



New to the Nest Handbook

Marjory Stoneman Douglas
High School

5901 Pine Island Road, Parkland, FL 33076
<http://douglasshigh.browardschools.com>
(754) 322-2150 main—(754) 322-2159 fax

Broward County  Public Schools

Table of Contents

Welcome.....	3
School Support Team.....	4-5
Who are these other people?.....	6
Communicating Across Broward (CAB).....	7
Pinnacle Grade Book Program.....	8
Reporting Absences.....	9
Virtual Counselor.....	10
My Learning Plan.....	11
Employee Self-Service.....	12
Eagle Eye.....	13
Teacher Evaluation.....	14
Alternative Certification for Educators (ACE).....	15
Payroll Information.....	16
Direct Deposit Form.....	17
The Media Center.....	18
“Destiny” web site/_Request For Alternate Assignment.....	19
Audiovisual Materials Use Policy.....	20
Audiovisual Materials Use Policy (cont.).....	21
Other Information.....	22
School Calendar.....	23
Code of Ethics.....	24-25

Welcome to Marjory Stoneman Douglas High School

Congratulations on becoming or returning as a teacher with Marjory Stoneman Douglas High. Please take a moment of your time to review the enclosed information and use it as a reference to assist you with any questions that you may have in the future.

As a **new teacher** to Marjory Stoneman Douglas High School, we want to ensure that your first year in our school is a smooth transition. As a **teacher with a new teaching assignment returning** to Marjory Stoneman Douglas High School, we want to ensure that this year in our school is a smooth transition also. The **Teacher Induction Program (TIP)** staff hopes that this school year will be a productive and successful one for you and your students. Our goal is to support your efforts and assist you with your needs during this transitional period.

This program is intended for new teachers to the profession, new teachers to the school, and/or teachers assigned to a new subject area at a Marjory Stoneman Douglas High School.

Through small support groups and Professional Learning Communities (PLC), all categories of new teachers will receive peer and administrative support throughout the year. Moreover, to accomplish student achievement goals and teacher retention goals, we will rely on the human resources available at the school: the National Board Certified Teachers in the various fields presently at the school, the numerous veteran teachers at the school that are experienced in their subject matter and in the school's operation, other support staff, and the leadership team. A minimum of one activity per month will be developed to aid the new teacher and the mentor teacher in identifying personalized areas of need. The activities will focus on improving teacher efficacy, lesson delivery, and content knowledge as well as on learning the managerial procedures followed at the school. The timeline for the development, implementation, and evaluation of the TIP will begin during the week of pre-planning and continue through the end of the second semester of the school year. The primary resources needed are human resources and administrative support in order to implement the new TIP. In addition, the Professional Development Team will ensure that new teachers' time is protected to schedule meetings between the new teachers and their mentor teacher(s) and to gather data. Evidence of progress toward the achievement of the goals and objectives will be documented through the use of an evaluation tool, such as a pre and post survey, that will be administered to the new and mentor teachers. The new teachers' improved self-efficacy regarding professional preparedness from the support received throughout the first transitional year at the school will be well established by data. In addition, willingness of the mentees to enroll in the support program for the following school year will provide evidence of the level of success of the TIP. According to the literature, TIP should be available to teachers throughout the first three to five years, depending on the area of need.

School Support Team

Ty Thompson.....**PRINCIPAL**

Teresa Basilone.....Principal's Secretary

ASSISTANT PRINCIPALS

Denise Reed

Students.....Grade 9, A-Z

Departments.....ESE, Reading, Social Studies

Assignments.....Behavior, School Accountability

Winfred Porter

Students.....Grade 10, A-Z

Departments.....English, ESOL

Assignments.....Behavior, School Accountability

Jeff Morford

Students.....Grades 11-12, A-K

Departments.....Fine Arts, Media, PE

Assignments..... Athletics, Public Relations, Security, Behavior, School Accountability

Maximo Rosario

Students.....N/A

Department.....Mathematics, World Languages

Assignments.....Activities, Keys, Professional Development, School Accountability

Lucille Flynn

Students.....N/A

Departments.....Career Tech, Facilities, Guidance, Science

Assignments.....Professional Development, Scheduling, School Accountability

GUIDANCE DEPARTMENT (Student Assignments)

Terry Sullivan.....Guidance Director
Debra Work.....Grade 9-11, A-D
Robert Kenner.....Grade 9-11, E-K
Dianne Faruqui.....Grades 9-11, L-Q
Joan Paula.....Grade 9-11, R-Z
Gerald Turmaine.....Grades 12, A-Z
Eunice Ramirez.....BRACE Advisor
Jessica Davis.....ESE Specialist

DEPARTMENT CHAIRS

Bridgette Simmons.....Career Technology
Lynn Domino.....ESE
Lauren Rosa.....Fine Arts
Terry Sullivan.....Guidance
Donna Amelkin.....Language Arts
Lynn Domino.....(Literacy) Reading
James Gard..... Mathematics
Diana Haneski.....Media Specialist
Elisa Williamson.....Physical Education/HOPE
Annette Traverso.....Science
Sandra Davis.....Social Studies
Alicia Blonde.....World Languages

FACILITIES AND MAINTENANCE

Jerome Giovinco.....Head Custodian
Manny Hodge.....Assistant Head Custodian, Night Shift
Eduardo Suarez.....On-site Repair

SECURITY



Kelvin Greenleaf.....Head Security
Deputy Scott Peterson.....BSO Officer

WHO ARE THESE OTHER PEOPLE?

Bookkeeper	Debbie Letter
Budget Keeper	Margie LaSalle
Certification Contact	Teresa Basilone
Data Processor	Samantha L'Italien
ESE Secretary	Gail Monaham
ESOL Liaison	Samuel Landrian
Food Service Manager	Susanne Smith
Secretaries	Patrice Frohman-9 th Grade Carla Thonsgard-504 Liason Patricia Monti-Media Center Amy Pena-Guidance Jill Zimmerman-Main Office
Inservice Points Contact	Lynn Domino
NESS Liaison	Carla Verba
Payroll Contact	Patricia Wexler
Peer Counselor Sponsor	Laura Roundtree
Literacy (Reading) Coach	Lynn Domino
Registrar	Deborah Cavicchia
Student Affairs Secretaries	Linda Jones Lauren Rosen
Technical Specialist	Mario Caicedo
Testing Coordinator	Justin Mellinger
Guidance Data Specialist	Jo Ellen Berman
Union Steward(s)	Head Steward: Gregory Pittman
Stewards:	Kimberly Johnson, Robert Rosen, Ernest Rospierski, & Gus Turner

Communicating Across Broward (CAB)




The CAB System is built on FirstClass™ , a leading communication platform for education. With its unique architecture, accessibility, scalability, reliability and security features, FirstClass™  provides a stable and more efficient solution for the needs of Broward County.

The CAB System provides users with the ability to effectively communicate and share information anytime, anyplace, through email, conferencing, calendars and instant messaging.




When do I get my CAB account?

After you report to your location, contact your CAB contact supervisor. They will submit a request to the CAB Administrator for your new account.

How can I access my account from work?

Primary access to your email is available using a  client application that can be installed in your computer. See your CAB account contact for assistance.

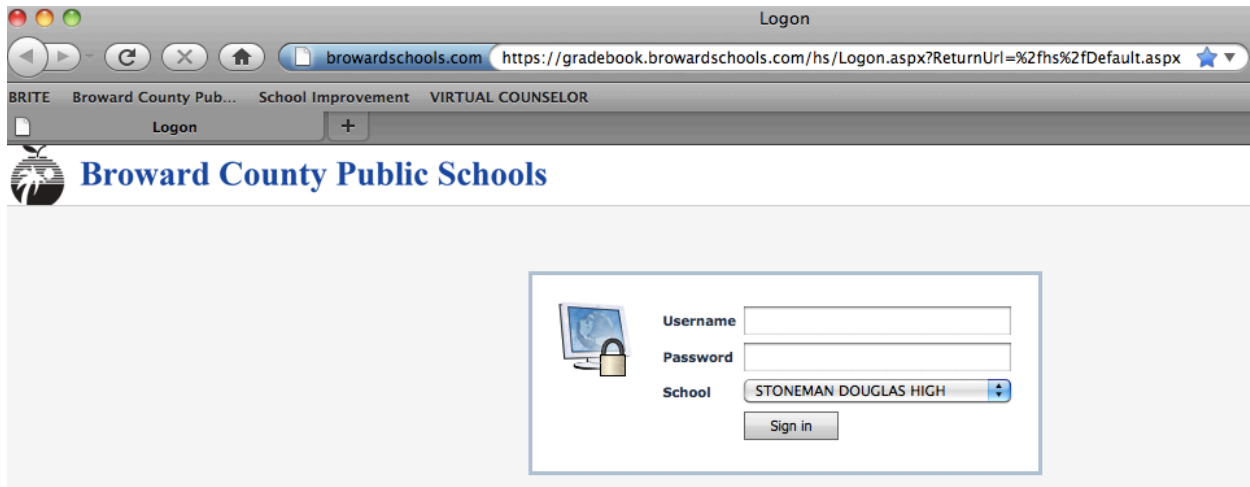
How do I log in to CAB?

1. Launch the CAB software by double-clicking on the CAB icon  on your computer desktop. If you are using Windows and do not see this icon on your desktop, look under the “Start” button inside **Programs, FirstClass™** . Macintosh users may find this icon within their hard drive in a FirstClass™  Client folder. A Login window should appear.
2. At the Login window, enter your personal User ID. Your User ID is your 8-digit personnel number preceded by p____.
3. Enter your Password. Your initial password is the first four digits of your social security number.
4. Click the “login” button.

How can I access my account from home or other place?

Visit <http://www.broward.k12.fl.us/cab> to download and install the CAB client. When you are not at your workplace or home, you can access your CAB account by visiting your school’s web page or <https://webcab.browardschools.com/login>.

Pinnacle Grade Book Program




When do I get my Pinnacle account?

After you report to your location, contact your Pinnacle contact supervisor. They will submit a request for your new account.

How can I access my account from work?

Primary access to your grade book account is available using an application that can be installed in your computer. See your Pinnacle account contact for assistance.



How do I log in to Pinnacle?

1. Launch the Pinnacle software by double-clicking on the Pinnacle icon on your computer desktop or on Firefox . If you are using Windows and do not see this icon on your desktop, look under the “Start” button inside **Programs**. A Login window should appear.
2. At the Login window, enter your P-number (e.g. p00012345)
3. Enter your Password.
4. Click the “login” button.

How can I access my account from home or other place?

Visit the school’s website, click on Departments, then on Teacher Resources, then on Pinnacle Logon.

Or

Set the Firefox  Home Page to <http://gb.browardschools.com/Pinnacle/Gradebook/Logon.aspx?ReturnUrl=%2fpinnacle%2fgradebook> by clicking Firefox, then Preferences, then Main. Launch the Pinnacle software by double-clicking on the Firefox  icon on your computer desktop.

Reporting Absences

1. Absences can be reported online through WebCenter by visiting <https://sems.browardschools.com/logOnInitAction.do>.



<input type="text"/>	User ID
<input type="text"/>	Password
<input type="submit" value="Submit"/>	
Trouble signing in?	

- a. All employees must register over the phone to obtain a PIN (Personal Identification Number). This PIN will be used to access both the online and phone systems.
 - b. Sub Central Help Desk: (754) 321-2340, Mon-Fri 6:00 am to 4:00 pm.
 - c. The User ID is your 8-digit personnel number without the initial 3 zeros (ie. 00012345 turns to just 12345).
 - d. Your Password is your PIN.
 - e. Log in. Select Create an Absence and follow the instructions. Make sure to press the Create Job button to create the job and receive a job number.
2. Absences can be reported via phone: (754) 321-0050, available 24/7.
 - a. Register as a new user to receive your PIN. See web address below.
 - b. To access the Broward County Public Schools' Sub Search Employee's Quick Reference, visit <http://www.broward.k12.fl.us/teacher/SmartFind%20Quick%20Ref.%20for%20Schools.pdf>

Virtual Counselor

A User ID that begins with a 'T' designates you as a teacher. This sign-on will allow you access to all your current students at your current school. All information relating to those students, past and present will be available.

To get a User ID and password for ONLY Virtual Counselor & Web Queries, you just fill out the [Request Web Id Form](#) interactively.

I have changed locations so how do I get a new User ID and Password?

When you transfer to a new school or location you must get a new User ID as your old one will be deleted. A new User ID would allow you access to all current students at your new school. Your new principal/director's approval is needed for you to keep a district User ID. The system deletes User ID on a scheduled basis after a location transfer takes place so please send an [email](#) to 'DWH Mail' or send us a fax at 754-321-0905 as soon as possible regarding your change. Please include in your message your name, User ID, and password. Also include your new location number, your new assigned Teacher/Administrator number, and a new password.

1. To log in go to <https://www.browardschools.com/virtualcounselor/bsvc/loginvc.asp>



VIRTUAL COUNSELOR LOGIN SCREEN

By signing onto the Broward School's Virtual Counselor System, you agree to abide by Broward County Public School Policy 5306, local, state and federal laws pertaining to the appropriate use of technology. Users who knowingly violate any of the Acceptable Use Provisions or Code of Ethics for Computer Network and Online Telecommunications Users found in Policy 5306 will receive disciplinary action and/or may even be denied future access.

IMPORTANT – THIS APPLICATION IS ONLY SUPPORTED IN FIREFOX OR GOOGLE CHROME ON A PC AND FIREFOX ON THE MAC. PLEASE ONLY USE THESE WEB BROWSERS FOR THIS APPLICATION.

USER ID:	<input type="text"/>
PASSWORD:	<input type="password"/>
<input type="button" value="SUBMIT"/>	

FOR CHARTER SCHOOLS ONLY: CLICK [HERE](#) TO APPLY FOR A VIRTUAL COUNSELOR ID.

TO RESET YOUR PASSWORD [CLICK HERE](#).

If you have any questions or encounter any problems, please email the Data Warehouse Team at dwh.mail@browardschools.com

- a. User ID is t(3-digit teacher #)3011w.

My Learning Plan



Login

Username

Password:

[Need Help?](#)

1. MyLearning Plan is the new system implemented by our district for documenting the time teachers are involved in professional development (PD) through Professional Learning Communities(PLCs).
2. MyLearnign Plan is a professional learning data management solutions system that is used for the purpose of helping schools to improve student growth through effective management and support of educator professional learning.
3. A teacher’s professional learning/training history and Inservice Record is available on this site.
4. You may access MyLearning Plan at <https://www.mylearningplan.com/Logoff.asp> .
5. Your username is your 8-digit personnel number preceded by p: p000#####
6. The initial password for first-time users is Mmddyyyy!



OFFICE OF TALENT DEVELOPMENT



MyLearningPlan Login & Support

Login to MyLearningPlan:

Username

Password

**FIRST TIME USERS – READ BELOW

1. Enter your username (P#)
 - e.g., P00012345
 - New registrants needing to reactivate their P# or obtain one must go to the GSMU registration page (broward.gosignmeup.com).
 - Once you have completed the registration, you must wait **48 business hours** before the transfer is made into Broward’s MLP and your account is ready for use.
2. Enter your password Mmddyyyy!
 - e.g., Ja231956!
 - Mm - first letter of birth month upper case, second letter of birth month lower case
 - dd - 2-digit birth date
 - yyyy – 4-digit birth year followed by an '!'
 - Click "Login"

Watch the [Log In Video](#) now!

MyLearningPlan - System Requirements



MyLearningPlan Resources

Here you will find support packets related to your job function and how you will use the MLP Tool.

Quick Links



- [BCPS Home](#)
- [Brainspark](#)
- [Defining the Core](#)
- [Deliberate Practice / Growth Plan](#)
- [High Probability Elements](#)
- [iObservation Login](#)
- [MyLearningPlan Support](#)
- [Ninth Grade Academies \(NGA\)](#)
- [PLC Support](#)
- [PL Master Plans & Innovation Configurations](#)
- [Professional Learning Calendars](#)
- [Teacher Evaluation](#)
- [Teacher Incentive Fund](#)
- [Webinars](#)

BVU Help Desk:

754.321.5053

iObservation Hotline and Email:

iobservation@browardschools.com

754.321.5085

Leadership & Non-Instructional:

754.321.5008

Professional Learning Hotline/Inservice:

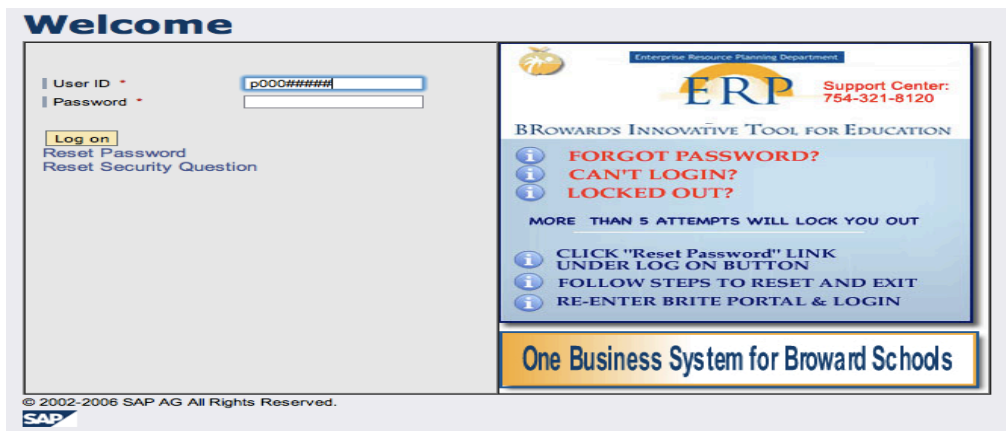
754.321.5055

7.

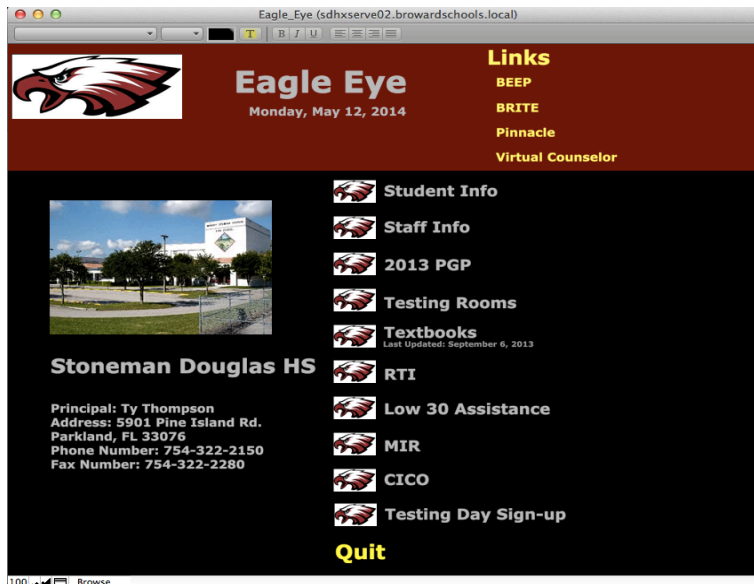
Employee Self-Service or BRITE Portal




1. ESS is part of the Human Resource Management System (HRMS) that provides the following benefits to employees:
 - a. Enables employees to view benefits, payroll information, and personal information.
 - b. Allows employees to add/change their address, emergency contact information, work telephone number, and email address.
2. You may access ESS from home by going to www.browardschools.com, selecting Departments, and clicking on Employee Self-Service or from home or school by going to <http://www.broward.k12.fl.us/erp>.
3. Your user ID is your 8-digit personnel number preceded by p_____. The initial password is Passwod#.

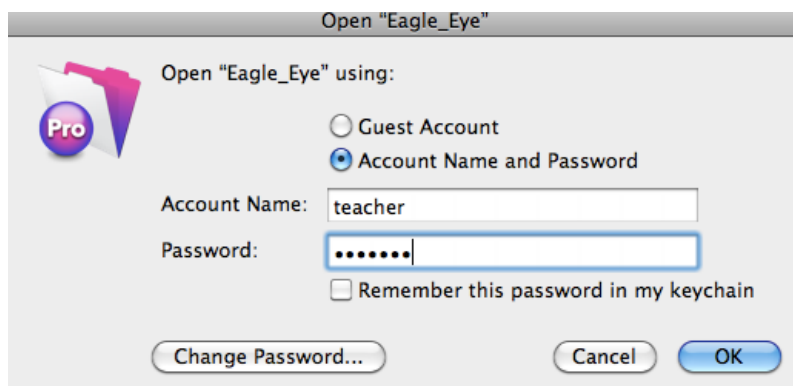


Eagle Eye



This is an in-house database that lists information about each student enrolled at MSD. Use Eagle Eye to gather information about your students and more. You can sort information by student or by teacher to obtain the data for all students in each of your classes. You can search their schedules, exam exemptions, and Response to Intervention (RTI) data.

1. Access Eagle Eye by clicking on the  icon on your school computer.



2. The user name is: teacher
3. The password is: teacher

Teacher Evaluation

The approved state model for teacher evaluation was developed by Dr. Robert Marzano and embodies contemporary research and practice. The electronic tool that Broward County Public Schools will utilize as part of the Marzano Causal Model of observation and evaluation is the iObservation tool. To sign up go to www.effectiveeducators.com. Click first time user and set up your account using your cab email: first.last@browardschools.com. Follow instructions to select a password for your account.

The screenshot displays the iObservation website interface. At the top left is the logo for iObservation, a division of Learning Sciences International, with the tagline "ADVANCING PROFESSIONAL GROWTH". The main content area is divided into four sections:

- Login:** A form with fields for "Email Address" (containing "first.last@browardschools.com") and "Password". A "Remember my email address" checkbox is checked. A "Forgot Password?" link is next to the password field. A "First Time User?" link is at the bottom left, and a "Login" button is at the bottom right.
- iObservation:** A box with social media icons for Twitter and Facebook. Text: "The *only* system featuring frameworks by Dr. Robert Marzano, Charlotte Danielson *and* Dr. Douglas Reeves to develop teacher and leadership effectiveness."
- Master's Degrees:** Text: "Earn a master's degree in Dr. Marzano's Art and Science of Teaching program. Learn about his MSED and other accredited graduate programs at the [National Institute](#)."
- Virtual Technical Training:** Text: "Experienced technical trainers are available to provide one-on-one virtual training. Pick a feature of your choice and get personalized support now! [Learn more](#)."

Alternative Certification

The Alternative Certification for Educators (ACE) Program offers teachers who did not graduate from a college of education a way to complete the professional preparation course work needed for five-year professional certification rather than attending a university or college.

Educators in Broward County Public Schools pursuing certification through the ACE Program work through assessment tasks to demonstrate competency in each of the Florida Educator Accomplished Practices (FEAP). These assessment tasks are part of the online web-based component of the ACE Program, In addition, ACE educators receive mentoring, coaching, and support from an assigned master teacher.

To participate in the ACE Program, one must be a full-time Broward County Public Schools employee. ACE participants must complete the first two days of the New Teacher Academy as a requirement for being in the program.

For further information, contact **State Alternative Certification for Educators (ACE)** www.broward.k12.fl.us/hrd/teachers or 754-321-5021.

Payroll Information

Direct Deposit

All District employees are required to have their paychecks directly deposited to banking institution(s) of their choice. This is a great benefit to all employees; direct deposit is convenient, saves time and provides piece of mind. Employees may obtain a direct deposit application from the Payroll Department's website via the following link: <http://www.broward.k12.fl.us/payroll/Forms3.html> or contact the Payroll Department at (754) 321- 8150

Payroll Schedules

All district employees are paid on a bi-weekly payroll frequency on alternate Fridays. There are two bi-weekly payroll schedules, the AA Payroll Schedule and the BB Payroll Schedule. Employees are placed on either of these schedules based upon their work calendar. To determine exact pay dates, an employee may access the payroll schedules located on the payroll department's website.

Work Schedules

An employee's work schedule is determined by their immediate supervisor in accordance with the appropriate collective bargaining agreements. Any deviation from an assigned work schedule requires pre-approval from the employee's supervisor and or Principal/Director.

Holidays

Employees may refer to the School Board approved calendars for the exact dates of holidays.

Payroll Deductions

Most payroll deductions are handled by the deduction control area of the Payroll Department. You may contact the payroll department for deductions such as union dues, tax shelter annuities, supplemental insurances and garnishments.

Employee Self Service (ESS)

Employees may view and print their remuneration statements (pay stub) by logging into Employee Self Service. Employees may also change their banking information and information on their Form W4 (Withholding Allowance Certificate) by logging into their ESS account.

Direct Deposit Form



The School Board of Broward County Direct Deposit Authorization Form

Direct Deposit Authorization Agreement			
<p>I hereby authorize the Payroll department to deposit my net pay and/or fixed amount(s) each payday directly to my Account(s) as indicated. I understand that such deposit(s) will be made each succeeding payday, unless I choose to terminate this authorization in writing to my employer. I also understand that notification to terminate or make changes to the directives below requires that a new Direct Deposit Authorization Agreement be completed and submitted to the Payroll Department at least one week prior to the next scheduled pay date; and that the last fully completed form will stay in effect until another is received.</p> <p>Further, I agree that The School Board of Broward County will not be held responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or my financial institution or due to an error on the part of my financial institution in depositing funds to my account. I also understand that my employer can not issue the funds to me until the funds are returned to my employer by my financial institution.</p> <p>In the event that funds are erroneously deposited into my account, I further authorize my employer to debit my account for an amount not to exceed the original amount of the credit, with the understanding that all debits will be made before the assigned pay-date.</p>			
Employee Name:	_____	Per # _____	Phone Number: _____
Employee Signature:	_____	Date: _____	_____
School/Department Location Name:	_____	Location Number:	_____

Direct Deposit # 1			
<p>If choosing one banking option, provide banking information and check the "Net Deposit" box. If choosing 2,3,4 or 5 banking options, provide banking information and enter the Fixed amount.</p>			
Name Of Financial Institution _____	Net Deposit <input type="checkbox"/>		New <input type="checkbox"/>
Transit routing number _____	Checking <input type="checkbox"/>		Change <input type="checkbox"/>
Account Number _____	Savings <input type="checkbox"/>		Stop <input type="checkbox"/>

Direct Deposit # 2			
<p>Provide banking information, enter the fixed amount, and check the appropriate boxes.</p>			
Name Of Financial Institution _____	Fixed Amount _____	Balance <input type="checkbox"/>	New <input type="checkbox"/>
Transit routing number _____		Checking <input type="checkbox"/>	Change <input type="checkbox"/>
Account Number _____		Savings <input type="checkbox"/>	Stop <input type="checkbox"/>

Direct Deposit # 3			
<p>Provide banking information, enter the fixed amount, and check the appropriate boxes.</p>			
Name Of Financial Institution _____	Fixed Amount _____		New <input type="checkbox"/>
Transit routing number _____		Checking <input type="checkbox"/>	Change <input type="checkbox"/>
Account Number _____		Savings <input type="checkbox"/>	Stop <input type="checkbox"/>

Direct Deposit # 4			
<p>Provide banking information, enter the fixed amount, and check the appropriate boxes.</p>			
Name Of Financial Institution _____	Fixed Amount _____		New <input type="checkbox"/>
Transit routing number _____		Checking <input type="checkbox"/>	Change <input type="checkbox"/>
Account Number _____		Savings <input type="checkbox"/>	Stop <input type="checkbox"/>

Direct Deposit # 5			
<p>Provide banking information, enter the fixed amount, and check the appropriate boxes.</p>			
Name Of Financial Institution _____	Fixed Amount _____		New <input type="checkbox"/>
Transit routing number _____		Checking <input type="checkbox"/>	Change <input type="checkbox"/>
Account Number _____		Savings <input type="checkbox"/>	Stop <input type="checkbox"/>



For Payroll Use Only		
Date Received	Date Processed	Processor

FORM #4058
NEW 02/11

The Media Center

What We Offer

Our Media Center offers a wide range of services available to the Stoneman Douglas community. Our specialized staff can assist teachers in preparing materials for research, literary criticism, and general reading. We have facilities that can accommodate several classes at one time and includes availability to 46 desktop and 30 laptop computers that are imaged with the Microsoft suite, Adobe Suite including Photoshop and InDesign, as well as Garage Band, iMovie and other excellent software packages. We also have technology equipment available for individual checkout. There are over 16,000 items in our collection and includes videos, DVD's, print and online resources.

Available Technology

Items that are available include the following:

- LCD projectors
- DVD players
- Document cameras (a.k.a. "ELMOS)
- Promethean Boards
- Active Votes
- Active Expressions
- CD players
- Disc Burner
- Active Slates
- Elmo Slates
- We also have a Brightlink system (interactive whiteboard) available for your use once you have received training.

Using the Media Center

Teachers who would like to schedule their classes to come in to use the facility can do so by emailing Pat Monti (cc Jan Pryczynski). Ms. Pryczynski will work with teachers in developing presentations to help with topics of research and discovery in common core standards, and in using technology. Ms. Monti will assist in organizing book collections to support and enhance your curriculum. If you need any special accommodations or equipment please inform Ms. Monti & Ms. Pryczynski at the time you make your "reservation". The media center is also available after school for club meetings and can be scheduled through Ms. Monti *ONCE* a project approval has been signed off by the acting administrator in charge of activities.

Media Center Etiquette

- Students are welcome in the Media Center during regular hours *but must bring a hand written yellow pass*. Limit the amount of students to 5 at any one time. All students are expected to sign in and out.
- Food and beverages are never allowed in the Media Center
- Please keep your voices down and be respectful of others who are working and teaching in the Media Center.
- Encourage students to push their chairs in at the end of the period.
- Regular hours are 7:10 AM to 3:10 PM. We are closed from 12:40 to 1:10 PM daily.

Destiny

Destiny is an online portal to all of the print and audio-visual material we have in our Media Center, material that is at other schools that you can request to borrow, comprehensive online databases, ebooks, encyclopedias, and more. Teachers and students can access the system 24/7 from any Internet browser. User passwords are necessary when using databases off-campus: a brochure can be picked up at the checkout desk in the Media Center. Destiny can be accessed through the douglashigh.com website > Media Center > Destiny or type in the URL <http://destiny.browardschools.com>.



- Search for books and online resources
- See your textbook account
- Save Searches
- Use One Search to gain access to hundreds of academic resources
- Find our eBook collection
- Destiny.browardschools.com
- Student logon - User ID: 10 digit ID #; Password: mm/dd/yyyy
- Teacher Logon - User ID: P + 8 digit personnel #; Password: 8 digit ID #.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Parent/Guardian Request For Alternate Assignment

I do not wish my child, _____
to view the full-length feature film, entitled _____
being shown in _____ class.

Signature of Parent/Guardian

Date

Form 2238A

5/03

AUDIOVISUAL MATERIALS USE POLICY

THE PURPOSE OF THE POLICY IS TO ESTABLISH CLEAR DIRECTION AND CONSISTENT PROCEDURES FOR THE USE OF AUDIOVISUAL MATERIALS FOR STUDENT INSTRUCTION AND CLASSROOM USE. 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. THE GUIDELINES THAT CLARIFY THE POLICY ARE TO BE MADE A PART OF THE PRINCIPALS' HANDBOOK.

RULES:

1. Requirements

All instructional resources, including audiovisual materials, must:

- a. be consistent with School Board of Broward County policies, educational goals, and the objectives of specific courses and/or activities;
- b. be consistent with Florida Statutes 1006.34(2)(b), and relevant to the Sunshine State Standards;
- c. adhere to federal and state copyright laws, including but not limited to Public Law 94-533, The Copyright Act and School Board of Broward County Policy #6318; and
- d. reflect the best teaching practices based on age appropriateness and instructional relevance.

2. Selection of Audiovisual Materials

- a. Audiovisual materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal. When available, the MPAA (Motion Picture Association of America) ratings should be used to guide decisions about audience appropriateness.
- b. Audiovisual materials in the school collection and those selected for use from outside the school collection must be selected based on personal preview, reviews or recommendations from professional literature, or have been recommended for use by the District.

3. 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;
- 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 special attention paid to assuring that language, theme, violence, and content are consistent with the maturity level of the students who will be viewing the material;
- d. be a legally acquired copy; and
- e. sustain review by the school audiovisual review committee, if concern arises.

A list of full-length feature films to be shown must be maintained in the school's office and made available for parent review. Each school must notify parents of the process and procedures for review of the list and commentary.

4. Responsibility

- a. The principal is responsible for the use of all instructional materials within the school. The teacher is responsible for use within the specific classroom.

Authority: F.S. 1006.34 (2) (b)

Policy Adopted: 04/29/03

AUDIOVISUAL MATERIALS USE POLICY

WHAT'S NEW for 2003-2004?

- The Audiovisual Materials Use Policy #6100 (which saw various drafts) has been approved by the Board and is now in effect. The final policy is significantly different from earlier drafts.
- The policy covers both commercial and locally produced materials used in the classroom, on field trips or in before-and-after care programs.
- The Guidelines which accompany the policy are to be made a part of the Principal's Handbook.
- The highlights of the policy include:
 - Use of audiovisual materials must adhere to federal copyright law.
 - MPAA ratings should be used as a guideline whenever possible but the policy does not require grade level adherence to ratings as did the first draft of the policy.
 - Prior to showing a full-length feature film (such as *Lord of the Rings*), teachers must complete Form #2238 and submit it to the school administration so it can be made available for parent review. Videos such as National Geographic's *Colonial America* which are not full-length feature films do not require notification.
 - Administrators must make the file of these forms available to parents & provide them with Form #2238A to request an alternate assignment.
 - The purpose of the School Audiovisual Review Committee is to address materials only if and when they are questioned as to appropriateness. Form #2237 should be used for this purpose.

What you NEED TO DO:

- Destroy all previous draft copies of the policy
- Inform teachers of this policy and its requirements
- Develop procedures to obtain information from teachers about full-length feature film prior to their being shown.
- Develop timelines and procedures for keeping this file updated.
- **Make sure that parents are aware of the process by which they can review the file of full-length feature films to be shown and request an alternate assignment if they desire.**
- Adhere to copyright law. Inservice on this topic will be provided at a later date.

WHAT WILL HAPPEN if you don't?

- You and your teachers will be in violation of this district policy

WHO needs to know?

1. Administrators
2. Teachers
3. Parents

CONTACT

LEARNING RESOURCES & INSTRUCTIONAL MATERIALS DEPARTMENT
754 321-3320

DIVISION OF CURRICULUM & INSTRUCTION/STUDENT SUPPORT 2003-2004

Other Information

New Employee Orientation Packet

www.browardschools.com/departments/employment/.../new_employee.pdf

Marjory Stoneman Douglas High School Map



Resource	Photocopier By Building	Scantron Machine By Building	Fax Machine By Building
Location	Main Office, Media Center	Office, Media Center, 200*, 300*, 400*, 500*, 700*, 1200*	Main Office, 1200

*Teacher Planning Areas

School Calendar

2015/16 SCHOOL CALENDAR-BROWARD COUNTY PUBLIC SCHOOLS*

AUGUST				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
M	T	W	T	F
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9	10	11	12	13
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23	24	25	26	27
30				

DECEMBER				
M	T	W	T	F
	1	2	3	4
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14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY				
M	T	W	T	F
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18	19	20	21	22
25	26	27	28	29

FEBRUARY				
M	T	W	T	F
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15	16	17	18	19
22	23	24	25	26
29				

MARCH				
M	T	W	T	F
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14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL				
M	T	W	T	F
				1
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25	26	27	28	29

MAY				
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16	17	18	19	20
23	24	25	26	27
30	31			

JUNE				
M	T	W	T	F
		1	2	3
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- Employee Planning (no school for students)
- Schools & Administrative Offices Closed
- Schools Closed
- Report Cards Issued
- Interim Reports Issued
- Early Release Day
- First & Last Day of School

Hurricane make-up days in order of preference: 10/22/15, 1/07/16, 2/25/16, 3/17/2016, 6/09/16

*Year-Round Schools Follow Different Calendars

NOTE: If you are looking for your child's school phone number, please contact Main Switchboard at 754-321-0000 or visit browardschools.com

Code of Ethics in Florida

of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgement. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

- (n) Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- (o) Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- (p) Shall comply with the conditions of an order of the Education Practices Commission.
- (q) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

State Board of Education Rule 6B-1.001, FAC

The Code of Ethics of The Education Profession in Florida

- (1) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- (2) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgement and integrity.
- (3) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Adams v. State of Florida Professional
Practices Council, 406 So 2nd 1170 Fla.
1st DCA 1981

*"By virtue of their leadership
capacity, teachers are
traditionally held to a high
moral standard in
a community."*

For further information call or write:
Bureau of Educator Recruitment,
Development and Retention
325 West Gaines Street, Suite 124
Tallahassee, FL 32399
(850)245-0441, SUNCOM 205-0441

The Code of Ethics and The Principles of Professional Conduct of The Education Profession in Florida

Professionalism Through Integrity



Florida Department of Education
www.fldoe.org

The Principles of Professional Conduct of The Education Profession in Florida

(1) The following disciplinary rule shall constitute the Principles of Professional Conduct of the Education Profession in Florida.

(2) 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.

(3) 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.

(4) 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.

(e) Shall offer no gratuity, gift, or favor to obtain special advantages.

(5) 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