

Flamingo Elementary School
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2015-2016 FACULTY/STAFF HANDBOOK

“Diving Into a Learning Adventure”

IT IS NOT INTENDED THAT THIS HANDBOOK CONFLICT IN ANY WAY WITH CONTRACTS IN FORCE, BROWARD COUNTY SCHOOL BOARD POLICY, APPLICABLE STATUTES, AND/OR REGULATIONS. STAFF MEMBERS ARE URGED TO FAMILIARIZE THEMSELVES WITH ALL PROVISIONS OF SCHOOL BOARD OF BROWARD COUNTY POLICIES AS WELL AS THEIR COLLECTIVE BARGAINING UNIT CONTRACT.

Staff Policies & Procedures

ABSENCES (Teacher)

If it is necessary for you to be absent:

- The Subfinder System, open 24 hours a day, is to be used to obtain substitute teachers at (754) 321-0050 or web access at <http://sems.browardschools.com> If difficulty arises in using the system, Mrs. Morales should be contacted BEFORE 6:00 a.m. Between 6:00 a.m. and 7:30 a.m., contact Mrs. Morales at 754-323-5706 to let her know that you put an absence in the Smart Find sub system. If you are not returning to work at the time indicated in the subfinder system, please contact Mrs. Morales so that proper arrangements can be made.
- If a verbal agreement is made with a substitute, please enter it into the system as soon as possible. Substitutes not entered into the subfinder system cannot be paid and have been directed not to report for such positions.
- Teachers are requested to keep lesson plans, dismissal plans, class rolls, emergency codes, clinic passes. and other necessary materials needed by a substitute readily available.
- A Certificate of Absence form will be put in your mailbox when payroll is being completed for the appropriate two-week period. Payroll cannot be completed without this form being signed and turned in to the office manager. Note: If the absence is to complete job related duties, a TDA must be completed 10 days prior to the absence. (See bookkeeping procedures)
- Florida Statute 1012.67 states that any District school board employee who is willfully absent from duty without leave shall forfeit compensation for the time of such absence, and his or her employment shall be subject to termination by the district school board.

The School Board provides ten days of sick leave per year. Up to six of these days may be used for personal reasons. Sick leave not used is automatically added to the following year.

TDA'S (Temporary Duty Authorization):

TDA forms are required anytime anyone is not at his/her regular work location. All TDA's, including field trips require a TDA to be filed at least two (2) weeks before the trip. All TDA's for out of county/state must have the approval of the area superintendent as well as the principal and these must be approved four (4) weeks in advance. TDA forms are required whenever you are on a TDA, whether a substitute teacher is employed for you or not. A job number is required to be put on the TDA before turning it in. Once completed, TDA forms are to be submitted to the Office Manager for proper coding and administrative signatures. Incomplete TDA forms will **not** be accepted. **If an entire team will be attending an event at the same time, all members of said team should note the same times.**

Before handing in a TDA, please be sure that the following steps have been completed:

1. Obtain approval from administration to attend the workshop, etc.

2. Call Sub Finder to request a substitute teacher (when needed). Place the job number for all TDA's (whether a sub is needed or not) on the completed TDA form.

3. Attach a copy of the workshop notification or other documentation to support the need for a TDA.

ACTIVITIES (Student)

Teachers must communicate with parents any activity being taken away PRIOR to the activity. It must be documented on a conference form. Administration must also have PRIOR knowledge of the removal. This includes, but is not limited to field trips, grade-level activities, classroom activities, school events, and class parties.

ATTENDANCE / TARDINESS (Student)

Attendance Policy:

- We will use Pinnacle for attendance.
- When parents send in notes concerning past or future absences please put written communication in the Attendance Clerk, Veronica Whitsett's mailbox by the end of the day it is received. These notes are filed in the front office during the school year.
- If you conference with a parent and they verbally tell you their child will be out that day or in the future, please e-mail the Attendance Clerk (Mrs. Whitsett) the child's name and reason for the absence.
- Please monitor student absences and tardies closely. If you have attendance related concerns, please discuss with our school social worker.
- Pinnacle must be completed by 8:30 a.m.

It is the responsibility of the teacher to encourage regular and punctual attendance. Attendance must be taken daily and completed by the assigned time on Pinnacle.

Tardy Policy:

- If a student walks in late, record on Pinnacle. The office will give tardy passes starting at 8:10 a.m. If the student does not have a tardy pass, notify the office. If it is before 8:10 a.m., you must record the tardy on Pinnacle.

If a student has consistent tardiness, write a referral to the school social worker.

BOOKKEEPING PROCEDURES

Collection of Money:

Any time money is collected for field trips, etc., that money must be submitted to the bookkeeper **by 12:00 noon** each day, as it is necessary to allow adequate time to verify the money and prepare the deposit. If the bookkeeper is absent or not in her office, leave the money with the office manager or with administration. Collections should be submitted to the bookkeeper daily. **DO NOT SEND MONEY TO THE OFFICE WITH A STUDENT OR PUT IT IN A MAILBOX.**

Recording Procedures:

A. Collections under \$15.00 List paying students and the amount remitted on a "Report of Money Collected Envelope"; sign and date it and send it with the collection.

B. Collections over \$15.00 If an individual makes a payment of \$15 or more, it is necessary to issue a receipt. Receipt books must be signed out from the bookkeeper's office. This book is in triplicate form. Press hard so that it penetrates all three (3) pages. Be sure to list the check# or cash on the form. *** You are responsible for the book until you have signed it back in.

C. Field Trips A field trip envelope will be provided to you for your collections. Enter each child's name on the envelope and the amount paid AS THEY PAY. Your envelope will be returned to you each day that you submit money. **Please do not use red ink, pencil, or white out.** You may retain the permission slips or you can put them in the envelopes. Be sure to that each member of your team turns in a TDA.

D. Book Clubs We do not collect for book orders. You may **NOT** collect money from students for this. If you have any questions, contact Mrs. Clementi, Bookkeeper.

E. School Pictures Money will be collected directly by the school photographer on the date pictures are taken. Do not collect any money for students for this purpose. Additionally, please do not hold money for students who may wish to pay early.

F. General Rule to Note and Follow Regarding Collection of Money

When collecting money from students, be sure to verify that the student is paying the amount you are listing for him/her. If individual money envelopes are used by the students, those envelopes should be opened and the money counted prior to listing that student as paid.

Ordering Supplies / Materials:

Grade levels may order supplies. It is the responsibility of the grade chair to clear any order through the bookkeeper. Under no circumstances are materials to be ordered, even on a trial basis without first going through the bookkeeper and approved by the principal.

Reimbursement of Receipts:

All purchases must be preapproved by administration. The principals' signature and the signature of the person being reimbursed must be on the face of the receipt. Attach a fully completed cash disbursement form to the receipt. Please make a copy of the receipt for your records before submitting it to the bookkeeper. All Sunshine reimbursements must have a copy of the minutes attached to the reimbursement form. Minutes must show approval for the items being reimbursed. **No reimbursement can be issued without minutes.**

CHILD ABUSE & NEGLECT

According to Florida statute 415.504, reporting of suspected child abuse and/or neglect is **mandatory**. All personnel are encouraged, but not required, to consult with the child abuse designee or the school administration in making a decision to report child abuse. The statewide child abuse hotline can be reached at 1-800-96-ABUSE

CLASSROOM CARE

Instructional personnel should establish and maintain a neat, clutter-free, and attractive environment for learning that encourages proper student respect for neatness and order. Students should pick up all books, workbooks, scraps of paper, etc. before dismissal. Additionally, for safety, it is important to keep walkways within the classroom clear of any debris.

Teachers are encouraged to stress the importance of maintaining a clean facility with their students. Students should keep hands and feet off walls at all times. They should also never be permitted to write on furniture or to damage school property. Damaged furniture is a safety hazard. Broken desks, chairs, or other furniture should be reported to the custodial staff in writing as soon as possible. Chairs cannot be stacked on desks. Please stack chairs on the floor.

CONFIDENTIALITY

Confidentiality of student information should be observed at all times. Teachers should not discuss a student's behavior, academic progress, or problems in the teacher's lounge or in other social places. Grades should not be humiliating to students and should therefore never be shared with other individuals.

COPY MACHINES / PROCEDURES

The following procedures are in place to facilitate the timely copying of needed materials:

- All copy requests must be camera ready. **Do not give books to be copied.** If you desire a page from a book to be duplicated, please use one of the small machines to make a camera-ready master. (If a master set of a copy is maintained in the workroom, you do not need to provide the camera-ready sheet).
- The small copy machines are to be used for **SINGLE copies only.** Please do **not** run class sets on these machines because when the materials ordered specifically for these machines are depleted, additional orders will not be placed. Also, these machines are not equipped to handle large numbers of copies.
- Copy bins have been organized to represent teams and grade levels. Copying will be done one level at a time. Once a particular level has been done, it will not be worked on again until all other levels have been completed.
- **Plan ahead**, realizing that at times the copy machine may be broken or may be in use to complete a school-wide run. Do not send immediately needed requests to the copy room. This only delays the work needed for the rest of the school.
- Limit the number of copies you run. Use document camera, project-based learning, and/or centers, instead of ditto seat work.
- Be certain to fill out copy request forms for all copies needed. These forms must be dated and filled out individually by teachers. ANY grade-wide copy requests must be approved by administration.

- **Remember to have all letters, etc. being sent home on school letterhead and approved by administration. Letters not approved will not be run.**

Please adhere to these procedures to improve the timeliness of filling requests. Be aware that for accountability, individual team numbers have been assigned and will log the number of copies being made.

COPYRIGHTS

It is most important that all staff members observe federal copyright laws in all areas. Under no circumstances, should any staff member be asked to violate copyright laws. Further, all personnel are encouraged to become aware of School Board Policy 6318

SB Policy 6318 - Copyrighted Materials - Reproduction and Usage states in part:

"THESE RESOURCES ARE TO BE USED FOR CURRICULAR PURPOSES, NOT FOR ENTERTAINMENT. AUDIOVISUAL MATERIALS INCLUDE BOTH COMMERCIAL AND STUDENT/STAFF PRODUCED MATERIALS. THEY INCLUDE MATERIALS USED ON FIELD TRIPS OR IN BEFORE AND AFTER SCHOOL CHILD CARE PROGRAMS AT THE SCHOOL."

Reproduction of copyright material without prior written approval of the author or publishing company is a violation of copyright laws. Videotapes/dvd's with copyrights cannot be shown over closed circuit television unless prior permission has been granted by the producer. Videos/dvd's may be used for planned direct instructional activities if they are part of the educational program and reflected in the lesson plans. Remember that videotapes/dvd's may only be shown if they are a part of the educational program.

Important for showing of any video, DVD, Blu-Ray, film, etc.

Please know that the Media Specialist is my designee for approval of any and all videos, DVD's, films etc. that a teacher may want to show. Please give **3 days notice** by emailing the Media Specialist.

- **the title of what you want to show,**
- **the rating of the film, DVD, Blu-Ray, video, etc.,**
- **the clear educational purpose,**
- **the Florida Standards that are reinforced to be discussed after the film.**

"Procedures and Best Practices for Use of Audiovisual Materials"

The usage of audiovisual materials from inside or outside the school collection must:

- a. meet principal or designee approval prior to use with students; (At Flamingo this is the Media Specialist with 3 days prior notice.)
- b. exhibit a clear educational purpose;
- c. be previewed in their entirety prior to being shown to students by the teacher using the resource with maturity level of the students who will be viewing the material;
- d. be a legally acquired copy.

"Guidelines for School Use of Rented/Purchased Prerecorded Programs:

Teacher may use rented or purchased videocassette/DVD's only if ALL the following requirements are satisfied:

1. The programs have been recorded or made in a lawful manner.
2. The programs must be used in the course of face-to-face teaching activities. The teacher must

be able to point to specific performance objectives to which the program relates.

3. Programs may be used only in the classroom or similar places devoted to systematic instructional activities.

4. Programs are NOT to be used for recreational or entertainment purposes.

Closed Circuit Television Transmission

Showing entire programs over closed circuit television usually requires permission or payment from the copyright holder.

Playing a videocassette/DVD/Blue-Ray over closed circuit television so multiple classes can watch simultaneously requires 'closed circuit' rights.

If staff members have specific questions regarding copyright law, please direct them to the school Media Specialist.

CUMULATIVE RECORD FOLDERS

Every teacher is required to maintain a Cumulative Records Folder (CUM) for each student enrolled in his/her class. Requests for records of students transferring to or from another school are made through the office. Teachers are expected to turn in the completed cum folder of a student who has withdrawn **within three days** of the request from the office. When completing a child's cum folder, the current Cumulative Folder Checklist issued by the county is to be followed in determining which items to place in the folder.

DISMISSAL (Early: at Parent's Request)

For the safety of all students, early dismissal of students will be coordinated through the school front office only. If a parent requests early dismissal of his/her child, proper identification must be presented and the appropriate paperwork must be completed. Office staff will notify the teacher to release a child for early dismissal. **NEVER** release a student to any adult without notification to do so from the front office. If a parent is volunteering or present for a school function and wants to take their child home early, they must first come to the front office and follow early dismissal procedures. After the parents has properly signed out the student, the office will call for the student. Students should not be released to the parent from the classroom.

DISMISSAL (Severe Weather)

In cases of severe weather at dismissal time, walkers and bike riders will not be released until it is safe or a parent picks up the student. In this event, you will be notified via intercom to hold students in the classroom until further notice. In addition, follow directions in your safety folder.

E-MAIL GUIDELINES

- Open e-mail on a regular basis (at least daily)
- Unacceptable use of E-mail – Time wasting activities that do not adhere to the school district's mission, such as sending or forwarding chain letters, poems, and announcements. Effective drafting of e-mail messages should follow these procedures:

Make subject headings as descriptive as possible.

Respond to sender only (not entire group or conference).

Restate the question of issue being addressed in a response unless the text of the original message(s) is included in the current message.

Include the most important fact/idea/issue first or near the top of the message. Avoid misunderstandings by keeping in mind that electronic text is devoid of any context clues that convey shades of irony, sarcasm, or harmless humor.

Proofread and edit each message and use the system's spell check function prior to sending a message.

Avoid putting names of students in e-mail subjects.

Check the facts in your message before sending; do not spread rumors via e-mail.

- Think carefully before using a large distribution list. Ask yourself, "Do all e-mail users really need to know this information?"
- Be aware that e-mails are records and subject to disclosure according to the Public Records Law and are subject to subpoena.

FACULTY/STAFF MEETINGS

Faculty/staff meetings will be scheduled on Thursdays of each month at 2:15 p.m. and will be included on the Flamingo CAB Calendar. Your prompt attendance at these meetings is of utmost importance. In the event that you are not present at a given faculty/staff meeting, be sure to obtain the information that was shared.

Team Leader Meetings will be scheduled on Team Leader Release Days or after school as needed and will be included on the Flamingo CAB Calendar. Team leaders will call for team / grade level meetings following team leader meetings. Again, all faculty members are to attend these meetings.

FIELD TRIPS

While field trips are an integral part of a well-rounded educational experience, they also require a great amount of planning, utilizing the Activity Request Form, and an even greater amount of responsibility for the welfare of students. **Field trip packets must be completed 30 days prior to the trip.** Field trips should only be taken once proper teaching has taken place and appropriate background information has been shared with the students. Please have the field trip dates(s) approved prior to the planning of the field trip. Money collection for the different grade levels may **NOT** overlap. **It is the job of the team leader or designee to schedule and organize all field trips through the bookkeeper.** Prior to organizing any field trip, personnel must read School Board Policy 6303 and fill out proper field trip packet information. Plan field trips throughout the year. For example, one in the fall, one in the spring. Do not wait until after testing season.

GRADES

Daily attendance will be reported by the classroom teacher using Pinnacle. Grades are also reported in Pinnacle for all grade levels. It is advisable that teachers have an adequate number of grades recorded for each student in Pinnacle. This is important, as the Pinnacle record is the resource both in formulating grade averages for the student's progress report and in conducting parent conferences.

HOMEWORK

Homework shall be encouraged and assigned to individual students, as appropriate, to enhance the learning situation and to provide for skill improvement. Grade levels should be consistent and discuss homework assigned Monday through Thursday. The following guidelines for homework have been established:

1. Homework will be a part of the curriculum in grades K-12.
2. Homework shall be encouraged Monday through Thursday.
3. The maximum time for homework is 10 minutes times the grade level (i.e., 1st grade – 10 minutes, 4th grade – 40 minutes. Please note that these times are for the **total** of homework for any given day, not per subject.
4. The teacher should check all assignments daily.

Please review the board adopted homework policy (6306) and Homework Procedural Manual on CAB Conference

LESSON PLAN BOOKS

The main purpose of the plan book is to provide a means whereby the teacher's instruction may be more effective as it:

- Insures a complete and logical presentation
- Serves as a timing schedule
- Helps in review and test construction
- Serves as a valuable aid for substitutes
- Documents interventions, enrichment, remediation, standards, ESOL strategies, and assessments.

To make the substitute's teaching more effective, it is recommended that the plan book include the following:

- All titles of basal texts should be entered weekly
- A schedule of groups, lunch, specials etc.
- Seating Chart

It is necessary that the plan book:

- Be kept one week in advance.
- **Daily Dates, times of each subject taught must be easily identified on each page.**
- **Be available for an administrator at any time requested.**
- Must be current at all times; it is the teacher's responsibility to be sure the plan book is in school any day a substitute is necessary.
- Must have all ESOL strategies being utilized for instruction.

All lesson plan books become part of the school's records and must be turned in to the office at the close of each school year.

MEDIA CENTER

The media center is the resource hub of the school. It will house materials for students, staff, and parents. It is the aim of a media specialist to provide basic instruction for children in the use of library and technology materials while also encouraging reading for pleasure.

Teachers may check out any materials desired through the media specialist, but must return them within a reasonable amount of time.

PROFESSIONAL DEVELOPMENT TEAM

A joint school committee comprised of an equal number of SAC Committee members (3) appointed by the principal and teachers (3) selected by the Faculty Council shall be established as the School Professional Development Team.

After gathering input from the faculty, the teams shall develop customized activities for the staff development time allotted.

SAFETY

Our school will follow the safety procedures and guidelines from the Safety Department and the District's Police Department. The School Safety Plan is updated every year and can be viewed in CAB under SBBC policies. Teachers are encouraged to review school, home, pedestrian, and bicycle safety in order to make travel between home and school a pleasurable experience. Please be sure to discuss all safety procedures with your students. See the separate Emergency Code/Safety Booklet. Please keep this Safety Guide with your lesson plans.

SOCIAL WORKER

Our school social worker handles problems of student attendance and necessary investigations or contact with parents. She/he will investigate truancy and other home problems of children at the request of school staff. **In order to enlist the services of the school social worker, please complete the Social Worker Referral Form in Virtual Counselor. Our school social worker will be on Flamingo Campus one day a week.**

STRUCTURED RECESS

Teachers should be actively supervising the students. In addition, teachers should position themselves so that all students can be observed and monitored during recess to prevent accidents, injuries, and/or misbehavior.

STUDENT ILLNESS/ MEDICAL EMERGENCY

Any student who becomes ill during the school day must be sent to the clinic with a "clinic pass" available in CAB conference. If the student needs to go home, the office will contact the parent and then inform the teacher of the action taken. **Under no circumstances is the teacher or clinic staff to administer medication to a student without the proper paperwork on file from the child's physician.** If a student comes to school with any kind of medication, please send the student to the office immediately. If a student is injured and cannot get up due to a fall, do not move the student. Notify the office, and emergency procedures will be implemented. Additionally, if a student is injured, an accident report should be completed.

SUPERVISION OF STUDENTS

Hallway Supervision:

While self-discipline and self-direction are the ultimate goals, hallway supervision before, during, and after school is vital.

Before School:

School Safety Patrol members will be stationed to help supervise the orderly entrance of students into the building.

During School:

Teachers are **not** to leave their classes unattended at any time during the school day. **An adult must supervise students at all times.**

1. Teachers are responsible for the orderly passage of students during the day. *Students leaving the classroom for any reason shall have a pass from the teacher.* The pass should indicate the teacher's name, time, student's name and destination. Students should use the buddy system and not leave the classrooms by themselves. **Please do not send students to staff members with forms being collected. Oftentimes, that staff member is not available, not in their office. Do not send students with copies to be made. The teacher should submit materials to be copied before or after school, at least 3 days ahead of time. In addition, do not send students with referral, detention, TDA's, or payroll forms.**

2. Students should walk in a proper Flamingo formation. Students should be encouraged to keep hands, feet, or objects off the walls. Orderly lines, with students walking with their hands behind their backs, under the teacher's supervision, will help prevent any problems in movement throughout the building. In addition, students should be at least twelve inches apart and twelve inches from the wall when in line.

After School:

1. Upon dismissal, students will exit the building through their designated door escorted by a teacher on your team. Flamingo Academy students report directly to the cafeteria or their designated area using the main hallways.

2. School staff and safety patrols will be on hallway / bus duty.

3. Students are not allowed to re-enter the building after dismissal.

TEACHER PLANNING DAY LUNCH

Teacher planning day lunch must be taken between 11:00 a.m. – 1:00 p.m. If you would like to request a different lunch time, you must have administrative approval.

TECHNOLOGY

All requests for technology assistance must be made through the technology conference in CAB. Requests are handled on a first-come, first-serve basis except for telephone repairs. Due to safety issues, phone repairs will be handled on a priority basis. Please do **NOT** stop a member of the technology team in the hall or class/office to report a problem.

TELEPHONE

As the telephones are for school business and a great demand is already placed on them, please try to keep personal calls to a minimum. Teachers will not be called out of class to answer the phone except in the case of an emergency. Students do not have permission to use the telephone except in an emergency. **DIRECTORY ASSISTANCE AND LONG DISTANCE CALLS ARE STRICTLY PROHIBITED.** If a long distance call is an emergency, or for school business, please get approval from administration and complete the designated forms.

TEXTBOOKS

The State of Florida Department of Education furnishes all basic textbooks for loan by the student. It is the student's responsibility to keep books in good condition. Students should write their names on the inside cover of the book for easy identification. Books not returned to the school and those showing abusive use are to be paid for by the student. **The textbook chairperson should be notified of any lost or damaged textbooks at the time they are discovered.** Textbooks, including consumables, should be returned to the textbook coordinator. They should **NEVER** be thrown in the garbage.

TOBACCO-FREE WORKPLACE

School Board Policy 2401 states that any student, employee, volunteer, contractor, or school visitor is prohibited from using any tobacco product, including electronic cigarettes at any time, in, on, or during the following: any building, facility, school grounds, property or vehicle owned, leased, chartered, or rented by the District, including, but not limited to, District offices, athletic/practice fields, playgrounds, parking lots, and administrative offices.

VACATION

For year-round staff members on a vacation accruing calendar, vacation requests must be submitted and approved at least two (2) weeks prior to the start of the vacation.

VISITORS

Staff is encouraged to make parents feel welcome and arrange appointments for visits or for conferences. Visiting the school enables parents to know their child's school and teachers better. It is largely through the home and school working together that we can most successfully help children grow and succeed.

All visitors are required to report to the office prior to entering any classroom. They must sign in at the office through the STAR system and receive a visitor badge. Any person coming to your classroom without such a badge should be sent to the office immediately. **NEVER** release a student to any adult without notification to do so from the front office.