procedure. All checks submitted for deposit must have the *internal account number entered on the memo line, MUST have the back stamped "For Deposit", and must be free from any staples or clips.* Authorization for expenditures from these accounts must carry approval of the sponsor and the Superintendent and will be processed with a purchase order issued by the school. Any other expenditure which requires a reimbursement to the sponsor must be approved in advance by the Superintendent or Finance Officer.

Cash Collected for activities may NOT be used to purchase items directly for the activity. All purchases must go through the Business Office on an appropriate purchase requisition to ensure a clean audit trail exists.

The forms used for submitting funds or requests for reimbursement are:

- 1. Report of Monies Collected**

This form is the document that is used outside the Business Office by Teachers, sponsors, and sometimes students when collecting student

activity funds. **The form is found on-line as an excel spreadsheet and must be completed and the total calculated before submission.** The form provides for a simple listing of the students' names, the purpose for which the money is being collected and the account name and number to be credited. This form must accompany a deposit and must be signed off on by the Principal's designee. A signed copy of the Monies Collected form should be retained as your receipt for funds submitted.

2. Request for Reimbursement/Cash Disbursement

This is a form used to request a check be issued from a student activities account. The form must be approved by the sponsor/Teacher and processed through the Business Office. Reimbursements are only processed to reimburse for purchases if approved in ADVANCE in writing by the Superintendent or the Finance Officer. Exception: May be approved by Principal for expenses within their designated budget category allocations.

Check Requests for payment of field trips, fundraiser items, refunds, etc. will only be processed if the balance requested is on deposit in the account for which the check is being requested. **Check requests forms are found on-line and must be SUBMITTED AT LEAST 3 DAYS IN ADVANCE.** Receipts to back up the expenditure must be submitted to the business office within 3 days after receiving check(s).

Inquiries as to the balance in an account, the status of a purchase or check requisition may be e-mailed directly to the Finance Assistant in the business office.

Purchase Requests shall be made under the same procedure as outlined above under Budget Procedures.

TRAVEL REIMBURSEMENT

Per Diem for meals is reimbursed only if travel reimbursement is approved in advance. **In order to be eligible for per diem an employee must have at least one night's stay over.** The current rates are:

Breakfast		\$ 6
Lunch	12	
Dinner		<u>21</u>
Total		\$39

Breakfast is paid only if travel begins before 7 a.m.; lunch is paid if travel begins after 11 a.m. and before 1 p.m.; dinner is paid if travel continues

after 7 p.m. Meals that are complimentary (included with a training session or provided through other sources) are not reimbursable.

Reimbursements must be requested on a **Travel Reimbursement Form** and should have attached a copy of the approved Request for Leave (Professional) form as well as an agenda or other publication from the event attended.

Mandated reporting of CHILD ABUSE

On October 1, 1995, Chapter 98-328, F.S., became law. Among the provisions of the statute is the requirement that mandated reporters of child abuse must provide their names to the Abuse Hotline counselor at the time a report is made.

Mandated reporters include schoolteachers and other school officials or personnel. **IF YOU ARE ONE OF THE FOLLOWING PERSONS, THE CHANGE IN FLORIDA LAW AFFECTS YOU:**

- Physician
- Osteopath
- Medical Examiner
- Chiropractor
- Nurse
- Hospital personnel engaged in the admission, examination, care of treatment of children
- Health professional
- Mental health professional
- Practitioner who rely solely on spiritual means for healing
- School teacher
- School official or personnel
- Social worker
- Day care center worker
- Professional child care worker
- Foster care worker
- Residential care worker
- Institutional worker

The 1995 Legislature changed the law concerning mandatory reports of child abuse, neglect or abandonment. It is no longer possible for you to anonymously report child abuse, neglect or abandonment to the Florida

Abuse Hotline. The new law requires that you provide your name when calling 1-800-96ABUSE. Your name will be held confidential.

The law reads as follows:

Reporters in occupation categories designated in subsection (1) are required to provide their names to the hotline staff. The names of reporters shall be entered into the record of the report but shall be held confidential as provided in 415.51(9), ss. 415.50(2)(b), Florida Statutes.

For complete details on the law, refer to Chapter 95-228, Laws of Florida, or contact your local office of Children and Family Services.

CLASSROOM SECURITY

Teachers must at all times make sure their classroom **door is locked, and lights and air conditioners are turned off when they are not in the room.**

CLINIC

Students who become ill or injured should be taken to the Health Clinic immediately, where they will be attended. The Superintendent or designated person shall decide whether or not the student shall remain in school. Students sent to the clinic by the teacher must have a clinic pass, except in the case of an emergency.

CLUB ACTIVITIES/FUND RAISING

The Superintendent , or his designee, must approve all school-wide club activities. At the time of the request, the calendar and activities already scheduled will be considered.

Fundraising should NOT be initiated or advertised until approved and booked on the calendar.

All fundraising requests by clubs must be turned in on the appropriate form which can be found and submitted on-line. Money should not be stored in the classroom, but turned in to the administrative assistant for Middle/High School the day the funds are collected. Fund raising requests will be granted according to the master calendar and other scheduled club's requests for fund raising.

Any purchasing of items for fundraisers should follow the procedures set forth under the Budget Procedure outlined elsewhere herein.

Clubs will hold scheduled meetings according to the calendar.

Inventory of all items left over at the end of the year must be logged and reported to the Administrative Assistant for Middle/High School on the appropriate form.

COMPUTER GAMES

*All staff members must refrain from playing computer games.

CUMULATIVE RECORDS

Cumulative records are centrally housed in the Guidance Office and filed alphabetically by grade. These records are legal documents subject to subpoena and must be maintained current at all times. At no time should these records be removed from the drawer without being properly signed out. Under no circumstance should these records be removed from the school premises. Mrs. Hutton will be responsible for checking files in and out.

DISASTER PLAN

Each staff member is expected to read and be able to implement the procedures given in our Disaster Plan.

DISCIPLINE

All staff members are required to use the McKeel Academy Economy System concerning student discipline. Orientation of teachers to the program will be done at the beginning of each academic year. The program manual on policies, procedures, and forms will be distributed to each instructional staff member. All instructional staff is required to adhere to policies outlined in the McKeel Economy System.

Removal by Teacher

Teachers may request that a student be removed from their classroom whose unruly, abusive, or disruptive behavior constantly interferes with the Teacher's ability to communicate with the class or the class's ability to learn.

When a student is removed the Superintendent , or his designee, may:

- a. place the student in another appropriate classroom.
- b. place the student in ISS.
- c. place the student in an Alternative Education program
- d. place the student on Out of School Suspension.
- e. request for expulsion of the student if appropriate.

*A student who is removed from class may be prohibited from attending or participating in school sponsored activities. Once a student is sent to the office, the teacher is no longer involved in the discipline consequence unless by request of the administration.

Placement Review Committee

Each school shall establish a committee for the purpose of reviewing the students who have been removed from the classroom and the teacher has withheld consent for the return of that student to the teacher's classroom.

The committee shall consist of:

- a. Two Teachers selected by the faculty.
- b. One member of the staff selected by the Superintendent .

(A Teacher who withholds consent to have a student placed back in his/her classroom shall not be a part of the Placement Review Committee.)

The Superintendent may not return a student to class without that Teacher's permission unless the Placement Review Committee deems such placement as appropriate or the only available alternative. The Teacher and the Placement Review Committee must render a decision within five days of the removal of the student.

If a Teacher removes 25% of the total class enrollment, they must complete a Professional Development Plan to improve classroom management.

DUTY HOURS

All staff members are expected to use their professional judgment on the amount of time they spend at work. Generally all employees should work 8 hours per day, excluding lunch. Unless specified, all staff members can use flextime as long as the required hours are met. **However, all staff must arrive and report by 7:15 a.m. and leave no earlier than 2:30 p.m.** Any staff member needing to adjust their working day must have direct approval of the Superintendent, or his designee. Teachers' schedules must accommodate parent conference times.

Teachers and Exempt Staff must sign in by putting their initials in the appropriate box and sign out using the same procedure.

Paraprofessionals and non-exempt support staff must sign in by putting the time they arrive in the appropriate box and sign out using the same procedure. Do not sign in and out at the same time. Do not have a friend sign you in or out. It is each staff member's responsibility to do this. Staff members may not leave campus without the approval of the Superintendent or Principal. Once approved, you must sign in and out with the Administrative Assistant to the Principal (in accordance with your assignment).

E-MAIL

All staff members are responsible for all information sent out through the e-mail system. Staff members must check their mail on a daily basis. Broken computers are not an acceptable excuse for not receiving/checking e-mail.

EMERGENCY LESSON PLANS

Each Teacher must submit to the Principal a set of emergency lesson plans to be used by a substitute when prior notice of absence cannot be given due to emergency circumstances. These emergency plans should be written for a three-day period and must be revised each semester.

These plans are due by the second week of school.

EMERGENCY PROCEDURES

Emergency Evacuation routes and procedures are to be posted in each classroom. These procedures will be reviewed and distributed to each staff member by the Senior Director for Administration. In the event of an emergency or drill, all staff members are required to adhere to all procedures outlined in the McKeel Academy Disaster Preparedness Plan.

Emergency plans for severe weather are to be posted in each portable. Substitutes must be made aware of the alternative class sights in case of an emergency.

ENTRY OF STUDENTS

When a student enters, all registration procedures will be completed in the office. The student will be brought to the appropriate class.

Teachers need to examine the student's schedule for accuracy and enter the information correctly into the database on the grading program.

A Guidance Counselor will notify the Teacher when records or transcripts have arrived from the student's previous school.

EVALUATIONS

All evaluations and observations are considered confidential and should not be shared with other personnel. If, for any reason, you do not agree with the evaluation results then you should professionally discuss it with the evaluator. If it is not resolved, then you should contact the Superintendent for further advice. In any circumstance, the sharing of your evaluation with other staff members is considered unprofessional.

EQUIPMENT

Teachers and staff are responsible for the proper use and care of all equipment assigned to them or their classroom. Improper use and/or abuse of equipment will result in teacher being charged for reasonable repairs. Lost equipment will result in charges for replacement.

FACULTY MEETINGS

Faculty meetings will be held at the discretion of the Superintendent and/or Principal. Attendance for Teachers is MANDATORY unless excused prior to the meeting by the Superintendent. Coaches and other personnel involved in extra-curricular activities should alter their scheduling of practices, etc., in order to be in attendance for those meetings that are announced in advance. Any staff member missing this meeting will be held accountable for all information given.

FIELD TRIPS

Teachers are encouraged to plan field trips that would be of career value to the students. Proper attention should be given to preparing students for such field trips, in order that the experience will be of greatest benefit to the students.

All students shall be given the opportunity to participate in all field trips. Field trips should be coordinated within the team. Close consideration should be given to not charging too much for field trips. If a student is having difficulty with paying for a trip, the Superintendent or Finance Officer should be notified, and a request should be made for assistance.

All field trips need to be approved as a related career experience by the Principal. Requests for field trips should be made well in advance, at least three weeks, by using the field trip request form. For all Out of County field trips, permission forms should not be sent home until a note of approval from the Superintendent's Office has been placed in your mailbox. A copy of the buses ordered will also be placed in your mailbox, when we receive the information.

Please be sure to notify the Cafeteria Manager well in advance of the field trip, to make any necessary arrangements. Also, the Clinic Secretary must be notified to make necessary medication arrangements. In summary:

1. Request for field trips should be submitted on a Field Trip Request Form using the Online request form.
2. The Principal will consider for approval all requests for field trips.
3. The calendar will be checked for potential conflicts and the sponsor will be notified of approval.
4. After approval, permission slips are obtained and Cafeteria Manager and Clinic Para are to be notified by the teacher.
5. The Office staff will notify the field trip transportation coordinator to schedule buses if transportation is to be provided by school bus. You should include the charge per student for the transportation as set forth in the Field Trip guidelines. If transportation is to be provided through a chartered bus, you will be notified on the anticipated cost so that you may charge the students accordingly.
6. The teacher or team in charge of the trip will leave an itinerary of and a list of the students going on the trip with the Principal.
7. The person in charge of the field trip is responsible for making sure that student medications are given appropriately.
8. Student/Parents should not be advised of field trips until all approvals are received and the costs are confirmed .

Field trips are not approved unless they appear on the Master Calendar and the Superintendent's calendar. Additional Field Trip Information is found in the front of this handbook.

FIVE-ZERO-FOUR (504) PLANS

Teachers are responsible for implementing any 504 plan of any student that requires one. These plans are to be written with parents, teachers and a counselor.

GRADE BOOKS

Teachers will record their grades in the Gradebook program. Teachers will run a report of their grades each nine weeks to be placed in a grade binder. Grade books and grade discs will be collected at the end of the year for auditing purposes.

The class record book (grade book) must contain a continuous record of each student's academic progress, an accurate attendance record established and maintained by the teacher, and course performance standards. Teachers must use the following legend for recording attendance:

X = Excused Absence

T = Excused Tardy

XS = In School Excused Absence

X (circled) = Unexcused Absence

T (circled) = Unexcused Tardy

GRADING SYSTEM

Grade Reporting:

- a. Teachers have three days after giving a test or project to have the grade entered into the automated grade book.
- b. Report cards will be issued every nine weeks.
- c. Interim reports will be issued for all students at 4¹/₂ weeks
- d. The grading system to be used for recording grades on the report cards will be letter grades (middle school) and numeric grades (high school).
- e. High school credits will be determined at the end of each semester (December and May).
- f. Teachers are expected to take at least one grade per week. This is a minimal requirement. More grades provide a more accurate assessment of the student's progress.

HALL PASSES

No student is allowed to leave any class without the destination log signed in their agenda planner. All students leaving class must have their student agenda planner filled out with destination log completed by their Teacher and in their possession at all times.

HOMWORK

The amount of homework given depends on the grade level, the nature of the class, the students, and the Teacher. **Each team should coordinate homework so that an hour of homework is assigned each student by the TEAM on Monday through Thursday.** Long term assignments, projects and major tests should be placed on the monthly assignment calendar that students receive at the beginning of each month.

Class time should be set-aside for students to write down their assignments in their student planners. This should be done each day, even if the student completes the homework assignment in class. Parents should be encouraged to review assignments daily via the student planner.

Homework assignments should be meaningful and related to current curriculum goals. Parents should be encouraged to have their students read silently for a half hour and review math computation skills for a half-hour the evenings that students do not bring home a homework assignment.

LESSON PLANS

All teachers will prepare lesson plans. Lesson plans need to be detailed so a substitute teacher can follow them. Your lesson plans should reflect what you are doing in the classroom. Each lesson plan must contain (1) pupil objectives, (2) learning activities, (3) assignments, and (4) the Sunshine State Standard.

If you plan to be out, it is your responsibility to leave detailed plans along with seating charts for the substitute teacher. If this is impossible, due to unforeseen circumstances, you should call the Principal and inform her of the location of the plans or inform her of the day's assignment. Teachers may elect to use their emergency plans on any day that they are out.

All teachers are to turn in three days of emergency plans to the Principal by the end of the second week of school. These plans will be kept in the office of the Principal. They must contain enough copies for all students (or a class set to be shared) of any handouts or work sheets you wish to include **or** instructions for finding the copies in your classroom.

Lesson plans will be saved on the server and reviewed by the Principal for curriculum according to a designated schedule. Please keep your plans updated and keep a disk copy. The disk copy will be turned in at the end of the year. (Need info for online lessons.)

LUNCH

All students will eat lunch in the cafeteria. Classroom teachers will be given a duty free lunch. Classroom teachers are encouraged to teach the students manners and how to interact socially during dining room experience. Staff may not leave campus for lunch.

MAIL BOXES

Teacher's mailboxes are located in the Main Office. It is suggested that you check your mailbox on a regular basis in that all mail, bulletins, phone calls, and messages will be placed in the box. **Students are not allowed to retrieve anyone's information from their mailboxes.**

MEDICATION

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor/nurse practitioner, and the medication has been received in an appropriately labeled container. Only County trained staff will be able to administer this medicine. **Under no circumstance will medicine be administered in the classroom.**

If a student must have medication of any type given during school hours, including over-the-counter drugs, the parent has the following choices:

1. The parent or some one designated by the parent may come to the school office and give the medication to the student at the appropriate time.
2. The parent may obtain a copy of the Authorization for Medication form from the school nurse, health clinic aide, or school secretary. The parent will take the form to the student's doctor/nurse practitioner and have him/her complete the form by listing the medication(s) needed. This form must be completed for both prescription and over-the-counter medication.

MONEY IN THE CLASSROOM

Do not leave any money (personal or school) in any classroom. If it is stolen you are responsible to replace it.

PARKING

All staff members are to park in one of the two paved parking areas. No cars are to be parked inside of gates at any time.

POSITIVE PARENT CONTACT

Each team should contact all parents once per semester regarding something positive about their child. Each parent should be contacted before 1st interim report.

POSTING TEST GRADES

Teachers should have all test and project grades posted in the Grade Book Program within three days of the due date.

PROGRESS REPORTS

We encourage all Teachers to send home reports to parents concerning the progress of students. Interim reports will be sent home every four and a half weeks, specifically on the 22nd day as designated by the County. No student may fail without prior notification to the parent. Report cards will go home four times a year. All forms can be obtained from the Guidance Office.

PTO MEETINGS

There are regularly scheduled PTO meetings throughout the school year. **While we encourage and desire Teacher presence at all PTO meetings, Teachers are only required to attend two. If you are unable to attend a PTO meeting, please notify the Superintendent.** All staff member are strongly encouraged to attend.

REFRIGERATOR

A refrigerator is provided in the staff lounge for use on a daily basis. It is never intended for long-term storage. The custodial staff has been instructed to thoroughly clean out the refrigerator and freezer every Friday. All bits and pieces of food should be disposed of and not left in the refrigerator. This refrigerator should not be used to store student treats or classroom refreshments.

REPORTS

Although we strive to keep required reports to a minimum, certain information can be obtained only from the classroom teacher. We ask your cooperation in submitting these reports accurately and in a timely fashion.

ROOM ENVIRONMENT (APPEARANCE)

It is the teacher's responsibility to keep the appearance of his/her classroom neat and orderly. Books should be stacked neatly on the shelves and not on the floors. The teacher's desk and work area should be free of clutter. Teachers' offices should look organized and professional at all times. Teachers should set aside time for students to clean out and organize their desk and binders at specified intervals. **Food and drinks are not allowed to be brought into the classroom. Teachers are not allowed to let students eat/snack or drink in the classrooms (this includes lunch).** Permission to eat in the classroom for class parties and/or reinforcement may be allowed when approved in advance by the Superintendent or his designee.

Bulletin boards should be changed every 9 weeks.

SCHEDULES

All staff members are expected to follow their various schedules, paying attention to time. It is imperative that the lunch schedule be followed exactly as given. The cafeteria staff depends on each Teacher's promptness in order to keep the lunch line moving properly.

STUDENT FAILURE

Teachers must document parent contact and resources used to ensure the success of all students.

STUDENT SERVICES OFFICE – Guidance Office

SUBSTITUTE TEACHERS

When a teacher is going to be absent from school due to illness, it is his/her responsibility to contact Mrs. Chancey (MAT), Mrs. LaRose (MEA) or Mrs. Downey (SMEA) as soon as possible so that a substitute may be scheduled. They may be reached at home during the evening or early

morning or a voice message may be left on their voice mail. Notification should be made as early as possible but in no case should it be made later than 7:00 a.m. on the day of the illness. If the teacher is going to be absent for a second day, he/she will need to plan early in the afternoon, so that the substitute can be engaged for the second day. **No phone call from the teacher on the afternoon of the absence due to illness will be interpreted to mean that the teacher will be returning to their regular duties the next day.**

In the case of absence due to a Personal Leave request, an effort should be made to cover the class within the team. However, if such coverage is not possible, the payroll specialist will notify the appropriate staff to arrange for a substitute. Timelines and guidelines for request for Personal Leave are covered elsewhere within this Handbook.

SUPERVISING STUDENTS

It is the teacher's responsibility to properly supervise their students at all times. You should have knowledge of the whereabouts of each student in your class at all times.

At no time should a student be left in charge of a class and under no conditions should a teacher leave his/her class unsupervised. If a teacher has students stay after school, that teacher must remain on campus with the students until they are picked up. All sponsors who have students staying after school are responsible to supervise them while they are on campus.

TARDIES

Students are to be in their classes on time for each class. If a student is not in his/her class on time, he/she will not earn McKeel dollars for that class period. Unexcused tardies in excess of 2 or more will be considered "Minor Infractions" explained in the McKeel Academy Behavior Management Program and the Code of Conduct for Students. **If a student is tardy to school for that day, he/she must check in through the Student Services Office. He/she must have a note from the parent or guardian explaining the nature of the tardy, to be left with Student Services, and a tardy pass from Student Services to your class.**

Teachers must be in class on time.

TEAM MANAGER RESPONSIBILITIES

The Team Manager is appointed by the Superintendent to help with the administration, supervision, and development of the team to which he/she

has been assigned. Team Managers work in conjunction with the Administration in the following areas:

- a. Representing the Team at all Team Manager Meetings
- b. Maintaining a Team inventory of equipment and textbooks
- c. Preparing the Team Budget
- d. Coordination the Team's requests for supplies, materials, and textbooks
- e. Assisting any substitute teachers for their Team
- f. Assisting with the preparation of the Team's suggested Master Schedule
- g. Classroom visitation within the Team
- h. Other duties as assigned by the Superintendent

TELEPHONES

Telephone use should be limited to school business, except in emergencies. Business long distance calls need to be registered with the Administrative Assistant and approved before the call is placed. These calls should be kept to a minimum. A "Record of Long Distance Phone Calls Log" shall be kept of all long distance calls placed. The record shall include the date, name of the teacher placing the call, the destination, and the reason for the call. Make sure that this log is utilized when making long distance calls. The log is kept in the Principal's Office.

Cell phones are not to be used except in the case of an emergency. Cell phones should be stored out of sight and in the off or silent position while you are on duty. School telephones are located throughout the campus and are available for your use during your planning period.

TRACING NUISANCE PHONE CALLS

(For anyone receiving a Bomb Threat when answering the phone initially, please follow the procedure below) After completion of the phone conversation:

1. Hang up the phone.
2. Depress the same line button where the call came in.
3. Dial 9 to get an "outside" line followed by 1157.
4. Pause for the confirmation recording and follow the instructions.
5. Log the date, time and phone number that took the nuisance call.
6. Call GTE Nuisance Calls Division at (941) 224-6911 and report the call, giving the logged information to the GTE attendant.

7. Notify the Administration immediately.

TEXTBOOKS

Textbooks for class use are purchased from the state by individual schools that must budget their funds carefully. They are to be issued through the Team Managers. Team Managers should contact the Principal for ordering textbooks for each year.

TRANSPORTING STUDENTS

The Superintendent or his/her designee must approve transportation of a student during school hours.

When transportation is authorized in privately owned vehicles, students may only be transported in designated seating positions and shall be required to use the occupant crash protection system provided by the vehicle manufacture.

*****Please be advised that the School Board's revision of policy 6Gx53-7.001, 11 – states in part: **STUDENTS UNDER THE AGE OF 12 YEARS OLD WILL NOT BE TRANSPORTED IN THE FRONT SEAT OF ANY VEHICLE EQUIPPED WITH A PASSENGER SIDE AIR BAG RESTRAINT SYSTEM, UNLESS THE SYSTEM HAS BEEN DEACTIVATED.**

VIDEO VIEWING POLICY

All movies shown MUST follow the McKeel Academy County guidelines on Video usage. Movies that are not a part of the school's collection must be approved by the Media Center Specialist and documented in the plan book.

McKeel Academy of Technology Video Usage

The indiscriminate use of videocassettes has become a problem in some areas. If used wisely, videocassettes can be a valuable educational resource, but there are many situations where a different approach is

more valuable. Educators bear the responsibility for choosing videos wisely. Remember these guidelines when selecting educational videos:

1. Always preview first.
2. Be sure they have educational value. Remember, you do not have to show a whole video; you can show parts interspersed with discussion.
3. Limit the student viewing time or videos.
4. Be very selective of the content. Videos must be appropriate, relevant, legal, of educational value, and on the student's level. Be careful if using rented videos or off-air video recordings; these must also meet the above criteria. "R" rated videos are not appropriate for classroom use, and are forbidden from use under any circumstances.

There have been many questions concerning copyright and video usage. The following guidelines should help to clarify the situation:

1. A broadcast TV program may be recorded off-air and retained by the school for 45 calendar days, but it may only be used once and repeated once with each class by an individual teacher during the first ten (10) consecutive school days during the 45 day calendar retention period. At the end of the 45 days, it must be erased. Only those cable programs available on-air in your area may be taped. Pay services such as out-of-town stations, HBO, Disney, etc., do not fall under these guidelines.
2. Use these guidelines if renting videos:
 - a. a. Get permission in writing from the rental dealer for you to use it in your classroom.
 - b. b. Be sure it has educational value and meets the criteria given in the first section under number 1.
 - c. c. Include it in your lesson plans.
 - d. d. Have the approval of the principal.
3. Our county has permission to duplicate educational videos from EBE, Barr, and Disney. This does not give us permission to copy Home Videos.
4. Videos with a "Home Video" label should not be used on a closed circuit video distribution system unless they were purchased on a McKeel Academy purchase order that had the note – "These videos are for classroom instruction and may be used over a closed circuit video distribution system within the school." They should be shown in one room on one VCR.
5. Parents and teachers often have videos they want to share with the students. Be sure these videos meet all the above criteria.

VISITING TEACHER

A school board employed visiting teacher is available for assistance. He is available to contact parents at home or work concerning frequent absenteeism, tardiness or to investigate other concerns that a teacher may have relative to a student's environment. Referrals for this service should go through the Guidance Department.

VOLUNTEERS

It is a privilege to have county approved volunteers at McKeel Academy. Teachers are expected to have a plan ready for every volunteer assigned to his/her classroom. At no time should a volunteer be responsible for the entire class.

Only cooperative students should be assigned to the volunteers. Volunteers are not permitted to administer discipline. Teachers should make the volunteers feel welcome and appreciated. **Please be sure that the volunteer has signed in through the MAIN OFFICE and is wearing a badge.**

WITHDRAWALS

When a student withdraws, a withdrawal notice is circulated to the appropriate teachers. The notice will show the Official date of the withdrawal and the withdrawal code. It is imperative that this information be correctly transcribed onto the teacher's attendance record. The teachers will then need to come to the Guidance Department to sign-off on the official withdrawal form. You will need to bring with you a transferring grade, the amount of any books not turned in or fees owed to McKeel Academy, and the number of absences from your class. These must be written on the withdrawal form along with your initials so the process can be completed in Guidance. **It is important that this process be completed as soon as possible.** Please note, a teacher is never to withdraw a student until receipt of the withdrawal notice from Guidance.

McKeel Academy of Technology

Name:

SSN:

I have read, understand, and agree to comply with all the guidelines and regulations set forth in the Staff Handbook for McKeel Academy, 2008-09 edition.

Signed: _____ Date: _____

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