



2015-2016 Faculty Handbook

Cell Phone Etiquette

- Please leave your phone on vibrate in your class in order not to disturb your instruction.
- Cell Phones should not be used during Faculty Meetings or Team Meetings.
- Notify your family members if there is an emergency, to please call the school at (754) 322-9150, not your cell phone. When they call, remind them to identify themselves as your husband, son, daughter, etc...
- Cell Phones do not belong at recess. Do not check your email on your phone while you are at recess. Please leave them locked up in your room, in your purse, or in your pocket.
- You should not be on your cell phone (texting, talking, blogging, Facebook....) during instructional time.
- Please refrain from checking your emails on your phone during a presentation or performance. The presenter doesn't know that you are reading your email and not searching the web.
- You are encouraged not to share your cell phone number with parents.
- If you use your cell phone to text parents, please know that your text messages are now a matter of public record and could be requested.

Work Hours/Absences/TDAs

- What are my work hours?

- Your work hours are 7:30 a.m. – 3:00 p.m. Please try to schedule all appointments after 3 p.m.

- I'm going to be absent. Who is responsible for calling in my substitute?

- You are responsible for calling in your substitute. You can secure a substitute by going to <https://sems.browardschools.com/logOnInitAction.do> or by calling (754) 321-0050. The most efficient way is by using the website. If you need assistance logging in, please see your team leader. You can also refer to the information in your first day folder that you received from Connie.

- I emailed Mrs. Gomez that I was going to be absent, but she didn't call in a substitute for me.

- Mrs. Gomez is NOT responsible for calling a substitute for you. You are responsible for entering your absence into Sub Central <https://sems.browardschools.com/logOnInitAction.do> or calling Sub Central (754) 321-0050.

- The substitute that I wanted is not available. Now what do I do?

- If a specific substitute is not available, then Sub Central will contact the next available substitute.

- What time do I schedule my full day substitute for?

- The hours for a substitute are 7:30-2:30 p.m. The system will automatically default to 3 p.m. You will need to change it to 2:30 p.m.

- I have a doctor's appointment and need to leave at 2:30 p.m. What do I do?

- If you need to leave the building for an appointment after 2 p.m. you must sign out in the book that is in Mrs. Ginn's office.

- I have an appointment and need to leave work at 12:30 p.m. Do I need to get a substitute? You have 2 options:

- Option 1. You will need to secure a ½ day substitute from 11:15 a.m.- 2:30 p.m.
- Option 2. You will need to secure **prior** approval to split your class (non-emergencies). Please fill out the *Request to Leave Campus and Distribute Students Form*. You must submit this form a minimum of 2 days prior to your request date. Give the form to Connie Ginn. **(*NEW THIS YEAR)**
- **Please note, whether you choose Option 1 or Option 2, you will be using your personal or sick time.**

- What are the hours for a ½ day substitute?

- A ½ day substitute is from 7:30-11:15 a.m. or 11:15-2:30 p.m.

- TDAs Workshops, Meetings and Field Trips

- **TDAs...** Turn your TDA Form into Irma Gomez at least 1 week prior to the TDA date. If you know your dates in advance, you can submit the form and early and call it into Sub Central.
- Enter your TDA on the Sub Central website for all workshops, meetings, and field trips at <https://sems.browardschools.com/logOnInitAction.do> or call it into Sub Central (754) 321-0050.
- You must fill out a TDA for every field trip and call it into Sub Central as a TDA with students, no sub required. This must be done prior to attending the field trip.

- Every teacher MUST have Substitute Folder

- Inside the folder please have an updated class roster, split list, updated student dismissal, class schedule (including pull-out schedules), behavior plan, a list of any students with a peanut allergy or other medical issues, student dismissal list, your dismissal duty schedule, the location of your Emergency Dismissal folder, 1 ELA and 1 Math activity for emergency purposes and any additional information you think a substitute will need to know.
- Make sure your team leader and your neighbors know where to locate your Substitute Folder.

Students in your classroom after 2 p.m.

- The ONLY students that should be in your classroom after 2 p.m. are your biological or adopted children.
- ALL students should be dismissed at the end of the day.
- Students should not be in your classroom helping you after 2 p.m.
- Teachers should not be working with students in their classroom after 2 p.m. unless the teacher is working a HHE ELOP Club or working for HHE Aftercare. The only students that should be in your classroom after 2 p.m. should be your biological or adopted children.

Daily Schedule

- **Instructional Schedule:** Students attend school for 6 hours a day. Out of the 6 hours, they have 4 ½ hours of instruction time. The other 1 ½ hours are for Lunch, Specials, and Recess. In order to accomplish everything that needs to be done, teachers need to follow their instructional schedule every day.
- Instruction should start by 8:10 a.m.
- Every teacher must schedule the instructional day with the following:
 - ELA 90 minutes uninterrupted
 - Include your small group times.
(ex. 8:10-8:40 Whole Group; Small group #1-8:40-9:10;
Sm. Grp. #2 9:10-9:40; Sm. Grp. #3 9:40-10:00
 - Math Block 60 minutes
 - Writing 45-60 minutes
 - Science/Social Studies 45-60 minutes
- Post your schedule on the door with the times listed for your students to refer to.
- Turn in a copy of your schedule to Mrs. Glancy by Friday, September 4th.

Classroom Environment

- Bulletin Boards in classroom and hallways must be current and include:
 - Student focused
 - Aligned with instruction
 - Dated
 - Explicit teacher feedback
- Your bulletin board in the outside hallway should be changed once a quarter.
- Layout of classroom must be neat and organized.
 - Countertops and corners must be cleared of unnecessary materials
 - All boxes and storage bins should be stored in closet
 - Students and teacher should be able to move throughout classroom
- Centers/Daily 5 should be clearly labeled

Teacher Practice

- Lesson Plans
 - HHE has purchased a Planbook.com license for every teacher
 - Every teacher will utilize planbook.com for their lessons
 - All teachers are expected to have current up to date lesson plans
 - Must include strategies for ESOL and ESE
 - Standards Based
 - Instructional Resources
 - Performance Assessments
 - Differentiation
 - Remediation/Enrichment Plan
 - Include the times of each subject
 - Reading Plans: Whole Group and Small group

Instructional Alignment

- Language Arts (ELA)
 - Instruction aligned to Language Arts Florida Standards (LAFS)
 - 90 minute uninterrupted reading block
 - Emphasis on using informational text
 - Authentic work and performance-based tasks should be a common part of every lesson. No packets.
 - Writing embedded throughout daily lessons and aligned to Language Arts standards. We should not see journals with a daily prompt.
 - Students in iReady or iStation must be utilized 1 hour per week.
 - Formative Assessments should be given monthly
 - Centers should be Standards Based

- Mathematics
 - Utilize Math Units of Study to plan
 - Instruction aligned to Math Florida Standards (MAFS)
 - 60 minute math block
 - Use of math manipulatives should be a common part of instruction
 - Problem solving and performance based tasks should be part of every lesson
 - Fluency with computation should be addressed daily through explicit instruction and practice
 - Repeated opportunities for review, practice, and problem solving should be provided daily through an opening exercise
 - Centers should be Standards Based

- Writing
 - Grades K-5 will implement Lucy Calkins Program
 - 45-60 minute daily writing block

- Science
 - Each grade level is required to cover their science standards
 - Every month students should be conducting science experiments
 - Hands on Science Lessons
 - Science Journal is required in all grade levels
 - Evidence of science experiments recorded in journals
 - FCAT Explorer for grade 5

Classroom or Grade Level Events/Presentations

New Procedure This Year

- **BEFORE** you plan your event, check the CAB Calendar to see if the date and space you need (cafeteria/stage, etc...) is available.

- If the space is available, fill out an *Activity Request Form* and put it in Mrs. Glancy's outside mailbox. If you want the tables set up a certain way, draw it on the cafeteria map on the back of the Activity Request Form. If you want all the tables removed in order for the students to sit on the floor, indicate that on the map as well. Otherwise, the cafeteria will be set up for lunch.

- **If you are having an Event/Student Performance or Celebration in your classroom AND you are inviting parents**, email Mrs. Glancy for approval on the date and time. Sometimes events are scheduled by administration and not put on the calendar (ie. Evacuations, Fire Drills, etc...).

- If your event is approved, Mrs. Glancy will put it on the calendar. We try to limit the amount of events that are held at school because of parking issues.

Emergency Split Lists: How to Split Your Class

- Teachers need to create an Emergency Split List for their class. If you have 8 people on your team (including yourself), please split your students among the remaining 7 teachers.
- Emergency Splits Lists must include the dismissal procedure for every student and any other pertinent information (peanut allergy, ...)
- Split Class Lists are due to Irma Perez-Gomez by Friday, September 11, 2015.

Distance Learning Expectations

- Distance Learning Activities should be aligned to your standards and written in your lesson plans.
- If the program/lesson is not part of your standards, you should not be attending Distance Learning.
- Some programs in Distance Learning are not interactive and can be accessed from your classroom.
- If your class leaves your room for Book Buddies, Distance Learning, the Computer Lab, etc... please **call** the front office and let them know where you are going. Do not email them. It's very embarrassing when the Front Office can't find a class for a student early dismissal.

Book Buddy Expectations

- If you choose to have a book buddy class, the class should be a combination of a primary and intermediate class.
- Book Buddies should only be scheduled once a month during your ELA block. Your Book Buddy time/day should be written in your lesson plans.
- If your class leaves your room for Book Buddies, Distance Learning, the Computer Lab, etc... please **call** the front office and let them know where you are going. Do not email them. It's very embarrassing when the Front Office can't find a class for a student early dismissal.

Compliment Parties/Electronic Day/Movie Party

- In order to keep the integrity of your instructional schedule, please plan these activities no more than once a month.
- The above mentioned activities should occur during your recess time for a maximum of 30 minutes. For example, if your class earns an Electronic Party, then the party will occur inside your classroom during your scheduled recess time. The Electronic Party should not occur during your instructional time.
- Do not select “extra recess” as part of your Compliment Party or Reward System. Everyone needs to follow the recess schedule. Once construction starts, we will have limited green space available. The space will be designated for P.E. classes and then recess.

Parent Conferences

- Elementary Teachers need to have 2 conferences a year with every parent/guardian of the students you teach.
- Afternoon Conferences should not be scheduled until 2:15 p.m. (after dismissal duty). The car line is extensive and it is very difficult for parents to get into the school before 2:15 p.m.
- Try to avoid face-to-face conferences during your planning and lunch time. Conferences often go longer than 30 minutes and then you are late picking up your students from lunch or specials.
- Do not hold conferences in the front office. Please use one of the empty offices in the admin hallway.

Morning Conferences

- If you schedule a conference in the morning (7:00-7:25 a.m.), before the building is open at 7:30 a.m., it is your responsibility to meet the parent(s) in the front lobby and let them in the front door.
- If you schedule a conference at 7:30 a.m., please make sure you are in the building and ready to begin your conference. If you are walking in at 7:30 a.m., you might want to schedule the conference for 7:35 a.m.
- Do not hold conferences in the front office. Please use one of the empty offices in the admin hallway.

After 3 p.m. Conferences

- If you schedule a conference after the front office is closed, after 3 p.m. You must meet the your parents in the front lobby. Again, please do not hold your conferences in the front office. Use an empty office in the admin wing.

Pinnacle/Attendance/Tardies

- Attendance must be taken in Pinnacle everyday by 9 a.m. This is legal documentation and it needs to be completed correctly.
- School starts at 8 a.m. Due to our extensive car line, if a student arrives between 8:00-8:10 a.m. they are NOT considered late. Do not mark the student tardy.
- Students who arrive after 8:10 a.m. will receive a Tardy Slip from the front office. Mark the student tardy in Pinnacle.
- If you get a letter/email explaining why a child is out, you must send the letter or forward the email to Adelle Peets. Mrs. Peets is the only one that can go into Pinnacle to excuse the letter. The preferred method is for parents to call the Attendance Hotline (754) 322-9152 every time their child is absent.

Change of Dismissal

- Parents need to use the *Change of Dismissal* form for any changes. The form will be included in the Back to School Student Packet and also on-line for parents to print. Please have a couple of forms handy at Open House.
- Remind parents that you cannot accept changes of dismissal thru email.
- Parents need to send the *Changes of Dismissal* form in with their child. We cannot accept forms sent by fax unless they have the password written on it. The school cannot accept changes in dismissal thru email.
- Send all Changes of Dismissal immediately to the Front Office first thing in the morning.
- Do not take a student's word that their dismissal has changed. The student must have a *Change of Dismissal* form signed by the parent if they are going home a different way.

Breakfast

- Students are not allowed to bring breakfast items out of the cafeteria. They need to finish their breakfast inside the cafeteria.
- Breakfast will be FREE for all students for 2015-2016 school year.
- Students are to report straight to the cafeteria if they are getting breakfast. Please remind your students.

Lunch

- ***NEW THIS YEAR***- We will be having a block lunch schedule, meaning all or most of one grade level will eat lunch at the same time. Please walk your students inside the cafeteria. Do not drop off from the hallway.
- **Teachers will pick up and dismiss their class from the lunch table.** Grades 2-5 will need 2 table washers. Please make sure your class leaves the table and the floor clean for the next class.
- Part of our School-wide Behavior Plan includes the cafeteria rules. Please review the rules and expectations with your students. Have your students use the restroom prior to coming to lunch.
- Before you leave your class for lunch, double check that everyone has their lunch money, lunch card, or lunch box.
- All students need to bring their lunch lanyard when they are buying a hot lunch or purchasing ice cream through their account. Encourage your parents to pay online to prevent money being left inside your classroom.
- Your students should enter the cafeteria in a single file line. If your class enters from the building (near music), your class should use the walkway near the stage to get in line. If your class enters from outside of the building (near the playgrounds), your class should use the walkway alongside the restroom, then near the stage to get in line or walk to their table. You may need to show them the first day. It's important that all classes follow this route when entering the cafeteria.
- Students need to sit 3 on a bench. Remind your students that it is their responsibility to clean up after themselves. Please review this with your students prior to coming to lunch.
- It is very important to pick your students up on time in order to have the table ready for the next class. If an administrator is waiting with your class in the hallway, then you are late picking up your class from lunch.

- If you have an emergency and you are going to be late picking up your students from lunch, call the office to notify them.

Lunch & Peanut Allergies

- If you have a student with a peanut allergy the student needs to sit at the end of the table near the table sign OR if the student chooses, he/she can sit at the peanut free table with 1 friend. If the Peanut Free Table becomes too crowded, the student with the allergy will not be able to bring a friend.
- Please tell the cafeteria monitors if you have a student with peanut allergies. It's important for them to know who your students are.

Specials

- Classes for Specials are scheduled back-to-back. It is very important that you drop off and pick your class up on time.
- If you return to school from a field trip after your specials' time has started and the Specials teacher is not expecting to teach your class that day, your class will have to miss their specials.
- You must walk your class out to the P.E. area when you have P.E. for Specials. Do not dismiss your class from the back of the building and have them walk on their own. You will need to walk them down the sidewalk to Coach Ororke. Please pick your class up from the P.E. area.
- The schedule for Specials will be posted in Planbook.com

Recess

- Once construction starts, the recess schedule may need to be changed.
- Please follow the recess schedule. For safety reasons the schedule is designed to limit the amount of classes/students are on the field/playground. Remember, P.E. also counts as a class outside. You may not change your recess time.
- The field/court is the P.E. classroom. You need to be aware where P.E. class is being held and speak to your students about staying out of the P.E. "classroom" while at recess. You wouldn't want students running through your classroom while you are teaching.

- When you take your students outside for recess for the 1st time, go over the playground rules and the area(s) you want your students to play on. If you allow your students to play on the field, you need to be on the field to supervise your students. Again, remind your students not to interfere with the P.E. class.
- On the days that your class has P.E., you should not go outside for recess. You may have indoor recess during your recess time. If you have specials before 10:30 a.m., you may take your class behind the amphitheater (sidewalk area, grassy area) for recess during your scheduled recess time.
- If you go to recess before or after lunch, designate a gray bin for your students to put their lunch box inside. Lunch boxes should not be thrown on the ground in the middle of the walkway. We need to start utilizing the bins from the first day of school.
- If you miss your recess time due to a performance, field trip, or an unforeseen circumstance such as a fire drill, you will miss your recess for that day. Please do not go out for recess unless it is your scheduled time.
- You may not change your recess time to beat the rain. You need to follow the recess schedule.
- Teachers should not be on their phone checking their email, texting, surfing the web, etc...during recess. Keep your eyes on the students. If you have students on the field, you need to be on the field to supervise. You cannot see all of your students standing under the covered area.

Hallway Etiquette

- One of our goals in HHE's Positive Behavior Plan is for all classes to walk in one quiet, straight line.
- Please be respectful of our Primary classes and our students with special needs.
- Classes should not walk-thru or in the middle of other classes.

Dismissal and Supervision

1:55- Dismiss Bus Riders & HHE Aftercare Students

2:00- Dismiss Car Riders, Car Pool, Private Aftercare, Bikers, Walkers

- Students must be dismissed at their dismissal time. Do not hold students in your class after their dismissal time.
- ALL teachers will walk their students out for dismissal.

- ALL Classroom Teachers will report to the front car line for dismissal supervision from 2:00-2:15 p.m.
- ALL Non-Classroom Teachers will report to the Bus/Car Pool Loop for dismissal supervision from 2:00-2:15 p.m.
- Students in the front car line should not have anything out of their book bag. In order to keep the car line moving, please help wave the cars down and call out the students' names. Do not load students mid lane. Parents need to pull all the way forward.
- Older students will sit with their younger sibling in the car line.
- Car Pool/Bus Area, direct students to their correct bus or car line number. Students that are waiting in the car line should be sitting on their bottom. They should not have anything out of their book bag. Once the buses are dismissed, wave down the car pool lane and call out the car pool numbers.
- Please do not gather with your colleagues and talk while at dismissal. We need your help to keep our students safe. Thank you for your assistance!

Supplies

- Fill out a **Supply Request Form** in Connie's office. Please allow 24-72 hours for all requests to be filled.
- If you need Art Supplies, such as paint, brushes, etc... Do not interrupt the Art Teacher's Class for the supplies. The Art Teacher is teaching. Fill out a **Supply Request Form** in Connie's office.
- Plan ahead... Make sure you have all of your necessary supplies that you need for the week. (ie. Copy paper, construction paper, etc..) It's very distracting when students interrupt other classes asking for supplies.

Standardized Testing...
Mrs. Celestin is our testing coordinator.
Direct all questions regarding testing to her.

- **I have a question about testing; whom do I need to ask?**
 - All questions regarding testing, volunteers during testing, etc... should be directed to Mrs. Celestin, our Testing Coordinator.

- **I just realized that I'm going to be absent during one of the days of testing, who do I notify?**
 - Please email Mrs. Celestin immediately. Only certified teachers can administer the test. As Testing Coordinator, Mrs. Celestin will be in charge of finding a replacement. You will be responsible for logging into Sub Central and requesting a substitute.

- **I woke up the morning of testing and I am very sick, what should I do?**
 - Immediately email Mrs. Celestin and let her know. You will also need to log into Sub Central and request a substitute. Don't worry about securing a specific substitute. The system will contact the next available substitute.

- **My grade level is not testing, can I have a volunteer come into my room during the testing session?**
 - Volunteers cannot be in the building while students are testing. Please email Mrs. Celestin for an estimated time of when you can schedule your volunteers to come in.

- **I scheduled conferences the morning of testing, should I reschedule them?**
 - Yes, for safety and security reasons, you should not schedule any conferences or meetings the morning of testing. Morning conferences often end close to 8 a.m. and you want your students to have enough time to come into the classroom, get settled, and use the restroom. Keep the testing week(s) free of morning conferences.

Volunteers

*****New ***** Volunteers with an ACTIVE status for the 2014/2015 school year and a minimum of 4 volunteer hours (as reflected in the STAR System), are being automatically processed through Level 1 security clearance. **After the process is completed, the status of those volunteers who receive clearance will be changed to APPROVED in the STAR System.**

- Irma will post a copy of the approved volunteers on the CAB conference.

- You must email or send a copy of your volunteer schedule to the front office. We need to know who is scheduled to come into your classroom. This helps to prevent parents from just "stopping by".

- What is the best way to let my parents know how to become an approved volunteer?

- If you have a website or newsletter, you can put the website information there. www.getinvolvedineducation.com
- You will also want to talk about it at Open House. Add the website www.getinvolvedineducation.com to your presentation or have it written on the board.
- Remind your parents throughout the year to register as an approved volunteer. Only approved volunteers can chaperone a field trip. We've had to turn chaperones away the day of the trip because they were not an approved volunteer.
- Volunteers should wear their badges at all times while volunteering and should not visit other classrooms if they are not scheduled to volunteer.

- If a parent is going to assist me in the classroom do they have to be an approved volunteer?

- Yes, every parent that will work with a student or students must be an approved volunteer. You can instruct your parents/volunteers to go to www.getinvolvedineducation.com to register. The process can take up to 2 weeks. Please encourage your parents to register early.

- My child's grandfather or aunt wants to be a chaperone on a field trip. What do I need to tell them?

- ANYONE who wants to be a chaperone on a field trip MUST be an approved volunteer. Tell the grandfather, etc... to go to www.getinvolvedineducation.com to register. Only approved volunteers can be a chaperone. The process can take up to 2 weeks. Please encourage your parents to register early.

- I've secured my chaperone for my upcoming field trip, what should I do now?

- It is your responsibility to make sure that the chaperone you secured is on ***HHE's Approved Volunteer List***. Do not take the word of the chaperone. Mrs. Gomez will post an updated list of the approved volunteers on Heron Heights CAB Conference.

- Help! The chaperone I secured is not an approved volunteer!!

- Tell your chaperone to go to www.getinvolvedineducation.com and register to become a volunteer. Please explain to them if they are not approved by the time paperwork has to be turned into Mrs. Ginn, they will not be allowed to chaperone the field trip.
- Please double-check that the chaperone you selected is an approved volunteer. Every year the office has had to send chaperones home because they were not an approved volunteer. It is the responsibility of the teacher to confirm the status once he/she has selected a chaperone.

Classroom or Cafeteria Student Performances

- **If you are having an event/presentation/celebration in your classroom,** email Mrs. Glancy for approval on the date and time. Sometimes there are events that are scheduled by administration and not put on the calendar (ie. Evacuations, Fire Drills, etc...)
- ****NEW THIS YEAR** If you are having an event in the Cafeteria** check the calendar to see if the space is available. If the space is available, fill out an *Activity Request Form* and submit it to Mrs. Glancy at least 2 weeks prior to your presentation. If you want the cafeteria set up a certain way, please indicate this on the map on the back of the form. If approved, your event will be put on the calendar.

- I'm having a performance in my classroom. Are siblings (non-school age children) allowed to come?

- If you are having a performance in your classroom, YOU will decide if you want siblings to come to your performance. It is your classroom, your decision. Please let your parents and the office know if you are allowing siblings.

- I'm having a performance in the cafeteria. Are siblings (non-HHE students) allowed to come?

- Again, this is your decision. Please let your parents and the front office know if you are allowing siblings.

- Can HHE students attend a performance in the cafeteria or classroom of their sibling?

- No, HHE students cannot be sent to their siblings' performance in the cafeteria or classroom. Please do not send the student from your class, even if you get a note from the parent. Let them know that it's not allowed.

- I have a parent helping me during the performance. Do they have to be an approved volunteer?

- Yes, any parent working with students must be an approved volunteer. You can instruct your parents/volunteers to go to www.getinvolvedineducation.com to register. The process can take up to 2 weeks. Please encourage your parents to register early.

- I'm having a show in my classroom or the cafeteria. Do the parents that attend have to be an approved volunteer?

- No, only parents that are working with students have to be an approved volunteer. Remind parents to bring their license in order to scan into the STAR System.

Primary and Intermediate Staff Lounges

- Do not send students or parents into the downstairs or upstairs staff lounge. The lounge is for HHE Staff only.
- Parents should not eat inside the staff lounge.

DRA and FAIR Testing

- Can I have a room parent or a retired teacher give the DRA and FAIR Test to my students?

- No, you should administer the tests to your students. In addition to progress monitoring, the DRA and FAIR test gives you an understanding of your student's reading behavior and strategies they are or are not using. You should use this information when making up your reading groups and your double dose groups.

Lice

- What do I do if I suspect a student has lice?

- If a student has lice and is at school, send them to the clinic. If the student does have lice, the nurse will notify the parents and the student will be sent home. A letter will be sent home to the entire class. It will NOT state which student has lice.
- If the student, who has lice, has a sibling at HHE, the nurse will notify the sibling's teacher.

Separated/Divorced Parents and Communication

- Please be mindful when you are emailing class information and scheduling conferences with parents of divorced children. Make sure information goes to both parties unless otherwise notified by the courts.

Revisions and additions will be made as needed.