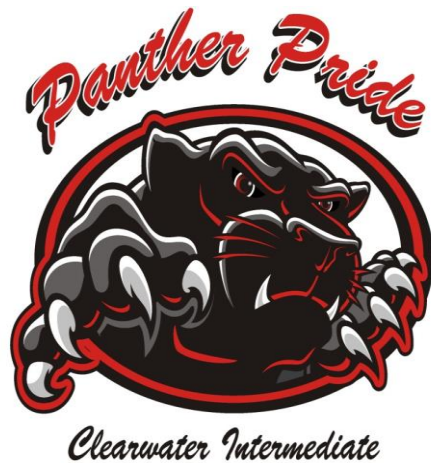


Clearwater Intermediate Staff Handbook



2013 – 2014

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CIS VISION STATEMENT

All students will acquire skills that prepare them to be successful for high school and the workplace.

CIS MISSION STATEMENT

Clearwater Intermediate School staff will teach life skills emphasizing hands on activities, use of technology and building positive relationships.



Staff
Policies &
Procedures

Accidents

Teachers are covered by workmen's compensation and may also enroll in the school insurance plan. However, the school insurance will not cover accidents if such accidents occur during school hours since this time is covered by worker's compensation. School insurance applies to teachers traveling to and from school, school sponsored trips, and traveling to and from school sponsored trips. Any employee who is injured at school should report the injury immediately to the principal and fill out an accident report form.

ATTENDANCE/SUBSTITUTE TEACHER PROCEDURES

1. When you need a substitute for illness or an illness-related situation, call 588-6001. Remember, **all** teachers **must** be voice-enrolled in the system, including Intervention Room Specialist and teachers who have changed positions.
2. This call needs to occur as early as possible, as but no later than 7:00 AM
3. Remember, to request a specific substitute, you must know his/her I.D. # - 4 digits.
4. If you should need a substitute after 7:30 AM, an administrator needs to be contacted immediately.
5. If personal leave or TDE is needed, you must clear with an administrator as soon as you can. **All personal days must be approved by principal.**
6. All these calls must be made from a touchtone telephone.
7. Write down job # - this is very important.
8. Half days - 8:35 AM - 12:20 PM
12:20 PM - 4:05 PM
9. The Principal's secretary will receive an e-mail every AM to verify absent teachers.
10. Please leave clear-cut instructions for substitute in your folder or with Principal's secretary. The better your plans, the better the situation when you return.
11. You should include (3) days of emergency plans and these must be kept up-to-date. (Please refer to "Substitute File" section). Please update if used frequently.
12. Please let your administrator know if there are any concerns about a substitute. (Don't forget positive remarks as well!)
13. Emergency #'s for assistance: 588-6270 or 588-6271. Upon return to school, the substitute teacher will receive a "Substitute Report" form. The "Substitute Report" summarizes the activities from the previous day and is given to the Principal's secretary.

Instructional/Support Staff Attendance

All 10 month employees receive 10 sick days per year, 4 of which you can use as personal days. Your personal time does not carry over year to year but your sick time continues to carry over year to year until you retire. After 30 years of service you get 100% of your sick time. If you retire with less than 30 years the percentage you receive is less.

SUBSTITUTE FILE

A Substitute file folder will be kept in the main office. This file will be compiled by each teacher. It will consist of a "Guide for Substitute Teachers", three (3) days of emergency plans and materials. The emergency plans will be used only when it is impossible to secure regular plans for the days of absence. Once used, the emergency plans will be updated and replaced by the teacher. A list of suggested information to include in sub folder will be given to each teacher, i.e. (copy of your schedule, copy of bell schedule, specific directions for substitute, lunch period, emergency procedures).

Each substitute will complete, as requested, a "Substitute Report" for each day of substituting. The report will let us know if the substitute has what is needed for him/her, re: seating chart, classroom rules, restroom rules, attendance procedures, copy of dismissal procedures, lesson plans, your special considerations, school rules and class roll for each period. This report will be turned in to the principal's secretary at the close of the day.

SUBSTITUTE REPORT FORM

Teacher's Name _____ Date _____

Substitute's Name _____

We are continually striving to improve the program for our students. One element in the instructional program is the proper use of substitute teachers. We require each teacher to keep a folder for the use of the substitute teacher. Each item listed below should have been provided for you. Please take a few minutes to evaluate the adequacy of the following items. If you felt the plans were sufficient, check "YES" or indicate under the "NO" column those items you felt needed improvement.

Thank you for substituting at Clearwater Intermediate. We hope you will return at some later date.

| YES | NO | |
|-------|-------|--|
| _____ | _____ | 1. A room seating plan period by period |
| _____ | _____ | 2. Classroom rules |
| _____ | _____ | 3. Rules covering restroom use |
| _____ | _____ | 4. Attendance procedures |
| _____ | _____ | 5. Dismissal procedures at the end of each period |
| _____ | _____ | 6. A copy of the lesson plans to be used that day |
| _____ | _____ | 7. Any special considerations the teacher expects A substitute to use in the room |
| _____ | _____ | 8. Class roll for each period |

COMMENTS: _____

Please return this questionnaire to the secretary with the "Sub" folder at the end of the day. Thanks!

BEFORE STARTING AN ACTIVITY THAT INVOLVES FINANCIAL TRANSACTIONS

- ❖ A *Request for Activity* (PCS Form 3-2910) shall be completed and approved by the Principal or designee prior to initiating an event/activity, ordering any items and/or collecting money. The *Request for Activity* form must include at least the following information:
 - Name of the group or organization
 - The type/description of activity (e.g., gift wrap sale, car wash)
 - The intended use of profits, **which must be detailed as to a specific purpose**, and shall be within the scope of School Board Policy.
 - Principal signature or administrator designee, and date of approval
 - Date of activity (beginning/end date, if applicable)
 - See Field Trips requirements on page 5 of this handout for additional information

COLLECTION OF FUNDS

- ❖ Money collected by/handled by a school board employee during normal working hours, from activities of any sort, **must** be deposited into the internal account funds. Per Redbook, Chapter 8 Section I 2.
- ❖ All money collected outside of the bookkeeper's office must be turned in to the bookkeeper no later than the next business day. It is recommended that teachers submit funds collected daily. Staff members are personally held responsible for money collected. It must be kept in a secured place at all times.
- ❖ **Money must be turned in by teachers or staff members only. Students may not bring money to the bookkeeping office.**
- ❖ All money collected must be accompanied by a *Signature Sheet* (PCS Form 3-2136), *Receipt Book* (issued by the school business office), *Ticket Sales Report* (PCS Form 3-2908) or *Verification of Funds* (PCS Form 3-2909).
 - All money collected is to be counted by the staff member before being submitted it to the bookkeeper.
 - All numbered receipting documents must be signed out by the teacher/staff member, **not by students.**
 - All receipting documents are to be completed in ink (no red ink).
 - All *Signature Sheets* and *Receipt Books* are controlled pre-numbered items and must be returned to the bookkeeper for auditing purposes.
- ❖ No cash expenditures are to be made from any receipts collected. All funds must be submitted to the bookkeeper for receipt and deposit before any purchases may be initiated.
- ❖ No checks are to be cashed from the receipts collected.
- ❖ Staff members are not to accept money without having the student sign a *Signature Sheet* or one of the other official district receipting forms issued by the bookkeeping office.

- ❖ **Signature Sheet** forms - Read the detailed instructions on the back of this PCS form.
 - Each student turning in money must sign, date and list the amount on the **Signature Sheet**.
 - The student must sign the **Signature Sheet** at the time the money is given to the teacher.
 - **To correct a line error, the individual (student) making the error must cross through the line with a single line and then initial. Do not erase or use white out.**
 - Teachers should not sign the **Signature Sheet** for the students with the exception of K-1.
 - **Signature Sheets** must be turned in when full or no longer needed. Under no circumstances is a **Signature Sheet** to be destroyed. They are to be maintained on file for auditing purposes.
 - Under no circumstances should the back of a **Signature Sheet** be used for collecting funds.

- ❖ **Receipt Books** - Generally used for, but not limited to, club dues, yearbook ads, sales, Pre-K and PPK tuition.
 - Each **Receipt Book** is to be used for one purpose only (e.g. do not put fundraiser and club dues in the same book).
 - Every line of the receipt is to be completed.
 - Place carbon between the white and yellow copy.
 - After the receipt is written, the person paying is to receive the white copy of the receipt.
 - The yellow copy is to remain in the receipt book.
 - **Never write on the yellow copy. It has to be a duplicate copy of the original receipt. If the carbon is not between the white and yellow page, void the receipt.**
 - If an error is made on a receipt, void the receipt, keeping both white and yellow copies in the book stapled together. Write void across the page.
 - Under no circumstances may a receipt be destroyed.
 - Do not sign receipts ahead of the collection of the funds.

- ❖ **Verification of Funds** form - Use this form for money collected from car washes, tag days, concessions, school store, etc.
 - Two adults, other than the bookkeeper, must count the funds and sign the form prior to submitting it to the bookkeeping office.

- ❖ **Ticket Sales Report** forms - Details the sale and use of ticket events.

- ❖ Please... NO MONEY collections 2 days prior to any holiday. Remember: funds collected must be deposited into the school's bank account.

EXPENDITURE OF FUNDS

- ❖ **All purchases including those purchased at workshops or any other event must have prior written approval. A purchase requisition must be completed and submitted to the Principal for approval prior to initiating a purchase, or making arrangements with a vendor. The school will not be able to reimburse anyone for items which have not been pre-approved by the Principal. School Board Policy states that any purchase made without a proper authorization will be the personal responsibility of the purchaser. (Refer to School Board Policy 6320)**

- ❖ **All purchases must have prior written approval in the form of a signed purchase requisition. No Exceptions! Purchase orders will not be issued after the fact.**

- ❖ **Before any arrangements are made with a vendor, a purchase requisition must be completed and written approval obtained from the Principal.**

- ❖ ***Purchase Requisitions:***
 - When completing a purchase requisition, be sure to include the name of company, address, zip code, telephone and FAX number, description of articles to be purchased, purpose of purchase, account name and account number to which the expenditure will be charged, then sign and date it before submitting it to the school's business office for written approval.

 - Please allow 3-5 days for the purchase requisition to be approved and an internal purchase order to be completed. If you are spending discretionary funds, please allow 10 days for a district purchase order to be completed.

- ❖ Class, club or organization purchase requisitions must include signatures of teacher/sponsor and treasurer or a student officer.

- ❖ Purchase requisitions must be signed by the Principal and a purchase order must be prepared before a purchase or any agreement is made.

- ❖ **DO NOT** give a vendor an order until you know that the purchase requisition has been signed by the Principal.

- ❖ **When the district has a contract in effect, purchases of items covered must be made from the approved vendor unless the same item may be purchased elsewhere at a lower cost. Documentation to support the lower cost comparison must be attached to the invoice/receipt.**

- ❖ **Bids (Internal Fund)** - When making purchases the following thresholds shall apply:
 - \$0.01 to \$5,999.99: No minimum number of quotations required. The Superintendent shall have the authority to initiate a purchase without further action required.
 - \$6,000.00 to \$24,999.99: A minimum of three (3) written quotations must be requested. No minimum number of responses is required. E-mail shall qualify as a written response.
 - \$25,000.00 to \$49,999.99: A minimum of three (3) written quotations must be requested. Three (3) responses are required. E-mail shall qualify as a written response. Requires approval of Executive Director or above.
 - \$50,000.00 or more: A minimum of three (3) competitive solicitations for sealed proposals shall be requested in accordance with F.A.C. 6A-1.012(7). A public bid opening shall be conducted on the date and time when bids are due. Board approval shall be required before a purchase order may be released unless the purchase qualifies as an emergency under F.A.C. 6A-1.012(12) (e).
- ❖ Contractual obligations and promissory notes shall not be executed in the name of a school or any school organization. The Principal or Director shall not enter the school or center into any financial contract for longer than one (1) year without the prior written authorization of the Superintendent.
- ❖ **Payments** - Submit to the bookkeeper all invoices, signed by person responsible for verifying receipt of materials. All packages should be opened, contents counted and checked against invoice or packing slip before signing for payment. Report any discrepancies to the bookkeeper immediately. **Note:** Your signature on the vendor invoice or packing slip is the authorization to pay the bill. Be sure all items have been received.
- ❖ Generic invoices will not be paid. The invoice must be an official document with the vendors name printed on it.
- ❖ **Petty Cash - A \$50.00 maximum is allowed for petty cash purchases from internal funds.** Petty cash expenditures require prior approval (a completed requisition). Series of like items, with a unit value of less than \$50.00 are not to be made by one individual within a short time frame and shall not preclude the limit for internal petty cash purchases. To prevent possible duplicate payment, the **original**, dated invoice(s), bill(s), or receipt(s) shall contain a description of the items purchased and be signed and dated by the person making the purchases. Additionally, requests for petty cash reimbursement shall be made within 5 business days of purchase. REMINDER: Petty Cash Expenditures **require prior approval** (either completed requisition or documentation that indicates supervisor approval)...and reimbursement will be made ONLY if approved by the Principal.
- ❖ **Refunds** - Authorization for refund must be given in writing to the bookkeeper by the Principal or designee.
 - Prior to obtaining Principal authorization, the sponsor/teacher must also authorize the payment and verify the amount of the refund.
 - Every effort will be made to obtain the original receipt before a refund is made. In the event that the original receipt is not available or the funds were collected on a **Signature Sheet**, the bookkeeper shall verify the original receipt and reference it on the **Refund Slip** (PCS Form 3-2904).

- ❖ ***P-Cards - The use of INTERNAL FUNDS is prohibited unless it is for student fieldtrips and only with a special issued FIELD TRIP P-Card.***

- ❖ ***P-Cards - To use the P-Card, the employee must first read and sign a *Purchasing Card Agreement* (PCS Form 3-2797) and return it to the bookkeeper.***
 - The original agreement is maintained by the CCC (generally the school's bookkeeper) and a copy of the agreement (with a condensed version of the Procedures for Proper Use of the Purchasing Card on the back) is given to the employee.
 - Prior to the purchase, the employee will prepare a purchase requisition, which must be completed and approved by the Principal, and if applicable, department head/sponsor/class officer.
 - The employee must sign the P-Card out on the ***Purchasing Card Log*** (PCS Form 3-2798), unless using a Personal P-card.
 - Purchases must be made by the person signing the P-Card out.
 - When making an online order, print the order showing the items that were ordered and the amount to be charged. If ordering on the telephone, ask that a copy of the invoice be faxed to the school. These invoices are to be submitted as a receipt.
 - Employees need to keep the school's purchasing card separate from any of their personal credit cards to avoid any unintentional misuse. Unauthorized P-Card use may subject an employee to disciplinary action outlined in School Board Policies 1140 / 3140 / 4140.
 - The P-Card user needs to notify the vendor if the purchase is tax exempt. The tax-exempt number is located on the front of each P-Card.
 - The P-Card and the **signed** original, itemized receipt/invoice are to be returned by the next business day and the P-Card logged back in. Record the P-Card number on the receipt, if not already imprinted. NOTE: The invoice/receipt is to be signed by the employee that made the purchase and the Principal.

- ❖ ***Purchasing Card Restrictions – The use of internal funds for purchases is prohibited unless it is for student fieldtrips.*** For purposes of this program, the types for expenditures listed below are unauthorized:
 - Anything for personal use.
 - Cash advances.
 - Technology equipment
 - Membership dues
 - Items stocked by the district warehouse.
 - Gift Cards, including iTunes and Amazon.
 - Items available from a district bid when purchased from a non-contracted vendor.
 - Salaries, honorariums and stipends
 - Service (except for rental cars)
 - Entertainment related expenditures, beautification and decoration accessories, food or banquet and party supplies (unless currently allowed under district expenditures guidelines).
 - Airline tickets
 - AV equipment
 - Furniture
 - Library Books
 - State Adopted books

- ❖ Each teacher/staff member with a personal P-Card maintains ownership of the P-Card until the end of the school year when it is to be given to the CCC and secured in the school safe, unless otherwise directed by the Principal or the Purchasing Department. If a teacher/staff member does not follow proper procedures, the Principal may choose to keep the individual's P-Card in the school safe or have it canceled.
- ❖ **Printing** - Printing of all materials (other than on the school copy machines) must be done by Central Printing. If Central Printing cannot complete the job, they will sign off and give permission to use an outside vendor.

FIELD TRIPS, FUNDRAISERS, & OTHER SCHOOL TYPE ACTIVITIES

- ❖ **Request for Activity – Request for Activity** forms must be completed in order to have any fundraiser, field trip, meetings, guest speakers, or collection of funds for a club or organization.
 - A complete description of the activity and the purpose for the activity must be filled in.
 - Approval by the Principal will be obtained **prior** to initiating (arranging) the event or ordering any items or collecting money.
- ❖ **Field Trips** - A **Request for Activity** form shall be submitted to the Principal for **written approval prior** to the trip being **initiated**.
 - Field trips will be made by PCSB buses whenever possible; the request must be at least 10 days in advance.
 - Please allow 3 to 4 weeks to process field trips. If your field trip is not on the approved field trip list, (Note: check with bookkeeper for the PCS Approved Field Trip List), please complete an **Application For Field Trip Not On Approved List** (PCS Form 1-294) and it will be submitted to the appropriate area office for approval.
 - When using a commercial carrier, only companies on the Authorized Carriers List published by Risk Management shall be used, and **must be processed through TERMS**. Secure bids when necessary.
 - Complete an **Internal Purchase Requisition** (PCS Form 3-2902) for buses and entrance fees at least two weeks prior to collections for the trip.
 - No student may be excluded from a field trip that is part of the school's curriculum because of an inability to pay the cost of admission or related expenses.
 - All student field trips must go through the school's internal fund books. Outside support organizations (PTA or boosters) may make donations to the internal fund to cover expenses for field trips.
 - All chaperones must be registered volunteers at least three weeks in advance of field trip. See Volunteer Coordinator for forms.
 - Children may not attend a field trip unless they are part of the group for whom the trip was arranged and/or written approval is given in advance by the Principal.
 - Expenditures to provide a substitute teacher in place of the teacher who accompanies students on an activity or field trip may be paid from the funds related to the activity or field trip with Principal approval. The amount incurred to cover the cost of the substitute shall be forwarded to the school board's payroll department for processing. A deposit summary is to accompany the check specifying the proper coding.
 - Complete a **Temporary Duty Elsewhere** (TDE) form.
 - For additional information, guidelines and procedures refer to School Board Policy 2340 and the back of Application for Field Trip Not on Approved List form.

- ❖ **Fundraising** - A **Request for Activity** form must be completed and approved by the Principal or designee **prior to initiating** any activity. The purpose of the activity must be clearly stated on the request form. The proceeds from such activity shall contribute to the educational experience of the students involved.
 - Raffles and other activities of chance are prohibited.
 - Door to door sales solicitations by students are prohibited for safety reasons.
 - Fundraising activities for which students are charged admission fees are not permitted during school hours.
 - Check first with the bookkeeping office – there are limitations on candy orders and suggested vendors.
 - Collection of funds for all school sponsored fundraising activities must be deposited in the internal fund accounts as well as all transactions in connection with the activity shall be conducted in accordance with School Board Policy and procedures.
 - Fundraising activity must have a specific start and end date. Generally, each activity should be limited to a two-week period, followed by a two-week period for collecting outstanding student obligations and for filing the required financial report. Refer to section below entitled **Sales Report/Ticket Report**.
 - Inventory remaining after the end of the sale must be kept in a secure place to prevent loss or theft. All leftover items must be listed on a perpetual **Inventory of Merchandise** (PCS Form 3-2895). Date or name sensitive merchandise may be sold at a reduced price to liquidate inventory. Items that cannot be sold may be disposed of and documented in the following manner:
 - Sell items to the PTA
 - Give to volunteers in recognition of outstanding service
 - Donate to charitable, non-profit organization (obtain a receipt)
 - Destroyed (must have signatures of two eye-witnesses of the items being destroyed)
- ❖ **Sales Report / Ticket Report** - Detailed instructions for completing these are on the back of the annually updated PCS forms.
 - Upon completion of the event, the sponsor is responsible for completing a financial report, either a **Sales Report** (PCS Form 3-2900), **Fund Raising Profit/Loss Report** (PCS Form 3-2894), or **Ticket Sales Report**.
 - The deadline for closing out all activity is two weeks from the end of the activity.
 - **Ticket Sales Report** forms are for events where tickets are sold. All money collected and tickets sold for the event must be recorded on this form. The completed **Ticket Sales Report** must be signed by the ticket seller.
 - **Sales Report** forms are for the sale of items. All funds collected and the number of items sold, plus the value of the remaining inventory are to be recorded on this form. The **Sales Report** is to be completed in full and signed by the sponsor. Inventory remaining after the end of the sale must be kept in a secure place so it is available for audit.

- ❖ **Tickets** - Pre-numbered tickets must be sold at school-sponsored events if admission is charged.
 - All multi-purpose, specialty and centralized athletic tickets must be maintained on inventory.
 - Tickets that are produced in the school must be numbered under dual control. The actual number of tickets available for sale is to be documented whether the tickets were purchased, donated, or produced within the school.
 - A perpetual **Ticket Inventory** (PCS Form 3-2907) must be maintained at the school.
 - All unsold tickets must be kept for audit review.
 - Revenue from ticket sales must be submitted to the bookkeeper for receipt no later than by the next business day.
 - A **Ticket Sales Report** must be finalized by the next business day following the activity. Refer to the most current form for detailed instructions.

- ❖ It is recommended that money collected from fundraising activities not be spent until the **Sales Report** and/or **Ticket Sales Report** are completed and submitted to the bookkeeper.

- ❖ **Walk-A-Thons and other like Activities** - Activity events initiated and conducted in the name of the school, which are held during the school day, shall be deemed a school activity and appropriate approvals must be obtained. Money collected for these activities are processed through the school's internal fund accounts.
 - When conducting walk-a-thons or other events where students ask for pledges, the **Pledge Collection Sheet** (PCS Form 3-2901) is to be used.
 - The **Pledge Collection Sheets** are to be recorded on the **Pledge Signature Control Sheet** (PCS Form 3-2899). Additional instructions are provided on these forms as to their use.

OTHER INFORMATION

- ❖ **Student Obligations** - Textbooks: Lost & Damaged textbook forms are available from the textbook coordinator. The form is to be used when a book is lost or damaged through the year so we may keep an accurate inventory. There is an end of the year report due to the bookkeeper. **Note:** Every effort should be made to collect textbook obligations from students and/or pass on the obligation if student transfers to another school within the district.

- ❖ **School Board Equipment – Property Removal, Equipment Assignment & Asset Transfers:**
 - No School Board equipment shall be removed from the campus without the proper paper work being on file. If staff needs to take equipment (laptops, iPads etc.) off the District grounds for school business purposes, he/she must have completed a **Property Removal Contract** (PCS Form 3-1943) with an administrator's signature granting approval. This policy includes all EETT and CTIP equipment. This form needs to be updated each school year.
 - Each school year, a new **Property Removal Contract** must be completed in full before equipment is removed from the school.
 - Any equipment that is checked out over the summer must have an approved **Property Removal Contract** form on file at the school for this specified period of time.
 - School Board equipment may not be used for personal use.

- Each staff member is to complete an *Equipment Assignment List* (PCS Form 3-3160) that includes all School Board equipment individually assigned. Please include in the property tag (if applicable) and/or serial number of each item. A signature of acceptance of the equipment should conclude the list. All *Equipment Assignment Lists* are to be on file in the school's business office. This list is to be updated with current information and new signatures every school year. (Refer to School Board Policy 7300)
- Missing or lost equipment must be reported immediately.
- If an employee loses a piece of equipment and is found to be negligent, he or she will be required to reimburse the district for the loss (depreciated or lease value) in accordance with Lost Property and Equipment Committee guidelines. Refer to School Board Policy 7300 and Risk Management website.
- Assigned equipment must be maintained in the school's business office for a quick reference to track the school's equipment to the employee who is responsible for the equipment including equipment under \$1,000. The EXCEL spreadsheet provided by Property Records may be used since a column is included for **staff names**. This spreadsheet may be sorted by room number or staff name. The *Equipment Assignment List* form is to be used by each cost center for accountability.
- At the beginning of each school year, the detailed list of equipment will need to be updated as each employee is assigned equipment. Each employee is to sign for the equipment assigned to them – PCS Form 3-3160.
- At the end of each school year, all employees are to return all equipment assigned to them to a designated person at the school. That person is to verify and initial that each employee has properly accounted for and turned in the equipment. This procedure also included the verification of EETT and CTIP equipment. If an employee leaves or transfers to another school or worksite during the year, all equipment assigned to that employee must be checked back in.
- All equipment being transferred from the school must have appropriate paperwork and Principal approval.
 - Transfer between schools – when a teacher is assigned to a different school that equipment may follow to the next location. Be sure to follow the asset transfer guidelines.
 - Transfers from school to department-when a teacher or principal moves to a department that equipment stays with the school. Equipment will be assigned from the department.
- Non-taggable items are listed on a warehouse requisition form for pickup. Taggable items must be transferred by an on-line asset transfer; including the new UT (Uncapitalized Technology).

NEW PROCESSES

- ❖ As of June 12, 2012, the threshold for tagging District equipment changed from \$750 to \$1,000. All equipment and software less than \$1,000 and was formerly tagged must be added and tracked on the School's Uncapitalized (untagged) Tangible Property Inventory.

- ❖ **Uncapitalized Technology Equipment – UT:** Previous to June 12, 2012, all computer purchases regardless of cost have been tagged at the request of the Technology Information Systems (TIS) Department. Property Records has been asked to develop a new labeling procedure for technology equipment that cost less than \$1,000. The technology equipment to be labeled includes desktop computers, laptops, netbooks, iPads, Kindle Fires, Nook Colors, and other android tablets. The labels will provide the TIS Department the ability to track the equipment for warranties and service repairs.
 - **The Surplus Property Forum** is for all Pinellas County Schools to list items that are no longer used in that particular school or department. This process is to allow other schools or departments to have access to these items that they might use in their cost center.
 - **NOTE:** Prior approval from the school Principal is required. List all working surplus property on this forum for 45 days prior to sending to the warehouse. An asset transfer form should not be completed until posted to this site for this required amount of time.
 - Here is a link to the surplus property forum:
[https://mail.pcsb.org/public/Surplus Property Forum](https://mail.pcsb.org/public/Surplus_Property_Forum)

- ❖ **Donations** - Equipment given to the school must have a **Donation Form** (PCS Form 3-2754) completed.
 - If the equipment has a fair market value at the time of donation of \$1,000 or more, a property tag must be requested.
 - If the value of the equipment is between \$300-\$999.99, the equipment must be listed on the **Uncapitalized (untagged) Tangible Property Excel spreadsheet**.
 - Any gift conveying title of tangible property shall be submitted to the School Board for acceptance.

- ❖ Unrestricted donations are to be spent for the welfare of the student body, not for personal use of the staff.
 - Gift certificates and other items of monetary values shall be recorded on an **Item of Value** (PCS Form 3-2896) and be treated the same as cash.
 - They must be kept secured in the school's safe until they are distributed or used.
 - When used by the school, receipts/invoices are required for documenting the purchase(s).
 - If given to an individual for recognition, the recipient must sign for acceptance.

- ❖ **Use of Electronic Resources 7540.04:**
 - Users may access the network only through district-owned computers and access points. Therefore, faculty personal computers may not be connected to the district network.
 - An employee may not knowingly use and/or install software on district-owned computers for which the district lacks the appropriate license.
 - An employee may not download software, including "freeware" "shareware" or commercial packages, without prior approval of the site administrator.
 - Consequences for unauthorized use of software range from a reprimand for minor offenses, to reimbursement to the district of fines assessed, to termination of employment for repeated, willful offenses.

❖ ***Anti-Fraud Policy 8700 & Whistle Blower Policy 1211, 3211, & 4211:***

- All employees are required to sign a statement that they have read and understand the Anti-Fraud Policy.
- Falsifying or unauthorized altering of records constitute fraud. These records may include, but not limited to, the following: cash receipt documents, financial reporting of fundraisers (i.e. ***Sales Reports or Ticket Sales Report***), timesheets or travel reimbursement statement, and student records.
- The Whistle-Blower Policy protects employees who disclose certain information on their own initiative in a written and signed complaint.
- The name or identity of any individual who discloses such information in good faith to the Office of Professional Standards may not be disclosed to anyone other than the Office of Professional Standards, unless the written consent of the individual is obtained.

❖ ***Attendance & Absence Records:***

- Per the Florida Statutes 1012.68 regarding attendance records for school districts, “*The administrator of each designated ... unit shall see that **both the days present and the days absent for each employee are reported** ... Each district school superintendent shall establish procedures to ensure maintenance of the complete records” **Accuracy in reporting and recording attendance and absence is not optional.***
- Each employee is responsible for reporting, signing and/or completing his/her absence on the districts ***Employee Certificate of Absence Report*** (PCS Form 3-135) within five days upon returning from an absence. Failure to do so may be subject to the Anti-Fraud Policy 8700.

BUILDING MAINTENANCE

MAINTENANCE

The maintenance department makes every effort to keep our building in good repair and neat in appearance. Therefore, each teacher should feel a responsibility for the neatness and cleanliness of our building and classrooms. If this policy is stressed by the teacher, the students will be prone to carry their share of responsibility for helping to keep the building in good condition. Teachers should see that lights are turned off whenever a room is not in use. Windows should be closed at all times except when the air conditioning is not in operation.

TEACHER-PUPIL RELATIONSHIP TO THE PLANT OPERATIONS PROGRAM

The total educational program must be a cooperative endeavor involving parents, teachers, students, administrators, plant operations, and technicians. Adequate school facility care is a vital factor in the success of an effective school program. The service program is maintained to enable adequate school plant operation. It also must be a cooperative endeavor, otherwise, it can achieve only a limited degree of success. The cooperation of teachers and students becomes a vital factor in any service program. The following routine practices are a MUST to enable the plant operator to maintain his/her time schedule. The first (5) items, in addition to other items of concern, should become routine practices at the close of each day for each teacher to perform.

1. Lock all doors and windows whenever the room is unoccupied.
2. Secure student materials in desks or lockers.
3. Arrange furniture as you want it when you return.
4. Turn off lights.
5. E-mail any request for service on Request for Maintenance form.
6. Plan all extracurricular activities with Principal and tell Head Plant Operator in advance or quick-mail him.
7. Please be very careful with food items, they will attract unwanted pests.
8. Leave your furniture in classroom. The placement of desks and tables in corridors is contrary to State fire regulations.
9. Any requests for special service should be sent to the Principal. Your requisition will be scheduled for completion by the H.P.O. Use good judgment on small requisitions.
10. Only use the plant operator's tools with permission.
11. Avoid the accumulation of excess newspapers, magazines and extraneous materials in the classroom.

12. Everyone's help is needed to monitor the restrooms. Please stop in occasionally and report any problems to an administrator or Head Plant Operator for corrective action.

FURNITURE

Each room is equipped with the necessary furniture as far as circumstances permit. Furniture equipment may not be moved from one room to another without the approval of the Principal. The condition of the furniture and equipment in each classroom is the direct responsibility of the teacher. Any damages or defacing must be reported to the Principal or Assistant Principal.

This is the plant operators' check list. If your room is not being maintained according to the schedule, please notify the Principal. If it is being maintained especially well, please compliment plant operators and also let office know.

DAILY

- Dust all horizontal surfaces within reach
- Trash cans
- Pencil Sharpeners
- Carpet vacuumed, tile floors dust mopped and spot mopped
- Furniture/walls spot cleaned
- Doors/door glass spot cleaned
- Drinking fountains/sinks
- Windows secured, lights off, doors locked
- White boards and chalk trays - (write clean boards)
- Removal of gum and crayons from floor

PROJECT CLASSROOM CLEANING

- Door glass/partition glass
- Blinds dusted
- Floors mopped
- High dusting
- Washing furniture/walls
- Burnishing

BUS TRANSPORTATION EMERGENCY CRASH PLAN - School Based

I. PREPARATION PRIOR TO EMERGENCY

- A. Maintain a listing, by bus number of all students that ride a bus.
- B. A clinic card will be kept on file with bus list.
- C. Each student's bus number will be printed on the office file card in the upper right corner.
- D. The Assistant Principal will have a copy of this plan on file in his office.

II. PERSONNEL

- A. One administrator will report to the crash scene.
- B. One administrator will report to the school.

ALTERNATES: Guidance Counselors

III. ACCIDENT

- A. Administrators at the building:
 - 1. Call Region Office.
 - 2. Go to the Assistant's Principal's office area and get the bus seating charts and bus listing.
 - 3. Upon notification from the administrator at the crash site regarding students and their disposition, begin calling parents.
 - 4. Answer phones from concerned parents.
 - 5. Remain at the school until notified by the crash site administrator to leave.
- B. Administrators on site:
 - 1. Check with County personnel from Region Office and the transportation department upon arrival at the site.
 - 2. Assist with anything that arises at the scene.
 - 3. Obtain information regarding any injured students and their whereabouts (hospital/home, etc.).
 - 4. Telephone administrators at the school to update them on the situation and the students.
 - 5. Remain at the scene until cleared to leave by the Director of Transportation or Region Superintendent.
 - 6. Parents must sign to remove student from scene.

Children on Campus

ProEd and In-Service Days are staff duty days, therefore children of staff members should not be on campus. Prior arrangements should be made for the supervision of children, if unable to acquire adequate supervision then a personal day should be taken.

CODE OF ETHICS
FLORIDA STATE BOARD OF EDUCATION RULES

6B-1.01 Code of Ethics of the Education Profession in Florida

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

6B-1.006 Principles of Professional Conduct for the Education Profession in Florida

1. The following disciplinary rule shall constitute the Principles of Professional conduct for 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 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 services, unless disclosure served professional purposes or is required by law.

4. Obligation to the public requires that the individual:
 - a. Shall take reasonable precaution to distinguish between personal views and those of any educational institution or organization with which the individual is afflicted.
 - 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 for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

- m. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.
- n. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of education rules as defined in Section 231.28(1), Florida Statutes.
- o. Shall comply with the conditions of an order of the Education Practices commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- p. Shall, as the supervising administrator, cooperate with the Education Practices commission in monitoring the probation of a subordinate.

COMMITTEES AND MEETINGS

Child Study

Meets monthly to discuss student's attendance.

Department Meetings

Meets monthly.

504 Meeting

Meets monthly to discuss 504 students.

Faculty Meeting

Faculty and Staff meet monthly beginning with an Open Agenda.

Grade Level Meetings & Professional Development

Meets monthly during planning period.

Literacy Team Meeting

Meets monthly with Reading Coach.

PBS (Positive Behavior System)

Meets monthly to discuss activities for students.

SAC (School Advisory Council)

Composed of school personnel, parents and community representatives. Meets four times a year.

SBLT for MTSS (team reps)

Meets monthly.

Site/Safety Meeting

Meets monthly to discuss safety concerns of students and staff.

SBLT (Department Heads including Support Staff, Plant Operations & Cafeteria)

Meets monthly to collect information and take back to teams and departments.

Ways & Means

Approves activities such as field trips, concerts, assemblies, and facility use. Principal, HPO, Cafeteria Manager, Secretary, and Bookkeeper meet monthly with individuals wishing to place activities on the master calendar.

The following will meet as needed:

- GATI (Great American Teach In)
- Hospitality
- SIP (School Improvement Plan)
- Safe/Drug Free (Red Ribbon Week)
- Wellness
- Yearbook
- Threat Assessment

All meetings' minutes are to be taken and kept with a copy given to the principal's secretary (e-mailed or handwritten o.k.). Please report cancellation of any scheduled meeting to the principal's secretary so that other activities may be scheduled at that time and so the master calendar will be correct. The secretary will keep the monthly calendar which can be viewed on Outlook by clicking on Other Calendars.

Communication

Any communications that go home must be cleared by an administrator before it is sent home. Any communication should have a **QUALITY APPEARANCE**.

Student Information: Communication is very important so that everyone understands procedures, expectations, etc. Please be sure to read and explain all memos to students so that they clearly understand what is expected of them. Carefully question students **BEFORE** sending them to the office to use the telephone to "call home".

If you will not be in your classroom, please leave a note on your door and send another one to the office stating where your students will be located and for what purpose.

Conference and Workshop Participation

Teachers are expected to share conference information with the school staff when they use a TDE and school money to attend a conference or workshop.

In order to insure that time and money is spent, those teachers who attend conference will be expected to do the following:

1. Provide information that the conference will have a direct impact on the SIP, or other school programs, and then bring that new information to our school.
2. Verify that the direct impact upon the teachers' classes will promote student success.
3. Upon return from the conference the participant(s) will share or market this new information with the staff on in-service days or in staff meetings.
4. Develop and implement activities, technology, or training to build upon the new knowledge and demonstrate that it will have an affect on the academics in our school.

DRESS CODE

Appropriate Professional Appearance for Clearwater Intermediate School

Appropriate Professional Appearance. Each employee should recognize the importance of appropriate professional appearance while working at Clearwater Intermediate School. Discretion is appropriate for those employees whose customary job duties require apparel more in alignment with the trades and manual tasks. Example: Plant Operations and PE teachers.

We want our employees to feel comfortable at work, yet look neat and professional.

Examples of not acceptable attire are provided below.

- Shorts
- Sweatpants
- Leggings
- Flip-flops
- Blue Jeans (can only be worn on Fridays – casual dress day)

Employees are expected to use good judgment. Employees who have concerns about the guidelines can discuss them with the principal.

Thank you for your cooperation in making Clearwater Intermediate School a responsible and successful place for our students.

EMERGENCY PROCEDURES **Bombs, threats, weapons, etc.**

A. BOMB INCIDENT PLAN

The principal and SRO or a representative will be in full command. Overall supervision of bomb threat response activities are the Principal's responsibility. School Security personnel and Area Superintendents will act in an advisory capacity, coordinating outside support and requests for assistance. The SRO takes over once confirmation has been made. Signal: Office staff will be used as runners to signal evacuation.

1. Teachers should take personal items and grade book.
2. A visual check should be done of the classroom for bags, boxes or packages that you do not have personal knowledge of contents. **DO NOT OPEN IT - REPORT IT!**
3. Lead class to designated area, quietly.
4. Do not turn on or use any electrical items even if battery operated. Students should also be prohibited from doing this. (No radios or cell phones)

RECEIVING AND PROCESSING A THREAT

Most bomb threat calls are very brief. The caller normally states the message in a few words and hangs up; however, where possible, every effort should be made to obtain detailed information from the caller. When the bomb threat call is received, it should be reported immediately to the SRO designee. Threats received by letter should be preserved for investigation by school security and police for possible fingerprints and should not be handled once the letter has been opened.

SEARCH OF BUILDING WITHOUT EVACUATION

If the preliminary decision is to search the building without evacuating the students, the principal will take action to alert those personnel necessary to assist in the search. If a foreign object is found, **DO NOT HANDLE THE ITEM UNDER SUSPICION. NOTIFY PRINCIPAL OR SRO IMMEDIATELY.** Upon receipt of the report, the SRO will immediately come to the room to check it.

EVACUATION OF BUILDING

If the decision is made to evacuate the building, the following announcement will be made over the intercom, "Teachers, at this time, we are going to have an over the intercom bomb drill. Please leave your classrooms immediately and exit from the building in the same manner as you would for a fire drill". Before leaving, teachers should look to see if any foreign or unusual objects are in their classrooms and report them to an administrator. You should move about 300 feet away from the building and remain there until you receive further instructions. Do not return until all clear is given by hand signals.

B. WEAPON OR INTRUDER INCIDENT PLAN

School officials should let trained police officers be the one to try to confiscate a gun. If the police officer assigned to a school is ill, a substitute should be provided. Local police that have jurisdiction over your school should be notified and allowed to disarm the student in question. School administrators should attempt disarming a student only as a last resort. Teachers should immediately notify the SRO or an administrator if they suspect a student may have a weapon.

PROCEDURES FOR GUN OR WEAPON CONTROL

1. Suspicion of a weapon should be reported immediately to an Administrator or SRO. If it is necessary to report via intercom, use intercom -- Make the statement "NOW RED and room #." Repeat statement.
2. The administration and the SRO should find out as much as possible. All parties should assume a gun is loaded.
3. The person with the gun should be isolated, if possible, from other students and faculty.
4. Those responsible for taking the gun (Administrators and SRO) should be prepared for the unexpected and should think about what to do if the student runs or goes for the weapon or if a second gun appears.
5. Back-up should be provided by the police to control the scene. If this is not available, administrators will handle. Restraint of the student should also be handled by the police unless time does not permit.

C. CLASSROOM LOCKDOWN PROCEDURES:

- 1) *Instruct students to go to their designated safe area.*
- 2) Lock door(s), while locking the door(s), you should quickly scan the hallway and wave in any stray students or staff.
- 3) Turn off the lights, close blinds and cover little window on the door. Ignore all bells, whistles, and alarms.
- 4) Remember it is important that the class is silent as if no one was there. Teachers must remain calm.
- 5) It is important that once the door is locked it is to remain locked. You are not to unlock your door(s). The Administration, SRO and HPO will unlock all doors.
- 6) If possible, account for the students and staff that are in your room and any that are missing.
- 7) If students or staff are injured in their classrooms, someone must place the red card under the door.
- 8) Teachers without students in their classrooms should lock themselves in the nearest room.
- 9) Students that are out of their classrooms on a pass that cannot get to a classroom need to either go into the nearest bathroom and lock themselves in or go off campus to their designated safe area and check in with the staff member that is checking students in.
- 10) Students that are outside during gym time will go to their safe area off campus with their teacher.

HIGH SCHOOL / MIDDLE SCHOOL LOCKDOWN PROCEDURES

Announcement from teacher reporting an incident:

- 1) "NOW Red in _____ Area"

Announcements from the principal or person in charge:

- 1) "We Are In A Lockdown"

What to do if there is the possibility of a weapon on campus or another dangerous situation:

- 1) If possible - The teacher is to notify the front office via intercom, e-mail, or written note to office if there is a possibility that a student may have a weapon in class or any other dangerous situation that may or has occurred on campus.

If you cannot use the intercom (example: you think a student in your class has a weapon), write a note and send a student to the office.

- 2) When notifying the front office the teacher would make the following statement "NOW Red In Area _____". This will inform the front office there is a possible weapon or another dangerous situation in that classroom or in that area.
- 3) Once the front office receives this statement or note indicating there is a problem a general announcement will be made via intercom (All Call) - "We Are Now in a Lockdown". This will inform the entire staff to follow their lockdown procedures.
- 4) The principal or person in charge will contact 911 and Campus Police (727) 547-7221.
- 5) A designated staff member will respond to the off campus designated safe place to meet students that were unable to get their classrooms with a sign in/out sheet.

Emergency Information **(good to keep available for quick access)**

Calls to the office:

NOW CALL – fight in the classroom/hallway

NOW MEDICAL – medical emergency with a student

NOW RED – suspicion of a weapon

Suicide Threat:

Take all students' statements seriously if they threaten to harm themselves or others. Report it immediately to an administrator.

Evacuation of building:

Exit the building quietly and orderly in a single file and report to designated area.

Evacuation of building to an off-site building location:

Exit the building quietly and orderly in single file and report to designated area to walk to designated building.

Equipment Loans

During the regular school year teachers may check out school equipment for the entire school year for school related work. The employee is personally liable for the equipment if broken or stolen while in their possession. It is advised that the employee check their homeowner's insurance to make sure it will cover school equipment if it is stolen or vandalized while in their possession. Some equipment may be checked out during the summer for more than 3 weeks if necessary. Make sure a **Property Removal Form is completed and returned to the secretary.**

FIELD TRIPS

All activities regardless of nature (i.e., field trips, fundraisers, facility use, on campus, off campus, money collection, service projects, and academic, recreational) must be approved by the Ways & Means Committee. This committee meets once a month @ 8:55 in the Multi Purpose Room. Activity leaders should be in attendance at this meeting to answer questions and receive directions. Special meetings of this committee may be requested in case of activity opportunities that present themselves suddenly; however, activities may not be scheduled without prior approval of the committee. Request for a special meeting should be made to your assistant principal. The members of this committee are: Principal, HPO, Cafeteria manager, Secretary, and Bookkeeper.

Field trips for which resources of the community, county, and state are used should be aligned with classroom curriculum or be part of our unique Behavior Management System. For planning purposes, our activity committee should be made aware of all field trips and dates. The Principal's secretary will also have available an approved field trip list provided by the county. Both transportation and Director of School Operations require that paper work for in-county and out-of-county field trips are in the Transportation Office **four (4) weeks before the scheduled trip**.

A Request for Activity must be completed. At that time you will receive complete instructions and a packet of materials for your field trip.

BASIC REGULATIONS FOR FIELD TRIPS

A sponsor/teacher must accompany students on field trips at all times. One adult chaperone per ten (10) students is required. Out-of-county trips require leave forms (TDE's) for faculty members, which must be completed prior to departure. Be sure to sign out in the County TDE log book. TDE's are available from the Principal's secretary. Parent permission and Release of Liability forms **MUST** be taken on the trip by a chaperone.

TRANSPORTATION OF STUDENTS

Whenever possible, school buses or commercial carriers should be used to transport students. School buses are available **between 9:30 a.m. and 1:30 p.m.** and after 4:00 p.m. on school days to transport students within a 100 mile travel radius. They are also available on Saturdays. Request forms are available from the Principal's secretary and **must be in transportation office for approval at least three (3) weeks in advance of a trip**. Rates for the use of school buses are \$12.50 per hour plus 90 cents per mile per bus for trips taken during regular school hours. All trips taken after 4:30 p.m. and on non-scheduled school days and Saturdays are \$18.75 per hour plus 90 cents per mile per bus. A minimum of 22 students is required for approval of a bus. Each bus has a maximum capacity of 54 students.

A list of School Board approved commercial carriers can be obtained from the bookkeeper. Sponsors should see the Bookkeeper and principal before initiating the coordination.

Privately owned vehicles should be used as a last resort to transport students. Motor Home RV's, pickup trucks, motorized cycles, and vehicles having a soft or open-top (e.g. convertibles or jeep-types) should not be used. The principal has the authority to prohibit any vehicle from use for transportation of students at any time.

Only adult drivers should be used to transport students. No driver under eighteen (18) years of age should be permitted to transport students. All drivers must complete a Driver's Insurance Information form available from the Principal's secretary. All vehicles must be registered, insured, and in good working order as determined by school personnel. Important Reminder to Sponsors: Students are to use only the approved transportation and are to remain under your supervision at all times when traveling to and from authorized events. Students may not be released to ride with parents, friends, etc., unless written permission from a legal guardian is secured in advance and is verified by an administrator.

Field trip permission slips must make parents/guardians fully aware any time students are to be transported in private vehicles and any time volunteer drivers will be utilized.

NOTE: There is no longer a list of authorized field trip vehicles published by the Risk Management & Insurance Department.

FIRE DRILL PROCEDURES

Unannounced drills are held monthly.

Signal: Fire Alarm

1. Students are to stop working at the first sound of an alarm, and walk quietly and orderly in a single file as directed. Only purses should be taken along.

Teachers must take roll books.

2. Teachers are to be certain that everyone is out of the room, close the door and lead classes out of the room according to posted route directions.

3. Classes are to proceed out and away from the building to the outer sidewalk or grassy area and are to remain there until called by hand signals to return to the building. Teachers should call roll as soon as outside destination is reached.

| <u>Building</u> | <u>Rooms</u> | |
|-----------------|--------------|-----------------------------------|
| 15 | R-1 - R-3 | Front of school – Palmetto Street |
| 13 | R-1 - R-3 | Player’s field |
| 12 | R-1 - R-3 | Player’s field |
| 16 | R-1 - R-3 | Front of school - Palmetto Street |
| 14 | R-1 - R-5 | Player’s field |
| 11 | R-1 - R-6 | Player’s field |
| Gym | | Player’s field |
| Office | | Front of school - Palmetto Street |
| Library | | Grassy area by player’s field |
| Cafeteria | | Front of school – Palmetto Street |
| Guidance | | Front of school – Palmetto Street |

Fire Drill Supervision

Buildings

| | |
|---------------------|---------------------|
| Bldg. 2/MPR | Principal |
| Bldgs. 10, 11, 12 | Officer |
| Bldgs. 13 & 14 | Counselor |
| Bldgs. 15 & 16 | Counselor |
| Bldgs. Gym, 3, 4, 5 | Assistant Principal |
| Bldg. 1/Cafeteria | Counselor |
| Control Panel | HPO |

Duties:

1. Start timing from the time the alarm sounds until the last person leaves your exit.
2. See that students and teachers go all the way to the sidewalk or well clear of the building.
3. Check your area to see if all persons are evacuated.
4. Give report on evacuation to Administration. Include information about the time it took to evacuate, orderliness of students, clarity and volume of the alarm, etc.
5. Classes will be called to return to the building by hand signals.

Fire, Health & Safety Inspections

In order to take steps to improve the safety in our school and because of concerns raised about our excessive fire inducing decorations and other materials hanging on our classroom walls and ceilings the following guidelines have been put into place:

1. No decorations or student work on exterior glass.
2. No decorations, etc. within six feet of a classroom exit. This area should only contain emergency signs.
3. No decorations/materials within three feet of the ceiling, floor or any electrical outlet.
4. Any electrical items used in the school must be UL Approved and have grounded three pronged plug. If the item has only a two pronged plug, then it can be used, but only if it is plugged into a UL Approved power strip with a circuit breaker, reset button and a three pronged plug.

(The above guidelines are in addition to all other existing school policies.)

Guest Speakers

Please be sure to notify School Secretary and/or Community Involvement Coordinator your scheduled activities and special guest. They will direct speakers to your room and have appropriate information for calls concerning your activities. Visitors who ask for you will not be sent to your room unless you have given us permission to do so.

GUIDANCE SERVICES

The guidance program is an integral part of the overall philosophy of Clearwater Intermediate. Students who wish to see a counselor may do so by requesting an appointment.

Upon completion of student request form, counselors will call for student. A pass will also be provided when returning a student to class. Students may also be called over the intercom when necessary.

The following is a list of major services provided by the Guidance Department:

- Parent Conferences
- Team Conferences
- Upgrade Process
- Multi Culture Liaisons
- STEP Program
- Mentor Individual Students
- Monitor and Notify Parents Regarding Academic Progress
- Scheduling Adjustments
- Individual and Group Counseling
- Classroom Guidance Activities
- FCAT Testing
- Coordination of ESE Referrals (SST/Staffing Team)
- DOORWAYS Program Coordination
- Assist with Incentive Programs
- General School Wide Supervision
- Articulation with Agencies
- Consultation with Teachers Regarding Individual Students
- Information/Support for Parents
- Articulation with Elementary Schools
- Intake and Review of Applications for New Students
- High School Orientation
- Registration for High School
- GOALS Orientation
- Magnet Schools Information
- Orientations for all Elementary and New Students

Our recruiting efforts will start at the beginning of second semester as does articulation between elementary, middle and high schools.

SCHEDULE CHANGES

1. Request for a schedule change is directed to the counselor.
2. Counselor will work with Administration in considering this request.
3. A schedule change will be given to students to take to each teacher added and dropped.

Keys/Sonitrol Cards

All keys shall be issued by the Head Plant Operator. If keys are lost, please report this to the office immediately. Do not have duplicates made.

All sonitrol cards are issued by the school secretary. If sonitrol cards are lost, please report to the school secretary immediately. Individuals will be responsible to pay a \$6.00 charge in order to be issued a new sonitrol card.

Leaving Work

If it becomes necessary for a teacher to leave work, permission must be obtained from the appropriate administrator. In case of an emergency, the chore of assuming the duties of a teacher, who for personal reasons has found it necessary to leave school, will be assigned to other faculty members. This duty will be distributed as evenly and equitably as possible. If the case is not an emergency, the teacher who request to leave will arrange for teachers to cover the class that will need supervision.

If a teacher is absent more than one hour, he/she will be subject to the possibility of being charged for $\frac{1}{2}$ day. It is his/her responsibility to make arrangements to have his/her classes covered and notify the front office and administration.

Staff members leaving campus for personal reasons, must sign out on Outboard. Please make sure that you indicate under comments who approved it. Staff members leaving campus for school related activities (TDE's) must also sign out on Outboard and indicate TDE under comments.

Lesson Plans

Lesson plans must be completed weekly and e-mailed electronically or a hard copy turned in to Principal and/or Assistant Principal.

Thorough planning is essential to good teaching. The plans should be used in such a manner that a substitute could carry on the class for a period of time, if necessary. Seating charts should be left in your room at all times as well as materials for taking roll and making referrals.

Each teacher is required to leave an emergency lesson plan on file with enough work for at least three days. These plans should be useful to the substitute. Your plans should be turned into the Assistant Principal the last day of preschool.

Meetings

Faculty meetings will be scheduled monthly. Attendance at all faculty meetings is expected of all personnel. If you are absent, it is your responsibility to get the information from your team leader.

This is true of any meeting - if you are absent on the day of a meeting you are to attend, it is your responsibility to get the information you missed.

MULTI MEDIA PROCEDURES

A. Use of Videos in the Classroom

1. Videos lawfully purchased by schools, and marked "FOR HOME USE ONLY" may be used for face-to-face teaching purposes, NOT for entertainment, reward or behavior modification purposes. The key is that the video is curriculum incorporated as part of the systematic teaching activities of the program in which it is being used.

IMPORTANT: When purchasing these videotapes, place the following clause on a purchase order for school orders: "This video will be used in our school for educational purposes only".

2. Videos purchased with permission to make one archival copy (unless otherwise specified) may be copied only once. When the reproduced copy is no longer usable, the archival copy becomes the working copy.
3. Renting - The rental of a video bearing FOR HOME USE ONLY warning notice and intended for instructional use brings into play the issue of contract law. When one rents something, he/she agrees to all conditions stated or implied. The warning notice label is clearly stated. The best safeguard is not to rent videos for the classroom. If you feel it is a must for a subject, rent only video programs from sources who indicate, in their rental agreements, that performance rights have been granted for instructional use in an educational setting, or the video can be used in the classroom ONLY if the School Instructional Materials Selection Committee has met to preview the video and has agreed that it is curriculum related educational material to be included in the teacher lesson plans. Either purchased or rental video programs may not be used for other than planned, direct, instructional activities. They may not be used for entertainment, fundraisers or time fillers.

Not Permitted

1. Videos borrowed, donated by or rented from any source may not be used in the classroom unless the school materials selection committee has approved the content as relative curriculum materials and its use documented in lesson plans and the videos is used for face-to-face teaching purposes, not for entertainment, reward, or behavior modification purposes. (Documentation signed by the principal is needed.)
2. Videos provided for loan from a public or academic library may not be used in the classroom unless the distributor has cleared the videotape for educational use and the videotape is used for face-to-face teaching purposes, not for entertainment, reward, or behavior modification purposes. Most public and academic libraries have NOT received permission for educators to use their videotapes in the classroom.

IMPORTANT: The principal must approve the content of any film/video with X, R, PG, PG13 and must be responsible to the community for communicating its educational purpose. Additionally, the Motion Picture Association of America rates films according to X, R, PG, PG13, and G. If films having a rating other than G are used in the classroom, parental permission forms signed by the parent and on file prior to the showing are suggested.

REMEMBER: Performances of copyrighted videos in auditoriums, stadiums or gymnasiums etc. during a school assembly, graduation ceremony, class play, or sporting event are not permitted without written permission from the copyright owner.

B. SOFTWARE

FROM: Superintendent, Pinellas County Schools

SUBJECT: Computer Use in the Classroom

The mission of Pinellas County Schools is to create systems that align all resources to assure that each student achieves at his or her highest level. The district has made a considerable investment to provide technology for the staff and students in our schools and it is essential that these resources be focused on improving student achievement, communication, and productivity. Computers and network resources in our district are limited. Games and the use of the Internet in the classroom must have an instructional focus. Software that is not clearly tied to educational goals is strictly prohibited.

It is recommended that all software being purchased or loaded on school computers be approved by the principal and/or school curriculum and technology specialist. This will help the school stay within copyright compliance and also ensure that only relevant software is being used in our classrooms. The district publishes a list of software that has been evaluated by teachers each year to help schools in their purchasing decisions. This list can be used in determining what software is appropriate for use in classrooms. A copy of this list is mailed to the schools each year and it can also be found in the instructional technology conference on PLACES. In no cases should students and staff load software brought from home on school computers unless it has been approved by the principal or designee to assure that loading such software is instructionally appropriate and is not copyright infringement.

Thank you for your cooperation in this matter.

C. Television Production Studio Procedures

1. All requests for announcements need to be e-mailed to the Media Specialist. Please make sure they are sent no later than 9:00 AM on the date you want it read. If you can get it to us before the due date, this would be appreciated. If you are late, make arrangements to have the announcement sent to the studio as soon as possible. (Remember, our students have to read the announcements and understand them before they go on the air.)
2. Please indicate the dates you wish the announcement to be read.
3. If you plan on having your students read the announcement, please prepare them before they go on the air. This will help the student/students do a better job.
4. Make sure students are at the studio as soon as possible. The best time would be no later than 9:05 AM. This will help our students prepare the sequence of presentation.
5. If you have a presentation to give plan in advance who will be presenting. Make sure the people involved are at the studio in plenty of time to set up.
6. If you have interesting projects or something you would like to have presented to the school, please contact the technology instructors and let them know. This is the students' television station, so the more things they see going on in the classroom is to their advantage, as well as ours.

Signing out Equipment

1. If you are planning on doing your own video, please check it out with the technology instructors.
2. Equipment that is available:
Note: We have 6 min. tapes available. Before you use them you must wipe out the advertising to get better quality. Make sure you cover the open slot with tape, which will allow you to record on to the tape. Put tape in VCR and set on record to wipe out video.
a. Camera b. Tripod c. Power pack d. Two batteries
3. Students will not be allowed to pick up equipment. Teachers must check out the equipment they plan on using. The sign-out sheet will be located in the technology lab.

Student Video Team

1. Some days we will need to have our student's video tape school functions or classroom situations. We will contact the teacher before our students enter your rooms to video tape.
2. Students plan on making a video yearbook. If you have video footage you would like to add to the video yearbook, please let us know.

Parking

Teachers will park their cars in the parking lot located on the west side of the building behind the cafeteria. The parking lot behind the old library on the east side of the building has been sold; therefore, we cannot use that lot anymore for parking. The front parking lot is reserved for visitors and administrators.

Permanent Records

The records clerk will do the following:

1. Request the records for a student from the previous school and make a Pinellas County Cumulative folder.
2. Record on appropriate record forms the transcripts of pupils received from other schools. Grades will be recorded along with the school names and dates.
3. Attach test results.
4. Make withdrawal records when a pupil leaves.
5. Forward records to receiving school.

Permanent records are housed in the middle-front office. Teachers are encouraged to review the records of each of their students early in the school year. Be sure to sign the log on top of the file cabinets if you remove any records from the office. All records should be returned to the office by 3:00 PM so they can be locked up. Do not allow students to have access to these records. The Data Management Technician will be happy to assist you if needed.

Planning Periods

All teachers will have a planning period each day. Planning periods are provided to give teacher time for preparation of instructional programs individually and with the team. The planning period should be used for calling parents, holding individual parent conferences, curriculum improvement activities, grading papers, team meetings, and any other activities that may be deemed necessary by the principal and the faculty.

Positive Classroom Atmosphere

Post class expectations and provide parents with a copy. Enforce school rules and class rules consistently, firmly, and fairly. Practice effective classroom management techniques.

For example:

- *Have seating charts & lesson plans
- *Learn student names as soon as possible
- *Be visible in the hallways, greet students with a smile
- *Respect students & expect respect in return
- *Handle classroom discipline, if necessary send office referral
- *Help students accept responsibility for their own behavior

To promote academic challenge and excellence for all students:

- *Assign and check homework
- *Require a parent signature on homework, test, and other important documents
- *Use student planners
- *Use all available information to plan student appropriate curriculum
- *Make students & parents aware, in writing, of the grading policy and academic expectations for the class
- *Plan lessons which meet state adopted curriculum frameworks and Pinellas County Expectations
- *Provide additional assistance to students, as needed
- *Work collaboratively with grade level team members to promote highest student achievement
- *Communicate concerns to the administration in a timely fashion
- *Request student conferences, as needed

STUDENT SERVICES **REFERRAL PROCESS**

STUDENT WITH NEED:

If a student is suspected of having a special need, the teacher, an administrator, parent, or other concerned individual, may make a referral to the Student Services Team for consideration and review. If the Team determines that the student may be eligible for ESE services, the Staffing Coordinator will then proceed with appropriate steps (i.e. parent contact, documentation, evaluation, etc.).

VISION, HEARING SPEECH-LANGUAGE SCREENING/FOLLOWING-UP:

Screening is that process by which a rapid assessment is made to identify candidates for formal evaluation in the areas of vision, hearing, speech (articulation, fluency, voice) and language. All students being considered for exceptional student programs, excluding gifted and homebound or hospitalized, are screened prior to staffing for eligibility. Screening dates must be current within 3 years. If a student fails the vision or hearing screening, formal assessment to determine eligibility for an exceptional student program should be delayed until further vision or hearing evaluation is completed. If a student fails the CD/SL screening, the formal assessment to determine eligibility for an exceptional student program may continue at the same time as a referral for further CD/SL evaluation.

SAFETY AND SECURITY POLICIES

All members of the faculty and staff have a responsibility to maintain a safe and secure environment. Common sense should dictate the reaction of school personnel to emergencies. All situations cannot be neatly defined by categories for which hard and fast guidelines can be drawn. Individual judgment is still the most important factor in a given situation. On-going efforts to prevent incidents that lead to emergencies should be an area of great concern for each member of the faculty. Please report concerns to Administrators.

Student Illness and Injury

A student who is injured at school should be sent or taken directly to the clinic. It is the responsibility of a teacher to fill out and file a Student Accident Report for any student injured in that teacher's classroom or in the area of activity which he/she is supervising. The Student Accident Report must be filled out and filed in the main office. When necessary, another student or the teacher should accompany the student to the clinic where the Assistant Principal will make arrangements for needed care. If the student needs to go home, a "Permit to Leave" will be issued to the student, after arrangements with the student's parent(s)/guardian have been made by telephone. Students must not leave campus without a "Permit to Leave".

In non-emergency cases, in which a student does not feel well and wishes to have a parent called, please notify the office to make the call. As long as the student is able to remain in class, he/she should do so. Please use your judgment.

Should a student faint or become unconscious in a class, he/she should be made as comfortable as possible. Send for help immediately via intercom (NOW Red) or student runner. No attempt should be made to move or carry the student until an Administrator arrives. All accidents must be reported to Administration immediately.

Supervision and Security for After School Activities

All school related activities which occur after school hours must first be approved by the Principal or his designee prior to being placed on the activity calendar. In the absence of the Principal or his designee, the sponsor of the activity will assume responsibility for the supervision and security of the activity and the participants. These responsibilities will include:

1. Opening and closing of building and/or classroom.
2. Appropriate conduct and dress of participants.
3. Adherence to County and school policies.
4. Arrangements for travel, lodging, insurance, and/or parental permission.
5. Notification of the principal and/or his designee of any situation which warrants his attention.
6. Completion of all necessary forms in the event of an accident or injury to a participant or damage to property.
7. Supervision of students until last student leaves.

Procedures for Unauthorized Visitors

All visitors to the campus must first secure a visitor permit from the office prior to visiting any classroom, student, faculty or staff member. Faculty and staff members are asked to direct visitors without visitor permits to the Principal's office to secure a permit. If the visitor does not follow the above instructions, notify an Administrator or the SRO.

Smoking

Smoking is prohibited for students and faculty on School Board property. Faculty members may smoke at least 1000 feet from the school.

Staff Hours

The duty hours for teachers are 8:35 AM to 4:05 PM. All teachers should be in their rooms 10 minutes before class begins except for those on duty, in a parent conference, or in another scheduled meeting. On Friday, teachers may arrive at 9:05 AM. Duty hours for support staff are 8:35 AM to 4:05 PM Monday through Friday. All staff will be held accountable for reporting to work on time daily. Staff members will be required to sign in and out on Outboard.

Pre school, post school, in service, and staff development hours are from 8:30 AM to 3:30 PM for all staff.

Student Socials

Any food served to students at any school function MUST be "store bought". No homemade food may be served. (School Board Policy) No parties are to be planned, nor food in classrooms at anytime. Food may only be served to students in the cafeteria or at the picnic tables. Staff must follow the Pinellas County Nutrition Guidelines.

Student Supervision

All students are to be under the direct supervision of the teacher at all times. Associates may not be left alone with more than five students; it is the responsibility of the teacher to arrange coverage for his/her class. Associates may supervise classes during class changes, or while escorting a group of students to another area of the campus. (i.e. media center, lunch, office, or gymnasium) At no time should a teacher send a student to the teacher's lounge to purchase snacks or a soda. For security reasons, at no time should a teacher allow a student to use school keys.

Teacher Workroom

The teacher workroom is located in the back of the main office. Various types of office equipment are available. Staff members are expected to use the equipment properly. Do not attempt to repair a broken, jammed or inoperable machine, please report the problem to the secretary immediately. The secretary will provide training on all machines as needed. Please keep the production area clean.

TEXTBOOKS

Each school is charged by the School Board with the responsibility of providing textbooks for students. Included in this responsibility is the necessity to maintain accurate inventories on all textbooks and related instructional materials. Close adherence to the procedures described below will help to insure prudent handling of textbooks.

ORDERING TEXTBOOKS

1. All orders for textbooks **MUST** be given to the department chairperson. The department chairperson will complete a Request for Textbook form and submit it to the Assistant Principal in charge of textbooks.
2. Department chairpersons should check the school's inventory and/or storage areas to determine the need for additional books.
3. All orders will be reviewed by the Assistant Principal in charge of textbooks.

DISTRIBUTION OF TEXTBOOKS TO DEPARTMENTS

1. When new textbooks are received, they will be stamped, numbered, and inventoried by each teacher. All books must be stamped, numbered and inventoried before issuing to students.
2. If no name appears on the Request for Textbooks form, the books will be sent to the department chairperson.
3. The department chairperson will be sent a Receipt of Textbooks form indicating the title, number of books, and teacher that received them.
4. Any movement of books between teachers or from storage to teachers will be handled by the department chairperson.

TEXTBOOKS INVENTORIES

1. Department chairpersons are responsible for completing textbook inventories. At least one inventory will be completed each school year.
2. The textbook inventory will be kept in the Assistant Principal's office.

ISSUING TEXTBOOKS TO STUDENTS

1. Check to see that each book has a Pinellas County School's stamp, a CIS stamp and a number.
2. Have each student initial his/her name by printed name on the Textbook Issue Sheet. The book number and condition (A-B-C-D) of each book issued will also be recorded on the sheet.
3. Have each student sign, in ink, his/her name on the inside cover of the textbook.

The teacher **MUST PUT HIS/HER INITIALS AND ROOM NUMBER NEXT TO THE STUDENT'S NAME.** This will assist in returning lost books to teachers.

Routine Book Checks

1. Teachers are expected to make periodic inspections of their textbooks to see that books are not abused or lost.
2. On book check day students will bring textbooks to all their classes. Book numbers must be checked. If a number is missing or changed or defaced beyond recognition, the student must be assessed the damaged.

Lost and Damaged Textbooks

1. Lost or damaged textbook slips must be issued to the students for lost or damaged books. All information on the slip must be completed except for the receipt number. The student should be sent to the bookkeeper's office to pay for the lost or damaged book.
2. Determining the price of a lost book:
 - a. If a student loses a book, the charge is calculated as follows:

Book Condition

| | |
|----------|------------------|
| A - New | Charge new price |
| B - Good | New price x 75% |
| C - Fair | New Price x 65% |
| D - Poor | New Price x 50% |

- b. "A" condition book (full price). If the student was issued a book in "B" condition, the student is charged for a book in "B" condition, and so on.
 - c. To help with assessing the value of lost and damaged books, each department will receive a list of prices for textbooks used in that department.
3. Teachers will check receipts for payment of lost textbooks to be certain that students have discharged their obligations. Record book as "paid for" in the disposition column of your textbook list when a receipt has checked. Students retain their receipts.
 4. When students withdraw from school, list on their withdrawal form the correct title, identification number and value of any books not returned. Notation should be made on your textbook list that a book was "charged and not paid for." The student's record will be charged with the obligation.
 5. If a lost book is found and returned, please notify the bookkeeper.

TORNADO DRILL PROCEDURES

SECONDS DO SAVE LIVES

Do remember that you may have only a few minutes warning or there may be no warning at all. It is often difficult to spot an approaching tornado in Florida. Do not expect to see the classic funnel shape. It may or may not be visible.

The tornado roar may provide a clue to its presence. Also violent wind from a severe thunderstorm can also produce a loud roar. Take cover immediately if any unusual roar is heard during threatening weather. Hail may also provide a clue. It may or may not precede a tornado, but the part of the storm adjacent to large hail is often the area where tornadoes develop.

The most likely time of the year for tornadoes to occur in Florida is May, June, July and August. Tornadoes have occurred in every month of the year, but the spring tornadoes are usually the most intense and the worst killers.

A “**Tornado Watch**” signal means conditions which may produce tornadoes are expected to develop. Be on the lookout for danger signs and be prepared to move quickly to a safe area if a Warning signal is given.

During Watch

1. Spotters shall be assigned during a watch where possible.
2. Staff members shall be assigned to monitor battery operated radios, television and weather radio alert system.
3. P.E. teachers will be notified to round up students on playing fields or other outside areas during a tornado watch and take them inside the school building.
4. Identification and count of students shall be made when all are in assigned shelter areas.

A “**Tornado Warning**” signal means that a tornado has been detected nearby and that you should go at once to your assigned shelter area. (Do not open windows)

**Danger Signs - Severe Thunderstorms
 Hail
 Roaring Noise
 Funnel**

WARNING SOUND :

Announcement

TEACHERS INSTRUCTIONS TO STUDENTS

1. Remain calm and follow instructions.
2. Move rapidly to the area designated and duck and cover facing interior walls away from windows. Use coats to cover if possible.
3. If students are in the band room, they are to take shelter in the Band Director's office or instrument room.
4. If students are in gym, they are move into the nearest shower room.
5. If students are in cafeteria, they are to take shelter under the tables.
6. If warning is in effect at dismissal time, students will not be dismissed and teachers must stay in classrooms with students.
7. Buses will not leave. Students and drivers should be escorted to a safe area.

When there is NO warning

IF: The sky is dark...

A loud roar is heard...

THEN: 1. Duck and cover

2. Give the command: "EVERYBODY DOWN!" Crouch on elbows and knees! Put your hands over your head!"

After the Tornado - Do not leave shelter area until all clear is given.

1. HPO will be sure all electric is off.
2. Account for all staff and students. Report all injuries and damages to office. Call for 911 if needed.
3. Principal or designee will notify Area Superintendent, SRO, Sheriff's Department, Fire Department, Walter Pownell Service Center in the event of a hit.

| <u>Phone calls:</u> | <u>Phone number</u> | <u>Responsible</u> |
|-----------------------|---------------------|--------------------|
| 911 | 911 | Secretary |
| Clearwater Police | 462-6262 | SRO |
| Sheriff's Office | 462-6262 | SRO |
| Area I Superintendent | 588-5022 | Principal |
| Gas leaks | 894-2560 | HPO |

Report injuries: 1 - intercom for emergency
 2 - computer for non-emergency
 3 - cards in window

4. Students who may be injured or in shock will not be moved until examined by paramedic, technician from the rescue squad, nurse or another member of the medical profession.

First Aid Stations:

| | |
|----------------------------|------------------|
| Rm. 5002 (Vocational Wing) | Media Specialist |
| Cafeteria | CNA |
| Gym | Office Staff |

5. Principal will assign a staff member to keep record of identification of persons moved from the school and their destination.
6. Uninjured students will be gathered together in a safe area of the building to await removal to another designated school or to their homes. (Students are only to be released only to their parents if they are not transported by bus.) All students must be signed out.
7. Plant Operations:
 - a. The following will be responsible for cutting power off throughout the school and for reporting gas leaks or water pipe damage:
Plant Operators: HPO & Plant Operator
 - b. Plant Operators will assist in traffic control as well as in other areas as needed.
8. Assisting with the injured: Assistant Principal, Guidance Counselors and available teachers will assist with the injured, help with student control, and assist wherever needed. All teachers on planning period will report to one of the first-aid stations or to the administration office to be assigned where needed. In the event of a tornado disaster, most students will remain in their classrooms while others will be relocated for safety reasons.

Staff assignment for Tornado Emergency

1. Command Post:
 - Principal
 - Administration Building:
 - Secretary
2. Spotters: Spotters will observe weather signs and communicate with the office.
 - HPO - south side
 - Plant Operator - north side
 - SRO - south side
 - Night Foreman - north side
 - Teacher Assistant - south side
3. Radio/TV monitors: Responsible for update information
Office Staff and Media Specialist
4. Communications on intercom (if operating): Responsible for communicating information to various classrooms:
 - Principal
 - Attendance Clerk
5. Runners: If the bells and intercom are not operating, the runners will relay information to the rest of the school.
 - Assistant Principal
 - Officer
 - Teacher Assistant

6. Bringing students indoors: Any available may be assigned to notify students on campus to take cover inside the building. Behavior Specialist will head this operation.
7. Parent check point: In the event of a direct hit, the Multi Purpose Room will be designated as our parent check point. Parents will identify themselves, a runner will get student. (Parent will sign permission to leave). The Attendance Clerk will be in charge.
8. All walkers must check out through the Multi Purpose Room. (Attendance Clerk).
9. Bus riders must sign bus sheet to include bus number and designation of bus. (Student Services Clerk). Attendance should be taken on all buses before departure and kept in the parent check point.

Transporting Students

The Board does not expect employees to transport students except when such transportation is provided during an emergency or an officially approved trip. An employee who provides such transportation is acting outside the scope of his/her employment.

Visitors

Teachers are asked to take the initiative in asking strangers who they are and determine whether or not they are wearing a visitor's badge. Direct to the office any person who is not wearing a visitor's badge. Report to the office immediately any strangers who refuse to cooperate or who otherwise behave suspiciously. To help insure that visitors pass through the main office we will be locking the side gates at 9:30 AM daily. To help maintain building security, please assist us by doing the following:

Any person, including parents, wishing to visit classrooms is to check in with the secretary. Parents are usually permitted to visit classrooms with 24 hours notice to the teacher. Outside resource persons or speakers shall also be cleared with the principal or assistant principal. Be sure to turn in the name of the speaker and the hours they were at our school to the Community Involvement Assistant. Students from other schools are not to be on campus during school hours.



Student Policies & Procedures

Assemblies

Arrangements for assembly programs will be posted in the monthly calendar. All assemblies must be approved by the Administrative Team and Ways & Means Committee.

ATTENDANCE POLICY
(Student Process)

1. An attempt will be made by our Attendance Clerk to contact all students absent each day. The contacts will be documented and included in an end of year report.
2. When any student is out for three (3) consecutive days and there has been no parental contact, an attendance letter will be mailed home.
3. When a student has been absent for five (5) days in a marking period or ten (10) days a semester, the Attendance Clerk will mail the attendance letter home and prepare a referral to the Attendance Specialist. If the absences are adequately explained, the letter is not sent.

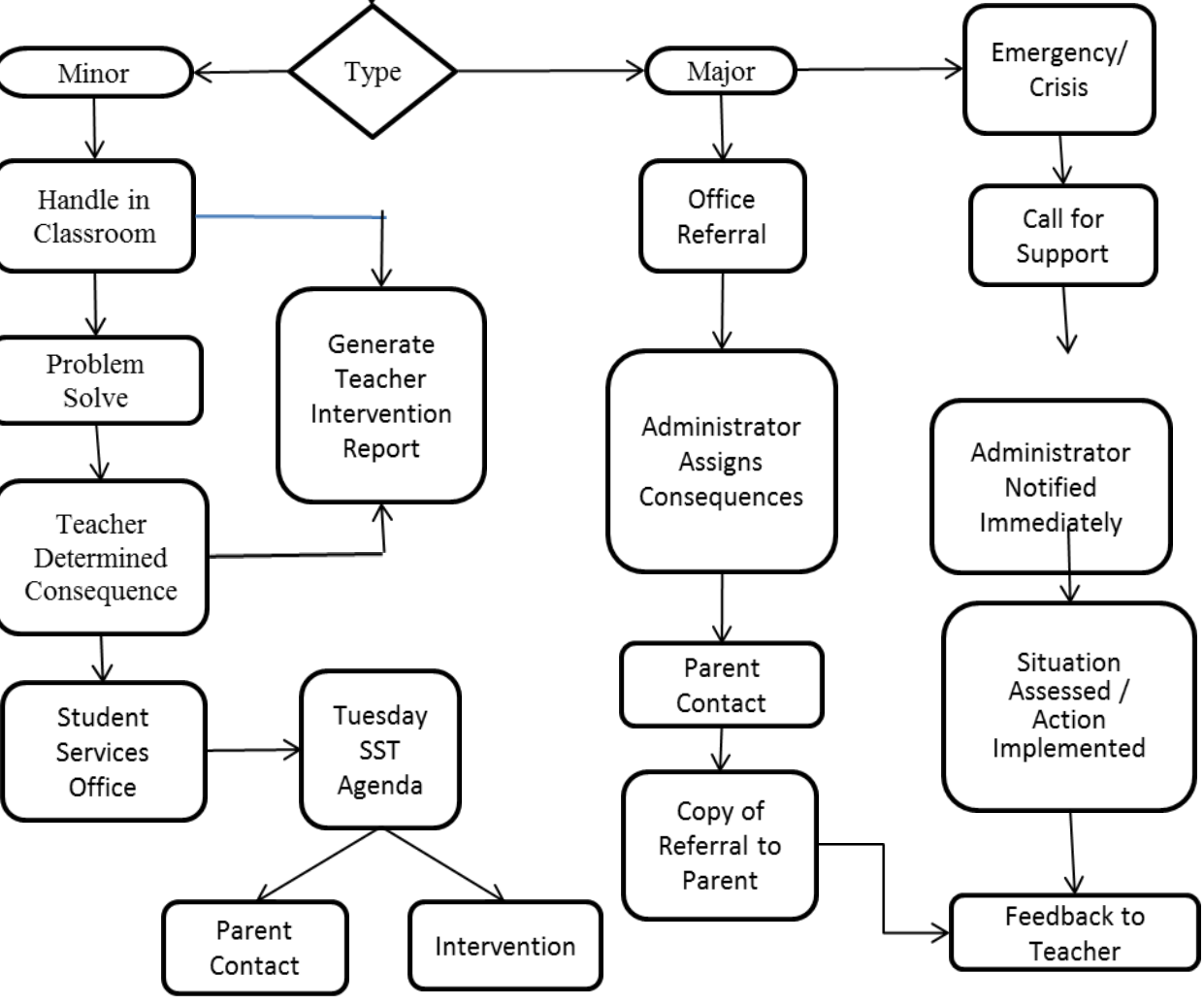
4. If the pattern of poor attendance continues, the parent will be requested to have a conference with the appropriate administrator and the Attendance Specialist. Telephone conferences will be acceptable.
5. If the conference does not resolve the attendance problem or if the parent does not come in for the conference, the student may be placed on a “doctor’s excuse required” status.
6. In the event of truancy, a referral to the Attendance Specialist is to be made on each occurrence.
7. While the above steps are being followed, it is expected that counselor intervention and grade level team intervention will be employed where appropriate. In addition, in cases of chronic illness, a referral to the school nurse may be appropriate.
8. Teachers/Teams are to discuss student attendance patterns and report any discrepancies to the attendance clerk.

Child Study Team Referral – If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student’s primary teacher shall report that the student may be exhibiting a pattern of nonattendance.

If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.



Behavior Intervention Process



Use the word **NOW** when you call for an emergency (example - fighting)
 Use the words **NOW MED** for a medical emergency
 Use the words **NOW RED** for a weapon emergency

Minor = Class disruption, minor profanity, cheating, etc.
 Major = Minor behavior that has not improved with intervention; major profanity, defiance, violence
 Emergency / Crisis = Potentially unsafe environment, suspicion of criminal behavior
 (Revised 8/11/09)

BEHAVIOR MANAGEMENT

Clearwater Intermediate's philosophy is based on prevention of failure both academic and social, and it is our belief that preventing behavior problems is preferable to reacting to their occurrence. Therefore, our efforts are directed to close supervision of students both inside and outside of the classroom, communication of clear expectations and directions to students, and consistent existence that these expectations be followed. As needed school and classroom expectations will be taught through class meetings and teachable moments. Our expectations for student rights and responsibilities are based on the Pinellas County Code of Student Conduct. It is our belief that students have a right to pursue an education without interference by other students; therefore physical injury, verbal abuse, theft or destruction of students' property will not be tolerated. It is further held that it is the faculty and staff's responsibility to provide a safe atmosphere conducive to learning; therefore, it is essential that students respect this authority and comply with their directives.

In order to be successful in life, students must learn to take responsibility and to understand the consequences of their actions. To assist our students in this learning process we will:

1. Utilize the Planners for daily communication with parents and notify parents by phone whenever interim reports are not signed and returned. We believe that it is essential for school and parents to work together and we will make every effort to do so.
2. Develop with the students, a portfolio approach to documentation of responsible student behavior.
3. Continue to work through our Student Services Team.

Disciplinary consequences for inappropriate behavior are issued in accordance with the severity of the offense and the frequency of occurrence. All minor infractions should be handled by the teacher.

Examples of specific responses and consequences are:

1. Verbal reprimand, student conference with the teacher, counselor, or with the team of teachers, parent contact by teachers, counselors, team administrator, referral to counselor, V.E. Specialist, Psychologist, Social Worker, Behavior Specialist, Academic Specialist, Violence Prevention Coordinator, Our School Resource Officer also counsels with students to help prevent further disciplinary actions.
2. Students may also be assigned adult volunteer motivators who meet with them on a weekly basis.

Teachers should immediately make a referral for more serious major infractions to Student Services.

Examples:

- Arson
- Fighting/Assult
- Theft
- Intoxiction (alcohol/drugs)
- Smoking
- Weapons
- Leaving campus without permission
- Vandalism

Criminal offenses must also be reported to the SRO.

Please refer to the Behavior Intervention Process chart for the steps necessary to issue an office referral. In order to deal effectively with a referral, the Assistant Principal may confer with the teacher and specialist before deciding on the action to be taken. Once the referral is received by the Assistant Principal, he/she has several strategies and consequences from which to choose. Some strategies are: counseling, parent conferences, detentions, behavior agreements, work detail, utilization of alternative programs within the school as well as those outside of the school, referral to the school staffing team, referrals to outside agencies, suspensions, IR, etc.

Use the following codes for office assistance in the classroom:

- Use the word **NOW** when you call for emergency, example: fighting
- Use the words **NOW MEDICAL** for medical emergency
- Use the words **NOW RED** for weapons

CLASSROOM MANAGEMENT

Class Mission Statements, constancy of purpose and teacher/student roles in maintaining this constancy should be developed with the students by the end of the 3rd week of classes.

PROCEDURES FOR GIVING REFERRALS FOR VIOLATION OF CLASSROOM, SCHOOL, OR SCHOOL BOARD POLICIES

Article XIII - Student Discipline:

- A. Disciplinary control of student's conduct in the classroom is the teacher responsibility. Upon referral by the teacher, extreme behavioral problems are the principal's responsibility for appropriate disciplinary actions.

For violations such as annoying classmates, being unprepared, failing to cooperate, playing radios, etc., teachers must exhaust all means to control the situation before giving a referral/calling for Student Services. Before calling the office, teachers should do the following: talk with the student, call the parent(s) and document, assign detention, make “other” student services referrals, change student’s seat or assign team referral. Once the decision is made by Student Services to write a Disciplinary referral, it is important that the teacher complete an information sheet by indicating all actions taken and explaining the conduct exactly as it occurred. When a student is given a disciplinary referral, the Assistant Principal will determine the type of punishment. The Grade Level Teams and Student Services will serve as preventative measures before an Administrative referral will be used.

The following are not to be included or practiced as part of the teacher’s classroom management system:

- a) having a student to stand outside of classroom door as punishment
- b) sending students to the library as a means of relief from class tension or as a punishment
- c) holding students in class after the dismissal bell without issuing them hall passes
- d) corporal punishment, physical or hostile handling of students
- e) undue reliance on grade level administrator to enforce classroom rules prior to attempts to contact parent and utilize guidance services
- f) repetition of sentence writing

Students that experience continuing difficulty in exhibiting responsible behavior and or academic success may be referred to our staffing team for assistance from our nurse, social worker or psychologist. If the staffing team concludes that the student may be in need of a special educational program, parents will be contacted for permission to evaluate. Students with severe behavioral difficulties who do not meet criteria for a special education setting or modification, may be referred to a behavioral program or returned to their Choice schools at semester.

Parents are invited to call or visit any time; however we do ask, as a courtesy to the teachers, that classroom visitation be requested in advance.

WAYS TO MINIMIZE PROBLEM SITUATIONS

1. Stand at your door and greet all students as they enter the classroom with a smile and “Good morning” or a “Good afternoon”. Always be friendly with students.
2. Learn the names of students quickly. It is helpful to have a variety of activities ready the first day as the students come into the room. It is also a good idea to make a seating chart while students are busy. A teacher should be able to call any student by name within a short time.

3. Study carefully the seating of the students. It seems to be true that certain students have a negative effect on each other.
4. Learn to involve students whose attention is wavering. In a non-threatening way, bring students back on task that appear inattentive or distracted.
5. Be businesslike and well organized. This means that the teacher must have an interesting lesson of worthwhile material for a the entire period. In keeping students busy, the teacher should provide the greatest amount of variety consistent with good organization. It is important to begin class promptly, to end class on time, to supervise students carefully if they have occasion to go to other parts of the building, and to maintain a demeanor that is characteristic of efficiency and success.
6. Make every effort to avoid all adverse criticisms of individuals or displays of anger in the presence of a class. Make any suggestions for individual student improvement in a private conference. Be genuine and, where appropriate, use a sense of humor.
7. Deal with disruptive students in a firm but dignified manner. If a student is interfering with the work of others, counsel with him/her and seek to gain his/her cooperation. Students should only be isolated for serious disturbances.
8. Use special occasions to convey to students that you are interested in them as human beings. Hold friendly conversations with students who cause difficulty, and get to know them as individuals.
9. Stop the little things. Anticipate difficulties before they reach the “crisis” stage.
10. Avoid “free time”. Many referrals begin with “horseplay”, etc. during unstructured time.
11. Be realistic in your expectations for each student. Be aware of all IEP’s and 504 plans. Recognize that many disciplinary problems are related to impossible demands made on students.
12. Should not intentionally expose a student to unnecessary embarrassment or disparagement (i.e., name calling, put downs, ignoring students, negative facial expressions, yelling, sighing, etc.).

Clinic

Purpose

1. To render necessary first aid according to approved methods.
2. To contact parents when the student should not remain in school.
3. In emergencies, when a parent cannot be located, the school acts to take necessary measures for the welfare of the student.

Procedures

1. A pass is required for each pupil for admission, except in an emergency situation.
2. Students who are sick enough to be referred to the clinic must immediately call their parents to pick them up.

Detention Procedures

1. Teacher detention will be held by individual teacher or during lunch. Teachers must be very concise in providing the necessary information to the appropriate person covering detention. Parent contact and documentation must be made when students are assigned detention.

GRADING PROCEDURES - INTERMEDIATE SCHOOL STUDENT PROGRESS

1. There should be no element of secrecy or surprise regarding grades. Students and parents should be advised of progress, or the lack of it, whenever possible. Work turned in by student should be carefully graded and returned in a timely manner. Student should be encouraged to share tests and other work with their parent(s). In no instances will a student's grades be affected because of classroom behavior, number of excused absences, non-payment of dues or fines, or because of attendance at school-related activities, except where noted in County Policy.
2. Reporting student progress: There are Board guidelines covering time intervals, contained in the policies of the School Board Manual. Final Grade: There will be no final examination counting as separate grades in the marking procedures, except 8.5 students who will take exams which account for 25 percent of their final grade.
3. The six marking period grades shall be used to formulate the final grade for the year. In the case of semester courses, three (3) six weeks grades will be used to determine the final grade. In the case of twelve weeks courses, the two six-week grades will be used to determine the final course grade.
4. Grading Scale: Grades 5, 6, 7, & 8

| | | |
|---|------------|---------|
| A | 4 points | 90 -100 |
| B | 3 points | 80 – 89 |
| C | 2 points | 70 – 79 |
| D | 1 point | 60 – 69 |
| F | 0 points | 0 – 59 |
| I | Incomplete | |
5. Options for grading: If the student's grade point average in a course is 3.5, 2.5, 1.5 or .67 (rounded), it will be option of the teacher and principal as to whether the higher or lower grade will be given.
6. When three (3) or more of the marking period grades are "F" and the grade point average is .67 (rounded) or above, it will be the option of the teacher and principal as to the final grade.
7. No plus (+) or minus (-) symbols shall be used for any final grade; however, (+) and (-) should be used to indicate instructional level for any student significantly above or below grade level.
8. Promotion: Units for Promotion: A unit is a year long course. Students must pass all units to be eligible for promotion.

PROGRESS REPORTS

Progress reports will be sent home mid term of each six weeks at all grade levels. Students will take a copy of the progress report home. If progress reports are not returned signed, the homeroom teacher must call home.

HOMEBOUND

1. At times some of our students require the services of a homebound instructor.
2. When this becomes necessary, the guidance department will act as a liaison between the homebound office and the parent.
3. The Guidance Counselors provide the homebound paperwork to the parent.
4. It is the parent's responsibility to have the paperwork completed, signed by the physician and sent to the Homebound Office.
5. The homebound instructor will be responsible for teaching, grading assignments and reporting grades back to the school.

Homework Request

The following is a policy concerning make-up homework assigned during an excused absence from school:

"A parent may request homework for his/her child after an excused absence from school for a period of at least three days or earlier if the parent knows definitely that the absence will be a minimum of three days in duration, as in the case of hospitalization." Homework assignments must be in the office available for pickup by parents by 3:30 PM on the day following the date the request was made. If a teacher has no homework for a student, he should so indicate on the request slip and return it to the clerk.

PARENT CONFERENCE

A Presentation by Mitch Kroundgold, Ph.D.

I. PLANNING THE CONFERENCE-QUESTIONS TO CONSIDER

- A. Phone or Person-to-person?
- B. One or both parents?
- C. Which other staff members should attend, if any?
- D. Should the student attend?
- E. What additional information is needed and where can it be obtained?
- F. Where are you coming from emotionally?

II. STAGES OF THE PARENT CONFERENCE

- A. Initial contact - Lays the foundation for subsequent work
 - 1. Although innocuous to caller, may have profound impact on parent
 - 2. Factors related to parent reaction to initial contact.
 - a. Self-perception regarding adequacy as parent
 - b. Parent expectations of child
 - c. Parents' own history in school
 - d. Level of family stress
- B. Establishing the purpose
 - 1. Provides structure and focus
 - 2. Keeps conference on task
 - 3. Consistent expectations
- C. Establishing a partnership
 - 1. Find something positive to say about student
 - 2. Avoid opening definitive statements
 - 3. Ask parents how they see situation - allows you to assess parent styles, most effective intervention strategies, and to be addressed.
- D. Describing the problem
 - 1. Keep description in behavioral terms that are observable
 - 2. Ask for parent reactions and their observations
- E. Developing the Plan
 - 1. Objectives should be:
 - a. clear and concise - easy to evaluate
 - b. mutually agreed upon
 - c. timetable for accomplishing
 - d. Expectations should be realistic

III. PARENT STYLES

- A. Hostile/Angry
 - 1. May reflect...
 - a. Lack of prior knowledge of difficulty
 - b. Prior information has been misleading or ambiguous
 - c. Previous negative experiences with school
 - d. Family crisis
 - e. Need to spend more time developing a partnership
 - 2. Strategies
 - a. State that behavior is often situation specific
 - b. Emphasize positive aspects of student
 - c. Share information gathered by several staff members.

- B. Defensive/Denying - "Johnny never does this at home"
 - 1. May reflect...
 - a. Parents being overwhelmed with negative feedback
 - b. Attempt to minimize punishment they suspect will be forthcoming
 - c. It may be accurate
- C. Overwhelmed Parents - concerned about finances, death, divorce, etc.
 - 1. Try to center problem back to student
 - 2. Explore intervention strategies that do not rely on parents for follow-through
 - 3. Make a referral
- D. Overly Punitive or Abusive Parents
 - 1. Consider whether conference is absolutely necessary
 - 2. Consider having Student Services staff present
 - 3. Emphasize positive aspects of student
 - 4. Emphasize the importance of praise and the consequences of abuse
 - 5. Make a referral
- E. Yes, But Syndrome
 - 1. May Reflect...
 - a. Feelings of helplessness
 - b. Resentment at someone else being expert
 - 2. Strategies:
 - a. Emphasize that parent is really working hard. Additional praise and confidence building for parent.
 - b. Emphasize need for consistency - contract for 2 weeks.
 - c. Confront parent about Yes, but...

IV. **MAKING THE REFERRAL**

- A. Be aware and use resources within the school.
- B. Be aware and use community resources.
- c. Timing is important - look for openings (e.g. "I don't where to turn." or "I think I need more help than my son.")

Student Assistants

Student assistants are not allowed in the hallways unless on an assigned errand. They must wear their name tags, in a visible location, at all times. Assistants should not be sent on errands in pairs or groups, except when absolutely necessary.

Student Planners

All students will be required to keep a planner. Please use the planner as a communication tool between school and home. Parent communication is essential, and this new tool can make communicating more efficient and effective.

Student Recognition

- **Panther Paws (PBS)**
- **TABS**
- **VIP**
- **Principal's Breakfast**
- **(Dean's List and Honor Roll)**

To be eligible for the dean's list, a student must have earned the grade of "A" in all subjects for which he/she is enrolled for a given grading period. To be eligible for the honor roll, a student must have earned at least a 3.0 average for a given grading period. Only one "C" is permitted, and the other five grades must be "A's" and "B's".

Student Supervision (AM/PM)

Students are to be reminded that they are not to arrive to school before 9:00 AM in the mornings.

Teachers will stand at their doors during each change of class. All teachers are responsible for settling any disturbances that may occur in the classrooms or in the hallway next to their classrooms. No teacher is to leave a class without adult supervision. If necessary, please notify the office for supervision.

During school hours a student must have a written hall pass when out of class. This pass will be issued by the teacher responsible for the student that period. Hall passes shall be issued with discretion as to avoid abuse. No teacher is to send any group of students to any area to work alone. They may be sent to the Media Center under the supervision of the Media Specialist and teacher. The teacher is responsible for the group conduct while in the library. No group of students should be sent to any area where they are not under the strict supervision of a teacher.

WITHDRAWAL PROCEDURES

1. Parents(s) initiates request through school office.
2. Data Management Technician prepares withdrawal form.
3. Data Management Technician will initiate a withdrawal form and route to Teachers, Media Specialist, Cafeteria Manager, Bookkeeper, and Administrator for signature.
4. Assistant Principal verifies attendance and monetary obligations.
5. Data Management Technician proceeds with withdrawal through data processing.
6. Cumulative folder is forwarded to new school when requested or filed in withdrawn file until release of information is received.