

# OKEECHOBEE HIGH SCHOOL FRESHMAN CAMPUS FACULTY HANDBOOK 2023-2024



**Vision Statement:**

Excellence through PRIDE

***The Brahman Way***

As Brahmans, we will:

Model the pillars of P.R.I.D.E

Create a community of graduates  
and life-long learners

Live as the example we want to  
see in others

Build a supportive campus environment  
to grow as a Brahman family

Be of service to those in need, on  
and off campus

Move Forward and Be Great

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## **OKEECHOBEE COUNTY SCHOOL BOARD EMPLOYEE HANDBOOK**

In addition to the contents of the OHSFC Faculty Handbook, all OCSB employees are responsible to know and abide by the guidelines set forth in the Okeechobee County School Board Employee Handbook. The handbook can be accessed by visiting the Okeechobee Freshman Campus Hub or by clicking this link: [2023-24 OCSB Employee Handbook](#).

Required Instruction Planning and Reporting Amendment to Rule 6A-1.094124, Florida Administrative Code (F.A.C.), Required Instruction Planning and Reporting

The State Board of Education amended Rule 6A-1.094124, F.A.C., on June 10, 2021, to provide clarification on what efficient and faithful teaching means with respect to the topics of required instruction listed in Section 1003.42(2), Florida Statutes (F.S.). The text of the amendment reads:

(3) As provided in Section 1003.42(2), F.S., members of instructional staff in public schools must teach the required instruction topics efficiently and faithfully, using materials that meet the highest standards of professionalism and historical accuracy.

(a) Efficient and faithful teaching of the required topics must be consistent with the Next Generation Sunshine State Standards and the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.

(b) Instruction on the required topics must be factual and objective, and may not suppress or distort significant historical events, such as the Holocaust, slavery, the Civil War and Reconstruction, the civil rights movement and the contributions of women, African American and Hispanic people to our country, as already provided in Section 1003.42(2), F.S. Examples of theories that distort historical events and are inconsistent with State Board approved standards include the denial or minimization of the Holocaust, and the teaching of Critical Race Theory, meaning the theory that racism is not merely the product of prejudice, but that racism is embedded in American society and its legal systems in order to uphold the supremacy of white persons. Instruction may not utilize material from the 1619 Project and may not define American history as something other than the creation of a new nation based largely on universal principles stated in the Declaration of Independence. Instruction must include the U.S. Constitution, the Bill of Rights and subsequent amendments.

(c) Efficient and faithful teaching further means that any discussion is appropriate for the age and maturity level of the students, and teachers serve as facilitators for student discussion and do not share their personal views or attempt to indoctrinate or persuade students to a particular point of view that is inconsistent with the Next Generation Sunshine State Standards and the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards.

## **SAFETY**

### **ACCESS TO THE OHSFC CAMPUS**

Access to the OHSFC Campus during the school day is limited to students, faculty, staff (OHSFC and district) and approved visitors. OHSFC students, faculty, and staff will be identifiable by OHSFC issued ID badges. District, maintenance, and substitutes will also have district issued ID badges that identify them as district employees. Approved visitors will have a Visitor's Pass issued by the receptionist with their name and building(s) they are visiting. If at any time you see someone on campus that does not meet these qualifications contact the main office (1502) immediately to report a description and location for this person. Only district maintenance personnel may access the roof of the OHSFC campus at any time.

### **CLASSROOM DOORS/WINDOWS AND INTERIOR GATES**

Classroom doors and gates are to remain closed and locked at all times excluding times of ingress and egress. Windows with blinds should be kept in a lowered/closed position. Failure to follow this policy may result in disciplinary action.

### **FORTIFY FL APP**

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. You can decide whether you want to be anonymous or include your name and contact information. Video and photo can also be included with your tip report. FortifyFL automatically routes your tip report to the appropriate law enforcement agencies and school officials. FortifyFL is available on every student device on campus and automatically opens as a tab once students log-in. It is suggested that you download the app for your phone by visiting <https://getfortifyfl.com/>

### **FACULTY AND STUDENT IDS**

ID cards, holders, and lanyards will be issued to all school faculty during pre-planning and to all students within the first two weeks of school. Faculty are expected to wear their ID cards either on a lanyard or clip where they are visible. Students are

expected to wear their ID's on a school appropriate lanyard around their neck when they are out of class on a pass. Students are not required to use the Okeechobee High School lanyard that is provided with the ID. Students who lose their ID will be issued a new one at a cost of \$2.00. Replacement lanyards will cost \$1.00.. If a student cannot pay for the replacement ID the fee will go on the fines and fees list.

### **WHO TO CONTACT DURING AN EMERGENCY**

If you need immediate assistance in your classroom please call Mrs. Fonseca at 1502 or Ms. English at 1505 and they can contact an administrator or school resource officer for you. If the situation is an emergency please call 9-1-1. An emergency is any serious situation where a law enforcement officer, firefighter, or emergency medical help is needed right away. If you are unsure of whether your situation is an emergency, go ahead and call 9-1-1. The 9-1-1 call taker can determine if you need emergency assistance and can route you to the correct location.

### **LOCKDOWN PROCEDURES**

Lockdown procedures will be initiated in the event of conditions that present a danger to students and/or staff.. The lockdown status will be announced via the PA system by the principal, his/her designee, or any OHSFC staff by announcing the following: "Attention please. We are in lockdown mode on campus. Please follow the Shelter in Place or Lockdown procedures." Staff may access the all call PA system to call a lockdown via any school phone if gunshots are heard or a weapon is seen. To do so, lift the handset and dial \*10, wait for the beeps, and say "We are in a lockdown. This is not a drill."

Upon hearing the lockdown announcement, ensure the classroom or facility door is locked. Once the doors are locked, do not admit anyone into the room, including students. Do not leave the classroom or allow students to leave. Account for all students and list those missing. Avoid making phone calls. Remain with your class until an administrator personally gives an "all clear" or other instructions. If you are outside at the time of the Lockdown, remain outside and gather students and proceed to a nearby, secure location if possible unless directed to do otherwise. The priority in a Lockdown situation is to gain control and limit the movement of the students. Lockdown drills will occur throughout the course of the year.

#### **Shelter in Place**

Ensure all exterior doors are locked.  
Students are able to travel within the buildings if escorted by an adult.  
Students will be escorted to the office by an adult to check out.  
An adult is stationed within the building.  
Adults are patrolling the campus.  
Classes continue as usual.  
Lunches are brought to the students.  
Medication will be brought to the student.

#### **Lockdown**

Ensure all exterior doors are locked.  
Ensure all interior classroom lights are turned off.  
Move students to the designated hard corner.  
Prepare for an evacuation.  
No student movement without administrative direction.

### **FIRE DRILLS**

Fire drills will be held ten times during the school year, and twice before the end of the first two weeks of school. Drills will be held at various times and under varying conditions. Staff and faculty will be notified via announcement of the drill.

Fire extinguishers will be used by teachers or administrators only after all students in the immediate area of the fire have been safely evacuated and a person has been assigned to pull the fire alarm.

#### ***Teacher Procedures***

1. Inform all of your classes at the beginning of the term about the primary and secondary exits for your classroom and the procedures for evacuating the building.
2. When the alarm sounds, instruct your class to walk quickly and quietly to the nearest unblocked exit. An evacuation map is posted in your room.
3. Take your class roll with you or use the Skyward app on your phone to check for attendance.
4. Leave your classroom door unlocked.
5. Take the class to the perimeter of the school grounds and check the roll.
6. Be ready to report to the administrator in charge of attendance.
7. Keep your class together and in a line.
8. Circulate among your students and reassure them if necessary.

9. Do not allow anyone to re-enter the building until the all clear bell sounds or an administrator signals.
10. If an evacuation is required during a lunch period, follow the routes posted at both doors in the cafeteria.
11. All teachers who do not have classes when an alarm sounds will report to the sidewalk outside of their classroom building and help direct students to exit the building.

### ***Custodial Staff Procedures***

1. The head custodian and staff will immediately shut off all motors, ventilating fans, and other power-driven equipment, which might tend to spread a fire or hinder the firefighting operations.
2. The custodian will then report to the principal and stand by to inform the fire department as to the best means of access to the fire, to inform them of special hazard areas, and to render such assistance as may be required.

### ***Administration Procedures***

1. The principal will report to the front office area to assume command of the situation. In the absence of the principal, the assistant principal will assume command.
2. The safety team members will check each room, including restrooms and storage areas, to verify that the buildings are clear.

## **TORNADOES/SEVERE THUNDERSTORMS/LIGHTNING PREDICTOR**

### ***TORNADOES***

#### ***Tornado Drills***

During Hazardous Weather Awareness Week in February, we will have a tornado drill. Students are to crouch under their desks or with their heads toward an interior wall on their elbows and knees. Students should cover the backs of their heads with their hands. Remain calm and keep the students calm.

#### ***Tornado Watch***

A tornado watch is issued by the National Weather Service when conditions that may produce tornadoes are expected to develop. Teachers will be advised of a tornado watch by a message being sent to each classroom. Continue normal activities during the watch, but be aware that there is a possibility of tornadoes.

#### ***Tornado Warning***

A tornado warning will be broadcast when a tornado has been detected. The warning will tell you the last known location of the tornado, and if possible, its speed and direction of movement. Should a tornado warning be issued, you will be advised by an announcement over the intercom or through the television. If the electricity is out, a message will be sent to each classroom. Under no circumstances are students to be left alone in a classroom without adult supervision.

**During normal class time:** Should a tornado warning be given, instruct your students to move away from glass windows and doors. If you have an interior storeroom, you may want to point this out as an area to go to. If you have no desks, use interior storage rooms. Avoid wide-open areas. Students are to crouch under their desks or with their heads toward an interior wall on their elbows and knees. Students should cover the backs of their heads with their hands. Remain calm and keep the students calm.

**During recess and Physical Education:** If you see or hear a tornado, lead the students to the safety of the building. If you are unable to get to the safety of a building, run with your students to a ditch. Avoid wide-open areas. Have the students lie face down in the ditch and cover the back of their heads with their hands. Remain calm and keep the students calm.

**During bus loading:** If the buses are in the bus loading area, students will be escorted back into the buildings quickly and quietly by the duty personnel. Students will gather in the classrooms and be instructed to crouch on their elbows and knees with their heads toward an interior wall and cover the back of their heads with their hands. Remain calm and keep the students calm.

### ***THUNDERSTORMS/LIGHTNING***

Thunderstorms are usually of short duration. Even squall lines pass in a matter of a few hours. Be cautious but do not be afraid. Stay indoors and keep informed. During lightning storms, the Lightning Predictor may sound with one long blast. Stay indoors and away from windows and electrical appliances while the storm is overhead. When it is all clear, the lightning predictor will sound three, short blasts.

### **BOMB THREATS, CALL TRACING, AND EVACUATIONS**

Bomb threats may be received in a number of ways but usually are received via telephone.

#### ***Call Tracing***

1. The employee taking the call will proceed as outlined below.
  - a) Hang up after receiving the threatening call. **Note the exact time of the call.**
  - b) Complete the Bomb Threat report contained within the red folder under each phone on campus.
  - c) Principal or designee will call Law Enforcement (School Resource Officer or 911 if School Resource Officer is unavailable.)
2. Refer to the Bomb Threat section of the Emergency Action Guide.

#### ***Evacuation Procedures***

Exit the buildings following the fire escape routes. Take your students to the south end of the playground. Take attendance and inform the office of any missing students or teachers. Remain calm and keep the students calm.

Under the direction of the Principal or his designee, evacuation from the campus will be conducted in certain emergencies.

1. Teachers will be directed by intercom that the campus is being evacuated.
2. Teachers will proceed with normally accepted Fire Drill Evacuation procedures unless precluded from doing so by the incident.
3. Teachers will then escort their students, as directed by the principal or designee, to the south end of the playground. At all times, it is the teacher's responsibility to ensure the safety of students under their supervision.

#### ***Procedures at Evacuation Site***

1. Keep calm
2. Proceed to the central location. (Example south end of the playground).
3. Look and listen for instructions from the Evacuation Site Coordinator.
4. Gather your students together as directed.
5. Attendance folders will be given to you to take attendance. Please group students by their homeroom. If students are in special area classes, grade level teachers will assist.
6. Take attendance and return the attendance sheet to the person in charge of Student Accountability.
7. Once your students are accounted for, you may be asked to move them to a new location within the evacuation site.

### **VISITORS' PASSES**

In order to control access and record the presence of visitors, parents, vendors and other adults on campus, all visitors are required to check in via the main office (Room 205).. Signs will be posted at the entrance to every building clearly instructing visitors to report to the main office. This Visitor's Policy will be in effect and enforced during regular school hours unless otherwise instructed by the school Principal or his designee. Coordinators of daytime events should meet with school administration to plan for special circumstances.

1. Visitors are defined as anyone who is not assigned as faculty, staff or a student at Okeechobee High School Freshman Campus.
2. Visitors will be asked to provide photo identification at the time of sign in. The identification will be utilized to verify the legitimacy of the visitor's presence.
3. Parents or adults seeking approval to visit a classroom or other area on campus will be checked against the Student Information in the Skyward system. Only people who are listed on the database may have any access to that student.
4. Once identified, the visitor will sign in on the OHSFC Visitors Sign-in Log. All visitors are required to provide their name, the student who they wish to see (or their destination on campus), and their sign-in time.
5. Office staff will provide the visitor with a *Visitor's Pass*. (VIP and Vendor passes will be authorized access to all areas

- of the campus.)
6. Faculty and Staff members will be required to identify authorized/ unauthorized visitors in their area. When staff members discover a visitor in an area other than the one authorized by their pass, they are expected to escort that visitor to the office if they are not directly supervising students. They must call the office for assistance if they can't escort them themselves.
  7. Upon return to the main office, the visitor will return the *Visitor's Pass*. *The visitor should log their sign-out time on the visitors log.*
  8. The visitors log will become a permanent archived record of visitors on campus. The receptionist shall be responsible for the maintenance and upkeep of the visitors log and visitors' passes.
  9. Students are not allowed to bring visitors to class.

### **WORKER'S RIGHT TO KNOW LAW (1984)**

The Worker's Right To Know Law regarding toxic substances covers the following items:

1. Every employer who manufactures, produces, uses, applies or stores toxic substances in the workplace shall maintain safety data sheets for each product that is present in the workplace.
2. Employers shall furnish employees with instructions on the nature and effects of toxic substances present in the workplace either in written form or in a training program. This shall include the location of the substances in the workplace, appropriate emergency treatment, procedures for cleanup of leaks and spills, potential for flammability, explosion and reactivity, and the rights and duties of employees.
  - a. Employers shall provide their current employees with instructions within nine months of the effective date and at least annually thereafter and for employees hired thereafter within the first 30 days of employment and at least annually thereafter.
  - b. Employers are required to maintain records of the material safety data sheets for 30 years.

### **ASBESTOS/RADON**

This is to inform all persons that the Okeechobee County School Board is in compliance with the Asbestos Hazard Emergency Response Act. The Asbestos Hazard Emergency Response Act (AHERA) requires a re-inspection for asbestos-containing materials every three years. The Report of AHERA Re-inspection is available in the office of the Director of Operations.

### **BLOODBORNE PATHOGENS**

Bloodborne Pathogens Exposure/Control Plan is located in the main office and in the nurse's office.

### **HAZARDOUS MATERIALS AND BIOHAZARDS**

Current biohazard threats and the necessary precautions, which must be taken to control suspected hazardous materials, make it important that the School be prepared to deal with these situations. If a material is found in a building, ONLY THAT BUILDING needs to be evacuated and controlled.

Current plans call for students and faculty to evacuate to other areas of the campus and carry on with academic instruction to the extent possible.

Please read the procedural steps (chemical leak or spill) in the Emergency Action Guide.

### **WORKERS' COMPENSATION**

Employees must immediately report any job related injury to the principal or assistant principal on appropriate forms. This form must be sent to the district finance office. If such injury results in outside medical treatment or loss of work time, the employee must report to the finance office to complete a "First Report of Injury" form.

### **EVALUATION OF INSTRUCTIONAL PERSONNEL**

**Authority and Purpose:** The purpose of the assessment and evaluation process is to enhance instruction for students by assisting

teachers in continuous quality improvement of their professional skills. The process designed to achieve this goal must be formalized and negotiated to the extent it supports decisions on salary, transfers, reduction in force, promotions and dismissals. **Evaluation Components:** The evaluation components are detailed in the Instructional Personnel Contract. Please review the appropriate section(s) for additional information.

### **PERSONNEL CONTRACTS**

The personnel contracts, negotiated by the Okeechobee County Educators Association and the School Board, define certain aspects of the teacher/administrator relationships, working conditions, and teacher responsibilities. Please read the contract and ask for the clarification of anything you do not understand.

### **Job Descriptions**

Current job descriptions are available on the District's website.

## **TEACHER EXPECTATIONS AND REQUIREMENTS**

### **SUPERVISION OF STUDENTS**

Teachers are responsible for the active supervision of students in their class. Under **NO CIRCUMSTANCES** will a group of students be left unsupervised. If emergencies arise, please ask another teacher for assistance or notify the office.

#### **Supervision**

When students are entering or exiting the building, teachers should position themselves at the classroom doorway to be able to observe both in the room and the hallway. Personnel will supervise the hallway during the morning arrival and afternoon dismissal. Specific duty posts will be designated and posted upon the opening of school each year. Please see administration with questions.

#### **Supervision Requirements:**

School rules and policies must be enforced.

Supervisors must intervene when children behave aggressively.

Supervisors must follow-through on reports of aggression and bullying.

Supervisors must communicate and coordinate with other school staff about student behavior at recess and/or outside of class.

The supervisor should not become distracted from assigned duties (cell phones or in-depth conversations).

Do not become involved with small groups.

Do not visit with other supervisors, teachers, or students.

Never leave your area unsupervised until all students have left.

The supervisor must be concerned for the safety and welfare of all students.

**Active Supervision:** supervising by consistently monitoring and engaging with students

#### **Six Strategies:**

Set up the environment

Scan and count

Anticipate behavior

Position Staff

Listen Actively

Engage and Redirect

#### **Three Methods:**

Moving

Scanning

Interacting

### **SCHOOL WIDE DISCIPLINE STANDARDS**

The faculty and staff at OHS take pride in maintaining a calm, positive atmosphere. The atmosphere and the degree of academic successes our students achieve are related to the behavior standards we set. ***Remember to stay emotionally detached, to avoid discussion about the behavior with the student, and to be continually aware.*** If the little things are handled in a calm, matter-of-fact manner, they do not become big things! Teach rules and expectations on the first day of school and review regularly the first two weeks of school, when returning for the second semester, and as new students enroll. Please go over the student handbook during the first week of school, focusing particularly on the Conduct and Dress Code sections.

## ***Classroom Instruction Helpful Hints***

1. Manage students through your instructional techniques, eye and body movements, and by moving around the class. Loud voices, threats, and teaching from behind a desk are not indicative of quality instruction.
2. When supervising large groups of students, remember quantity does not equal quality. Move around, watch for the "making of problems," and use preventative measures.
3. Remember, there is no substitute for common sense. We must always think one step ahead of the students.
4. Vary your instructional methods to meet the needs of the visual, auditory, and kinesthetic learner and foster student engagement.
5. Avoid confrontational situations that cause students to feel they are backed into a corner and have no choice but to save face.
6. Be proactive: eliminate the possibility for problems by developing and teaching your classroom procedures and developing positive relationships with students.

## ***Discipline Policy***

Following the school-wide policy will ensure the success of the entire school. Teachers must ensure that they use the policy consistently and calmly. Pay attention, for example, to the number of times you warn a student before documenting a behavior problem. If you vary too much, students will not know where "the line" is and it will take longer for them to adjust their behavior. They will learn quickly from your consistency.

## ***Student Dress Code***

Please enforce and respond to the dress code to the best of your ability throughout the day. Ignoring a dress code problem will result in a continuation and compounding of the problem. It is your responsibility to check student attire during the pledge. If a student is not in dress code, send an email or message to the dean's office. The office will send an office aide to retrieve the student. Inappropriate dress may include, but is not limited to: decals, slogans, or "sayings" on clothes that are rude, vulgar, advertise alcohol or alcoholic beverages or tobacco products, display pictures or slogans that promote illegal drugs, are racially or sexually offensive or reference illegal or inappropriate behavior. Students wearing inappropriate clothing will be given an opportunity to call parents to bring additional clothing or to wear clothing supplied by the school if parents are unavailable to bring proper clothing. Students will return to class when they are properly dressed. Failure to do so will result in the student finishing the day in ISS

1. **All clothing apparel** must fully cover from the top of the armpit to the top of the waistband. Revealing shirts or garments shall not be worn. Tube tops are not permitted. Pajamas are not appropriate for school.
2. **Dresses, skirts, or shorts may be no shorter than mid-thigh length.** Pants with holes or slits may be worn if the holes and slits are not revealing or excessive and do not show undergarments. Students will be asked to change if a teacher deems the length of dresses, skirts, or shorts inappropriate.
3. **Pants will be worn at the natural waist with no undergarments or other garments visible under the pants.** Students with a habit of wearing pants too large to remain at the waist could be placed on a special dress code or be subject to increased discipline for non-compliance.
4. **Shoes are to be worn at all times during the school day.** Bedroom slippers are not to be worn.
5. Students may not wear clothing that is so extreme as to be immodest, **including while attending OHS Dances.**
6. Traditionally, **camouflage is reserved for the Senior class on Fridays.** Underclassmen will be considered out of dress code and required to change or finish the day in ISS.

When, in the judgment of the administration, the dress requirements have not been met or extreme in nature, the student will not be permitted in class until the situation is corrected. Students wearing inappropriate clothing will be given an opportunity to call parents to bring additional clothing or to wear clothing supplied by the school if parents are unavailable to bring proper clothing. Students will return to class when they are properly dressed.

**Repeated dress code violations will result in disciplinary action.**

**It is the joint responsibility of every student, parent, or guardian, teacher and administrator to see that the dress of the student is appropriate, safe, and does not interfere with the teaching/learning process. Any time missed due to dress will be unexcused.**

## ***Detention Policy***

Detention is an alternative to suspension in matters regarding lack of self-motivation; misuse of classroom time; off task behavior



and breaking instructional momentum of the teacher. It is used mainly to help students understand that time wasted during the instructional day must be made up. Parents ***must be notified—preferably by phone or personal contact***—that the student will be retained for detention. Assignment of detention and notification of parents will be done through the office. If parents can be reached by telephone, detention may be assigned the same day. Parents must make provisions for the student to be picked up promptly.

### ***Referrals***

Referrals to the office should be used as the ***final step in a series of interventions*** for behavior problems or for **severe** (not simply annoying) behavior. Be very specific on the referral. Include only facts, **and do not include the names of other students**. For example, when reporting a fight, provide a detailed written account of the fight on an attached sheet. On referrals for profanity, vulgarity, and name calling, record the information verbatim. Be sure to include the student's name, grade level, time of incident, and location of the incident on all referrals. Please remember to list all interventions taken before being referred to the office. A referral for an ongoing behavior problem cannot be worked if a parent has not been contacted previously to notify them of the problem. In the case of a minor offense, a verbal warning and parent contact must be made before a referral can be written.

### ***Authority of the Teacher (Florida Statutes 1003.32)***

Each teacher or other members of the staff of any school shall assume such authority for the control of pupils as may be assigned to him/her by the principal and shall keep good order in the classroom and in other places in which he is assigned to be ***in charge of pupils, but he shall not inflict any punishment which is degrading or unduly severe in its nature***. All discipline should be corrective in nature. 1996 legislation mandated a teacher may request the permanent removal of a student from class. A placement review committee has been established and form O-ST-72 is available in the school office to initiate the process.

### ***Removing a Student from Class***

1. A teacher may send a student to the principal's office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline-management techniques consistent with the Code of Student Conduct.
2. A teacher may remove from class a student:
  - a. Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
  - b. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

**NOTE:** If a teacher removes a student from class under subsection (2), the principal may place the student in another appropriate classroom, in in-school suspension, or in an alternative education program as provided by [F.S. 1003.53](#); or the principal may recommend the student for out-of-school suspension or expulsion, as appropriate. The student may be prohibited from attending or participating in school-sponsored or school-related activities. The principal cannot return the student to that teacher's class without the teacher's consent unless the committee established under [F.S. 1003.32\(6\)](#) determines that such placement is the best or only available alternative. The teacher and the placement review committee must render decisions within five days of removal of the student from the classroom.

3. Placement Review Committee, established under [F.S. 1003.32](#)
  - a. Each school shall establish a committee to determine placement of a student when a teacher withholds consent to the return of a student to the teacher's class.

Committee membership must include at least the following:

- (1) One teacher selected by the school's faculty; and one teacher selected by the teacher not wanting the student readmitted back in his/her class.
  - (2) One member from the school's staff who is selected by the principal. The teacher who withheld consent to readmitting the student may not serve on the committee.
4. Any teacher who removes twenty-five percent of his or her total class enrollment shall be required to complete professional development to improve classroom management skills.

## DAILY ROUTINES

### ***Working Hours***

During regular school days the work hours are **7:05 to 2:40**, *unless otherwise worked out by employee and principal*. During teacher workdays the hours are **8:00 - 4:00** with **11:30 - 12:30** for lunch. Sign in sheets are in the main office. Teachers may not leave the campus during work hours without permission of an administrator. Teachers must log their departure and return times in the school secretary's notebook for approved trips off campus.

### ***Regular Bell Schedule***

6:50	Morning Duty Report Time
6:50	Teachers Report
7:10	Bell to class
7:15 - 8:11	First Period
8:15 - 9:11	Second Period
9:15 - 10:11	Third Period
10:15 -11:11	Fourth Period
11:15 -11:40	A (First) Lunch
11:44 -12:45	Fifth Period (classes with A lunch)
12:20-12:45	B (Second) Lunch
11:15 - 11:50	Fifth Period (classes with B lunch)
12:49 - 1:45	Sixth Period
1:45 -2:40	Plan

### ***PRIDE Wednesday Bell Schedule***

6:50	Morning Duty Report Time
7:05	Teachers Report
7:15 - 8:07	First Period
8:11 - 9:03	Second Period
9:07 - 9:32	PRIDE time in 3rd Period
9:32 - 10:24	Third Period
10:28 - 11:20	Fourth Period
11:24 - 11:49	A (First)Lunch
11:53 - 12:50	Fifth Period (classes with A lunch)
12:25 -12:50	Second Lunch
11:24 -12:21	Fifth Period (classes with B lunch)
12:54 - 1:46	Sixth Period
1:46 -2:40	Plan

### ***Lesson Plans***

Lesson plans for the week should be detailed and reflect strategies that meet the needs of the students including, but not limited to, ESE and ESOL students. Lesson plans will be shared with Mrs. Goggans, Ms. Shirley, and Mrs. Fonseca and saved in Google Drive by 7:00 AM on Monday morning. Please remember that excellent preparation is the basis for excellent classroom instruction.

### ***District Curriculum Resources***

Curriculum Maps are available for most core curriculum areas and can be found on the [OHSEC Hub](#) or in your Google Team Drive named:

ELA 9-12 District Resources

Math 9-12 District Resources

Science 9-12 District Resources

Economics District Resources

For changes to Team Drives, contact school administration who will relay the request to the appropriate party.

***Class Procedures***

In *The First Days of School* Harry Wong writes, “A profession is defined not by the business a person is in but by the way that person does his or her business” (p. 293). Wong advocates that professional teachers make the best use of instructional time by developing class procedures and routines that nearly eliminate behavior and work habit problems in the classroom. The following are suggested areas in which procedures and routines will help make your class and grade level successful. Prepare your own procedures to cover **at least** the following areas of classroom life, and consider working with other teachers to develop consistent procedures throughout your department.

Entering the classroom Students arriving tardy Beginning the period Quieting the class Students seeking help Heading papers Students handing in work Returning student work	Listening to/responding to questions Throwing trash away Sharpening pencils Common Board Configurations When students need pencil/paper/etc. Handing out equipment Working cooperatively Changing groups	Finishing an assignment/test early If the front office calls Requesting something When students are absent Keeping a notebook Dismissal at the end of the period Bell to Bell Active Student Engagement
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***Routines***

1. Progress reports will be issued according to district policy. These reports will be generated on Skyward and distributed during each period. In no case shall a student’s grade be lowered as a punishment for poor conduct.
2. Check class rolls accurately at times specified for FTE reporting, and on an ongoing basis to assure accurate legal records.
3. Accompany your students to assemblies and remain with them.
4. Make sure your students know you are available at least 15 minutes after school and encourage them to report back to you for help with their work.
5. There will be no parties during class time.
6. All students should stay in their classes unless they receive a pass from the office. **Do not send students to another teacher’s classroom.** Students must have an ID and pass to leave class without an escort.
7. Campus supervision takes priority over any other duty or meeting. If a teacher is going to be out, it is that teachers’ responsibility to ensure their duty is covered by securing a replacement.
8. Faculty meetings are required by everyone unless indicated as optional.

***Homebound***

1. Absences while a student is on homebound instruction are **not** counted against the student’s total number of absences.
2. Students will be placed on homebound only after a doctor has certified there is a medical/mental reason.
3. Teachers of students who are placed on homebound will be notified in writing. It is recommended that the teacher then maintain a file folder in the classroom in which to place all assignments and work that the rest of the class is responsible for doing. Work should be placed in the homebound drawer near the desk of the guidance secretary at least weekly—even if you do not receive completed work, you must continue to assign work.
4. General education teachers have the responsibility of completing progress reports and letting the homebound teacher know the results of any graded work.
5. The homebound teacher will record when work is picked up and returned to the teacher’s mailbox.
6. The homebound teacher will let Mrs. Goggans know immediately, in writing, that he/she has not received assignments from any of the student’s teachers.

***Media Center***

1. The purpose of the Media Center is to serve every department of the school and to help the teachers and students in every possible way to enrich classroom instruction.
2. All materials should be used to the fullest extent by teachers and students.

3. Students will be able to visit the media center during lunch periods Monday, Wednesday, and Friday.
4. Teachers wishing to bring classes to the media center should make arrangements with Elisabeth Fox.

### ***Teacher Absences***

You are ***very important***, and as classroom teachers you are ***irreplaceable***. It is important that you are in your classroom as often as possible. Please try to arrange your appointments before or after school hours. There will be times, however, when you or your family's needs will have to come before your work. This is very understandable. If you must leave work during the day for an appointment, you must have approval from the principal, have the Skyward Leave approved ahead of time, and then sign out before leaving. In the case of emergencies, exceptions may be granted.

If you are going to be absent from work for an unplanned absence and will need a substitute, please call Aly Shirley at (863) 532-3354 as late as 10:00 pm or as early as 4:45 a.m or text at any time. It would be most beneficial if you let her know as soon as you know you will be out. ***Please enter your Skyward leave request immediately and follow the procedures to secure a sub through Frontline.*** The earlier we know about your absence, the easier it will be to secure a substitute. Please do not call after 5:50 a.m. as that leaves insufficient time to secure a sub. It is helpful to inform your neighbor or department head of your absence. You are expected to have lesson plans available for the sub. You may email lesson plans to your department chair and an administrator. Please cc both Aly Shirley and Ruby English on all leave requests so they can secure a sub for you. Before your scheduled leave day, please verify with Ruby English that you do indeed have a sub. If you will be unavoidably late to school, you must provide notification by calling the school office (863) 462-5288.

1. *Sick Leave* - Each teacher earns ten (10) days of sick leave annually. These days are to be used in cases of illness of self or family, or death in the family.
2. *Personal Leave* - Teachers are allowed six (6) days of personal leave each year which is non-cumulative and is part of the 10 sick leave days. A personal leave request must be completed at least 48 hours in advance. Before and after a holiday, personal leave requires the statement of a reason and must have prior approval by the Principal. No undue hardship can be created for the particular school by such leave.
3. *Professional Leave* - These leaves may be granted to an individual for professional benefit or advancement. This leave must be approved by the Superintendent and the Principal before it is taken, and the leave may be granted with or without pay.
4. *Temporary Duty Leave* - Duty that is assigned to a teacher elsewhere during the school day or week. This leave requires advance approval by the principal.

### ***Leaves of Absence***

All leaves except sick leave must be approved in advance by the principal and the superintendent. Applications must be made two working days in advance of such leave. Refer to the master contract for details. Please note that this includes requests for personal days. **Any teacher wishing to schedule doctor/dentist appointments or attend off-campus programs, etc. during the school day, must plan to take a whole day or half-day leave. There is not sufficient support personnel available to cover your classes. A half-day is 7:05 to 10:50 or 10:50 to 2:40.**

### ***Substitute Folders***

Each teacher will maintain a folder in his/her desk or other readily accessible area that will assist any substitute who may be required to take his/her class. These folders will contain the following information:

1. a daily class schedule
2. an explanation of class procedures and routines
3. attendance procedures
4. emergency procedures (including lockdown and fire drill)
5. a list of class rules
6. an explanation of the grade level discipline and reward system if applicable
7. current class rolls
8. current seating charts
9. a list of students who have health problems
10. duties and supervisory responsibilities
11. the name and room number of your department chair
12. an emergency lesson plan (with copies) in the event of an unexpected absence
13. Do not excuse substitutes from school earlier than the end of their day. Substitutes should cover duties. If you do not have a duty that day, have them assist other team members with duties. Substitutes at OHSFC work 6:50-1:45 unless other

arrangements are made with school administration. Working hours may differ if additional Reading instruction time is required, pursuant to Florida Law. In this instance, school administration will communicate appropriate substitute working hours.

### ***Mail and Communication***

You **MUST** read the Brahman News on Monday of each week. Check your email during your plan and upon leaving in the evening. Mailboxes are located in the teacher workroom. For confidentiality and security reasons, ***students are not to check teacher mailboxes at any time.***

### ***Pledge, Announcements, Moment of Silence***

Students will have the opportunity to respectfully recite the pledge each morning. A moment of silence will be included in first period directly following the pledge. It is important that you establish an atmosphere in the classroom in which all students are able to listen to daily announcements attentively. Daily combined OHS/OHSFC announcements should be shown at the beginning of 5th period each day. Elizabeth Box will send the link daily.

### ***Volunteers***

Okeechobee High School has two volunteer programs. The adult program allows adults in the community to volunteer their time to help various classes and organizations. Please refer adults interested in volunteering to the office so that they can be approved prior to allowing them to volunteer. The approval process can take 4-6 weeks. The student program allows high school students to become peer counselors and volunteer their time in elementary schools. Please see Ms. Shirley for more information.

## **ATTENDANCE PROCEDURES**

### ***General Attendance Information***

1. Late arrival tardy students must check in at the front office and receive a tardy pass.
2. The criteria for an excused absence will be personal sickness or injury, serious illness or death in the immediate family, doctor and dental appointments, specially recognized religious holidays observed by the student's faith, counseling or court appointments or when the absence was of educational value to the student (prearranged with the principal). All other absences will be considered unexcused.
3. Please report the names of students who are not on your roll but are in your class to the attendance clerk.

### ***Daily Attendance Procedures***

***You are responsible for the accuracy of your attendance. Teachers are responsible for the accuracy of their attendance data (attendance documents are linked to FTE funding and are considered a legal document).*** Please take measures to ensure that the data is entered correctly. Follow these guidelines to accurately record daily attendance:

1. Use the portal or Teacher folder to access Skyward Student.
2. Click **Post Daily Attendance**.
3. Choose **By Name**.
4. Choose the appropriate field to mark. If students are absent or come in late mark them accordingly and hit the SAVE button.

NOTE: You may have to go back in at the end of the period to change a student from absent to tardy or to present. The attendance clerk will be responsible for entering all other Tardies and Early Checkouts.

### ***Tardy to school***

Students who are tardy arriving at school will be given a pass to class. Students routinely tardy to school will be addressed so that we may help them improve their habits.

### ***Tardy to Class***

To maintain an accurate attendance record, students who are not through the threshold of your doorway after the bell has sounded are to be marked tardy. Please remember that students who are more than 15 minutes late to class must be marked absent.

## ***Checkouts***

The office personnel will take the responsibility for checking students out only when a doctor or dentist appointment can be confirmed by an appointment card. In all other cases, parents or guardians must sign the student out in the attendance office. Only those persons named on the student's contact list may check the student out of school. A picture ID will be required. No exceptions will be made unless approved by an administrator.

## **CLASSROOM ENVIRONMENT**

Please use your creativity and imagination to make your classroom neat, attractive, and stimulating to the students. Emphasize to students the necessity of protecting property both inside and outside of their building. Encourage them to take PRIDE in their school. Report all damage to facilities as soon as observed. A quick visual daily inspection is recommended. Please report any damage to the assistant principal in charge of facilities as it occurs.

## ***Keeping OHSFC Clean***

Please model appropriate care of your classroom, halls, and the campus. This will help teach the students responsibility and PRIDE for our school and will allow the custodians to have more time to focus on the larger jobs that will keep our campus beautiful. Please take special care to prevent spills because they create a problem with carpet care. If a spill should occur, please call for a custodian *immediately*. Drinks must be in a sturdy water bottle or cup with a lid. Plastic and styrofoam cups are not encouraged. In order to prepare your room for custodial service at the end of the day, encourage students to pick up paper off of the floor. Please make sure any chairs are stacked and desks are clear of books.

## ***Bulletin Boards and Whiteboards***

Use bulletin boards and walls for display purposes. Attach items to bulletin boards with staples rather than tacks or pins. It will be your responsibility to remove any items you have adhered to room surfaces at the end of the year (for example, bulletin board displays, labels on desks, cabinets, tables, electrical tape grids on whiteboards, etc.).

## ***Furniture***

You should find your classroom equipped with a teacher desk, a teacher chair, and a filing cabinet. If you are missing any of these items, please notify administration, and we will be sure to get you the items you need. We have extra desks and stacking chairs available for classroom use. Please keep in mind that in order to adequately outfit all classrooms, furniture/ tables/ chairs may need to be removed from classrooms with an abundance of additional furniture. Please plan for periodic examination of accumulated supplies in order to minimize the need for additional classroom furniture. Personally-owned desks, stands, tables, couches, or other such furniture should not be brought to school. Such furniture often does not hold up to the demands of school life and can quickly lead to health and safety issues. Their disposal also creates a problem for the school. If you are in need of any furniture, notify administration and we will provide you with school-owned, school-grade items. The only possible exceptions are bookcases or shelves but check with administration first.

## ***Walls***

Please use only ticky-tack or 3M Command Strips to secure items to the walls. No double-sided or any other types of tape; hot glue or other adhesives should not be used. Damage to the wall surface occurs when students lean back in chairs or push against the wall surface. Arrange furniture to minimize potential for wall damage, and caution students against behaviors that may damage walls.

## ***Air Conditioning***

Please notify the office if your room becomes uncomfortable.

## **So, YOU WANNA BUY SOMETHING...**

All school purchases are made through one of two funds: County Funds and Internal Funds. County Funds are provided through legislation and do not involve collection of money. Internal Funds, however, are school-based funds in which the money is generated here at school, such as through student payment for tickets, field trips, etc. Specific procedures for the use of each type of fund are outlined in state law. It is imperative that you follow the procedures outlined below. If you have any questions, do not hesitate to ask the bookkeeper; it's better to be safe than sorry!

## COUNTY FUNDS

### ***Instructional Supplies***

Standard teacher supplies such as pens, paper, staples, paper clips, tape, whiteboard markers, overhead pens, post-it notes, computer ink cartridges, file folders, and whiteout can be ordered by the department head when the teacher submits a supply order. Other instructional supplies such as resource or supplementary materials, manipulatives, etc. are purchased out of county funds as well. All classroom supplies or internal account purchases to be paid for by our school must be bought through the school bookkeeper.

### **PURCHASING SUPPLIES**

Please follow the proper procedure for purchasing supplies or materials:

1. To prevent making duplicate or unnecessary purchases, check with your department head to see if the supplies or materials are on hand.
2. If it is necessary to order the supplies or materials, obtain a Supply Requisition Form from the bookkeeper.
3. Fill out the Supply Requisition Form completely as instructed, and return the requisition to the bookkeeper.
4. The bookkeeper will code the requisition, give the requisition to the principal for approval, then submit the requisition to the county purchasing department via computer for processing.
5. ***This process cannot be done out of order.*** A requisition cannot be processed after a purchase has been made. It must always be processed before and will have a date indicating when it was approved for the purchase by the purchasing department.
6. ***Failure to follow the proper procedure could result in you being held personally responsible for payment.***

## **INTERNAL FUNDS**

### ***PURCHASE ORDERS***

**Be sure you have completed the online course through the District website. Completion of this course is mandatory for any personnel who collect money.**

All school purchases are made through one of two funds: County Funds and Internal Funds. County Funds are provided through legislation and do not involve collection of money. Internal Funds, however, are school-based funds in which the money is generated here at school, such as through student payment for tickets, field trips, etc. Specific procedures for the use of each type of fund are outlined in state law. It is imperative that you follow the procedures outlined below. If you have any questions, do not hesitate to ask the bookkeeper; it is better to be safe than sorry!

### ***PURCHASE ORDERS***

Planning a field trip? Collecting money for an event? Interested in a free preview or trial for instructional material?

1. Complete a Purchase Order. Remember that a Purchase Order is the beginning of the process—it authorizes you to begin collecting money. Think “P.O.” for “Permission to Order” and “Prior to Ordering.”
2. Provide a copy of any backup information (price quotes, written agreements, etc.) with the Purchase Order.
3. ***DO NOT SIGN ANY CONTRACT*** unless you are prepared to pay it yourself. The principal’s signature is required on ***ALL*** school -related contracts.
4. When you pick up the item on your purchase order, you must obtain a receipt and return it to the bookkeeper.

### ***Fundraising***

If you are planning to hold a fundraiser, first you must obtain administrative approval by filling out a fundraising application. See the bookkeeper for directions. The Okeechobee County School Board prohibits door-to-door fundraisers.

### ***Collecting Money***

1. When you collect money, issue a pre-numbered receipt to the student.
2. If the collection amount is \$10.00 or less, you do not have to write an individual receipt. Instead, use a log that records student name, the date, the amount received, and their initials.

3. Count the money yourself.
4. Complete a Report of Monies Collected (otherwise known as a Monies Collected Form) indicating the total amount collected, the receipt or ticket numbers issued, or an explanation of logged receipts.
5. Individually list checks by name, check number, and amount on the Monies Collected Form.
6. **Turn in the Monies Collected Form and the money to the bookkeeper by 4:00 each day.**
7. ***DO NOT KEEP MONEY IN YOUR DESK OR FILING CABINET.*** If money is stolen or lost, you are responsible.

### ***Checks***

1. When you need a check, you must complete a Check Requisition Form, which must be signed by you as the teacher/sponsor, the principal, and the student treasurer if applicable.
2. Allow **two days** for the check to be written. Be aware that checks require signatures of two people who may not be available at a moment's notice.

### ***Miscellaneous***

Internal funds ***shall not be used*** to cash personal checks, make any kind of loans, extend credit, make cash refunds, make travel reimbursements to employees unless trust funds have been collected for this specific purpose, or pay any form of employee compensation. The school will not sell postage stamps.

## **OTHER IMPORTANT INFORMATION**

### ***Use of Telephones/Cell Phones***

Telephones are available to teachers in each classroom. Please discourage personal calls to you at school. Cell phones should only be used on your time (e.g. lunch). Please do not make or receive calls/texts etc during times of instruction or student supervision. If a student is ill and needs to call home, the call will be placed through the nurse's office. Please don't allow students to use your classroom phone as this will cause delays in the checkout process. If a student has an emergency, he/she can use the phone in the guidance office after speaking to the guidance counselor.

### ***Suspended/Withdrawn Students***

Students who have been suspended or withdrawn are not permitted to enter class.

### ***Teacher Workroom***

Teachers will have access to photocopiers, a scanner, laminating machine, and a poster printer during school hours.

### ***Duplication Services***

Please remember that paper is at a premium. Whenever possible, use class sets, make copies front and back, utilize your Promethean Board, or scan and post. Remember that not everything will require a full sheet of paper .

### ***Keys***

As part of our security standards, we will now be adding key control procedures to the Safety Review process. ALL staff are required to turn their keys in at the end of the teacher's contracted calendar. For 12 month employees, those keys can be signed back out using the key control log forms with the Principal's designee.

This includes all vendor keys. Prior to assigning keys to non-school board employees, a request must be made to the Director of Operations.

Prior to assigning a Master Key for a school site to any employee other than the Administrators on staff, the SRO or the Lead Custodian, a request must be made to the Office of Administrative Services. If a Master Key is signed out on a daily basis, that will not need approval but there will need to be a log showing that the Master Key is returned at the end of each day. The duplication of keys by teachers is strictly prohibited. Lost keys must be reported to an administrator immediately. Teachers are required to maintain ***physical custody*** of school keys at all times during the school day and students should not have use of keys. You must **keep classroom doors locked at all times.**



### ***School Property***

No equipment, furniture or other school property is to be removed from a room without the permission of the assistant principal. School Board Policy 7.31 prohibits the use of school equipment to be loaned to employees or the public for personal use. Any items such as microphones/radios must be signed out and in through administration. They must be returned to him after the event. To keep inventory accounted for, please do not move equipment or furniture to another campus location without authorization. Contact the assistant principal immediately if any school or personal property has been removed from the room without authorization.

### ***Theft Reports***

The theft of personal property or school property should be reported immediately to the principal or assistant principal. They, in turn, will launch the necessary investigative procedures and file an Incident Report.

### ***Vehicle Search***

Any vehicle brought on the Okeechobee High School Freshman Campus is subject to search by the Okeechobee County Sheriff's Department Narcotics Canine Unit without any notice.

### ***Video Guidelines***

1. **All movies and/or videos shown must be housed in the media center.**
2. Rental videos, other than those obtained via purchase from authorized distributors, shall not be used in school instruction.
3. Copyrighted videos that are purchased by staff, students or parents shall not be used in school instruction.
4. Faculty members will use only school-owned videos or productions which are recorded in accordance with Fair Use Guidelines, and only when the video's title and content are deemed relevant to the instructional objectives by the department chairperson.
5. Lesson plans should explicitly state the use of videos and how the video relates to the standards.

### ***Medication***

1. Medication (even aspirin) can only be administered by the school nurse, health aide, or principal's designee. No other school personnel can administer any medication.
2. Students should not have medication in their possession at school. All medicines must be given to and administered by the school nurse or health aide.
3. Students who have medication in the nurse's office will have a pass from the clinic allowing them to leave class in order to take their medication at the proper time.

### ***Announcements***

1. Announcements will be sent via email from Mrs. Box and will be shown at the beginning of 5th period. Please submit announcement requests to her via email at [elizabeth.box@okee.k12.fl.us](mailto:elizabeth.box@okee.k12.fl.us)
2. It may be difficult or impossible to get announcements made at the last minute so please submit them in a timely manner.

### ***Open House***

1. It is a school custom to hold an Open House for parents and friends of the school. Teachers are required to attend. The second Open House will involve participation in Turn About Tuesday in the fall.

### ***Participation in School Programs and Activities***

1. All school-sponsored activities involving students are to be conducted within the letter and spirit of rules and regulations addressing appropriate behavior.
2. Student activities shall be open and available to all students who are eligible for membership under the qualifications set forth for said activity. Additional members will not be selected by a decision of existing members. (This shall not apply to those organizations specifically exempt by statute.)
3. Student activities shall relate generally to the school program and shall not interfere with school operation.
4. The charter and constitution setting forth the purposes and qualifications for membership are subject to approval of the school administration. Such charters and constitutions shall be kept on file in the Principal's Office and always available to students, parents and school personnel.
5. In order to participate in any club or organization, a student must have a signed parent permission form and complete all forms for the Drug and Alcohol testing program.

6. There shall be no probationary period of membership.
7. Hazing of club members is prohibited.
8. Dues shall be reasonable and not prohibitive.
9. Meetings shall be held in school facilities. This may be waived with the approval of the principal.
10. A faculty sponsor, selected by the principal, shall be present at all meetings and all social events shall be adequately chaperoned.
11. Faculty sponsors and coaches will be expected to remain at all practices and sponsored events until all students have left.
12. All monies accruing to any organization shall be accounted for through the internal accounting system of the school.
13. No club or organization shall carry on any activities or act in any way which is in violation of the policies and regulations of the school board.
14. Club sponsors must turn in a membership roster to the AP in charge of curriculum within the first month of school. These will be filed in the activities office.
15. Any Okeechobee High School student who wishes to attend the prom or Grad Nite must have a 2.0 cumulative GPA through the first semester and must be in good standing with the Dean's Office.
16. Only seniors who meet the requirements may attend Grad Day.

### ***Custodial/Maintenance Requests***

All minor and major problems must be written up on a custodial request form and given to the assistant principal. The forms can be found in the main office. Our custodians work hard all day to complete assigned tasks. Custodians may not stop their assigned tasks in order to complete a task for you. All teacher related tasks will be completed in the order in which we receive the custodial request form. In case of an emergency clean-up, please call the office for assistance.

## **GRADES**

### **GRADING PROCEDURES**

Refer to the [Student Progression Plan](#) for the most up-to-date information on grades and grading procedures.

A conference with the parent will be held when there is a marked difference in student achievement from the previous reporting period, such as a decrease of more than one letter grade. Conferencing with parents is encouraged beyond the minimum conferencing provisions of this policy. Students or parents have the right and responsibility to be informed of student grades at all times. Teachers shall be given reasonable time to respond to the student or parent. The classroom or subject teacher has the initial and primary authority to assign grades

All quizzes, tests, and examinations, except those designated as "secure tests" by the district, will be evaluated and reviewed with the student ***within five days of administration***. These assessment papers will be given to the student or parent upon request. This must be done before the next assessment, if the next assessment requires use of the same information or process. All assignments submitted by a student will be reviewed with the student before knowledge of the content of the assignment is assessed. Teachers are required to update grades in Skyward every week (7 days).

All significant creative works, such as essays, term papers and art projects, are the property of the student.

The principal shall review each teacher's individual grading system prior to use or implementation of changes. Teachers will gain approval from the principal prior to making adjustments to grades that deviate from their grading system. The instructional program will be reexamined immediately when exceptionally large numbers of grades (high or low) are noted in the distribution of grades.

### **COMPOSITION OF GRADES**

The nine-week grades may be based on the following types of assignments:

- |             |     |
|-------------|-----|
| 1. Quizzes  | 30% |
| 2. Tests    | 40% |
| 3. Practice | 30% |

### ***Restrictions***

1. No single item, including 9 weeks tests, may count more than 20% of the nine week grade.
2. **As a general rule, there should be two homework assignments for every quiz.**

3. **As a general rule, there should be two quizzes for every test grade.**
4. **There should be at least one grade in any given category for each week.**
5. Homework assignments shall not be used as a form of punishment.
6. The teacher should provide ample opportunities for students to demonstrate mastery of the subject area.
7. The nine-week grade shall not be adjusted to reflect behavior.
8. The academic grade shall not be restricted by ability level.
9. **If a student's grade has markedly decreased (i.e., more than one letter grade) from the previous grading period, a parent or guardian will be notified and a conference scheduled.** *See Okeechobee County School Board Student Progression Plan*

### GRADING SCALE

Scholastic or academic grades will be given according to the following scale:

A	90-100	B	80-89	C	70-79	D	60-69	F	0-59
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### LATE WORK

Late work is defined as work that was not turned in on time even though the student was present when the assignment was due. Late work shall not be granted full credit. Late work shall be accepted for one day beyond the due date unless otherwise extended by the teacher or by accommodations of the student's IEP. The student will receive no less than 75% of the earned credit for the assignment. Honors and Advanced Placement courses that have a contract that includes a policy regarding late work will be exempt from the Late Work section of the Student Progression if approved by the principal. Parents and students will be required to review and sign the contract prior to placement in these courses. Dual Enrollment courses are also exempt from this section and the policies and procedures dictated by the postsecondary institution where they are enrolled will be followed. This deadline may be extended with the approval of the teacher or principal.

### MAKE-UP ASSIGNMENTS AND ASSESSMENTS FOR ABSENCES

Regardless of whether an absence is excused or unexcused, students are required to make-up all coursework and assessments missed during the period of non-attendance. Immediately upon returning to class, it is the responsibility of the student to obtain missed coursework, confirm corresponding dates for completion, and schedule missed assessments. Students shall earn full credit for all short-term assignments, long-term assignments, tests, and quizzes made up within the reasonable time limits established by the teacher. Partial credit shall be given for assignments not completed within the time limits established by the teacher.

- **Short-Term Assignments:** Short term assignments are those assignments given less than five (5) school days in advance of the student's absence.
  - a. Full credit will be given for those short-term assignments turned in within the reasonable time limits set by the teacher, which shall be no less than the number of days the student was absent, plus one (1) additional day.
  - b. Partial credit will be given for those short-term assignments turned in after the due date. The teacher will grade short-term assignments turned in late. After the letter grade for the assignment has been determined, the teacher may reduce it by no more than one (1) letter grade for every day the assignment was turned in late.
- **Long-Term Assignments:** Long term assignments are those assignments given five (5) or more school days in advance of a student's absence.
  - a. Unless exempted from this requirement by the principal or the principal's designee, in consultation with the teacher, long-term assignments are due on the assigned date for full credit.
  - b. Partial credit will be given for those long-term assignments turned in after the due date. The teacher will grade long-term assignments turned in late. After the letter grade for the assignment has been determined, the grade shall be reduced by one (1) letter grade for every day the assignment was turned in late.
- **Tests and Quizzes**
  - a. Students are required to make-up tests and quizzes missed during an absence. At a minimum students have no less than the number of days they were absent, plus one (1) additional day, to make-up tests and quizzes missed during an absence. The time and place for the make-up is the decision of the teacher. The teacher's decision on make-up schedules shall be final.
  - b. The teacher may administer an alternate form test or quiz to assess competency or mastery of subject matter. There shall be no academic penalty imposed for tests and quizzes completed within the reasonable amount of time period set by the teacher. However, if a student fails to make-up the test or quiz within the reasonable time period set by the teacher, then the teacher may impose a reasonable academic penalty.

- 9 Weeks exams must be made up within reasonable time limits, established by the teacher, at a minimum, the number of days absent plus one (1) additional day. The teacher may administer an alternate exam to assess competency or mastery of subject matter. The teacher's decision to make-up schedules shall be final

### ***Progress Reports***

Interim progress reports will be issued on common dates in the middle of each nine-week grading period. Teachers must print progress reports from *Skyward*. Teachers must be sure that progress reports clearly state the teacher name and subject name. It is very helpful to both the parent and the student if progress reports in academic areas detail grades on every assignment to date and the overall grade to date.

### **REPORT CARDS**

The teachers shall make a report of the progress of all students in grades K-12 at the end of each nine-week period on report cards provided for that purpose. In the case of transfers, a report card shall be made for any period of 22 days or more. Teachers should write informational or motivational comments on the report cards.

### **FINAL GRADES**

Final grades will be calculated each semester. Each nine-week grade will be counted as 50% of the semester grade.. The student's grade in courses with state mandated End of Course assessments will be calculated as follows: 30% of the semester grade will be determined by the grade earned on the End of Course Assessment.

### **TEXTBOOKS**

Each department head will supervise the distribution of textbooks to the teachers in their department. All textbook requests will come through the department head. At the end of each year, the department head will request new and additional texts for the coming school term. The transfer or loan of books between schools must be approved by the administration and documented on the property transfer form (O-PR-2).

### **ISSUING TEXTBOOKS**

Each teacher must record information when assigning textbooks and is accountable to the department head for all textbooks. The Textbook Issue Form is provided for you to copy and use as you assign textbooks. If you choose to create one on your computer, please use the same format. Copy the form for each textbook title you issue. Record the name of the student and year of graduation, the book number, the issue date, and the condition. When you collect the book, record the collection date and have the student initial again.

### **MONITORING TEXTBOOK CARE AND USE**

Teachers should assume responsibility for instructing and constantly reminding students about proper care and handling of textbooks. Conducting the following periodic checks will significantly reduce the amount and severity of damage done to textbooks.

#### ***Periodic Checks***

1. Conduct a book check at least once each nine-week period. Report lost or missing textbooks to your department head.
2. Do not allow students to use their textbooks to store their work or supplies.

### **TEXTBOOK INVENTORY**

Each teacher must maintain a record of all school-owned textbooks, dictionaries, etc. used in class, even if the books are not issued. Please use the Textbook Inventory Form to record information on all school-owned books in your care. Make additional copies if necessary. Turn this form in to your department head at the end of the school year.

## **LOST TEXTBOOKS**

Book checks must be done at the end of each semester. Department heads should compile an alphabetized list of all lost or damaged books in the department on the same form and turn it into the assistant principal at year's end for collection. Students are required to pay the full price for a lost textbook if it is not more than one year old. For texts more than one year old, consult the Textbook Price List. Students must replace lost books in a reasonable time period. The teacher should make a parent contact. Notify the assistant principal if the book is not replaced within ten days. Do not issue another book until the first obligation has been met.

## **EXCEPTIONAL STUDENT EDUCATION**

Exceptional Student Education programs are available in:

- Speech Impairment (SI)
- Language Impairment (LI)
- Specific Learning Disabilities (SLD)
- Emotional Behavioral Disabilities (EBD)
- Autism Spectrum Disorder (ASD)
- Developmentally Delayed (DD)
- Other Health Impairment (OHI)
- Orthopedic Impairment (OI)
- Intellectual Disabilities (InD)
- Visually Impaired (VI)
- Deaf/Hard of Hearing (DHH)
- Dual Sensory Impairment (DSI)
- Traumatic Brain Injury (TBI)
- Hospital/Homebound (HH)
- Gifted

Sometimes a student's failure to succeed in the classroom is not simply the result of poor motivation. There are multiple resources for differentiated instruction and supports for students who are having difficulties with academics as well as behavior and emotional needs. Consult with the guidance office or ESE Resource Specialist to determine whether a Multi-Tiered System of Supports meeting should be scheduled to discuss student progress and/or concerns. The guidance counselors and/or ESE Resource Specialists will inform teachers, students and parents of all available options and the various guidelines must be followed. **Confidentiality** in this area is of the utmost importance. Never make the mistake of "diagnosing" learning problems or "labeling" students.

Teachers will be given copies of Individual Education Plans (IEP) for their team's exceptional students. All teachers on the team must read and be aware of their students' IEPs.

## **INCLUSION GRADES**

When an Exceptional Education kindergarten through eighth grade student is included in a regular class, the district grading policy will be applied for each subject. If the student is not performing on grade level in the subject areas, the general education teacher, in consultation with the Exceptional Student Education teacher, will develop and implement appropriate accommodations as outlined in the student's current IEP. If after implementation of accommodations the student is not successful, the IEP team will conduct a review of the student's IEP and make recommendations for change in grade level instruction, additional accommodations or reassignment to additional time in exceptional student classes.

In order for a grade of "F" to be assigned to an ESE inclusion student, the following factors must be reviewed by the ESE teacher and general education teacher with the school principal or designee prior to the end of the current grading period:

1. Has an unsatisfactory progress report been sent to the parent or guardian?
2. Have the student's parents been officially notified and involved in documented conferences regarding the student's problems?
3. Are the instructional strategies, techniques, curriculum content and classroom assignments employed in the instructional program appropriate for the student's needs?

4. Are there environmental or emotional factors affecting the student's performance that are not currently being addressed through the provision of related services?
5. Is a behavior management system in operation in the classroom for those instances where effort and conduct are hindering the student's mastery of skills necessary for meeting the goals and objectives?
6. Are the goals and objectives on the IEP appropriate for the documented levels of performance?

## **STUDENT CONCERNS**

### **CONFIDENTIAL INFORMATION**

The nature of the educational process brings about much use of confidential information pertaining to human relationships. All school personnel shall recognize and properly respect confidential information as a matter of good human relationships and effective professional service. CUMUL folders, grades, test scores, attendance records (including the daily attendance roster), guidance or counseling reports, and lists of names and addresses are *not* considered public property. Such information may never be given to either individuals or organizations without direct consent of the principal. However, please keep in mind that these CUMUL records and other school documents may be subpoenaed by the courts at any time; therefore, never add any written document to the CUMUL folder that you would not want presented as evidence.

### **PERMANENT RECORDS**

Permanent records: Cumulative files, ESOL files, and exceptional education folders (green or blue folders) are housed in the main or guidance office at each school site, and are available to approved staff for review within the guidance/student services office. These records may not be removed from this area at any time. When reviewing these files, sign the access log located on the inside of the front cover. Remember that no student is to have access to the permanent records.

The principal of the school where the records are kept determines whether a school official is seeking the information to carry out their official duty and whether the specific information sought will help in carrying out that duty. The principal will have on file a list of personnel, by name, which has legitimate access to student records. This list will be kept where the student records are housed at each school site.

### **PARENT CONFERENCES/MTSS MEETINGS**

The teacher, guidance counselor, or administrators at a school site may schedule conferences based on teacher concerns or concerns held by the parents. When you have a parent conference, be sure to come to the meeting prepared with information about the student's behavior, academic assessment scores, and a detailed printout indicating the student's grades on every assignment and their overall grades to date.

When attending MTSS meetings, please come with the appropriate paperwork and monitoring data.

### **ILLNESS OF STUDENTS**

1. Question the student who complains of feeling ill. Encourage students to remain in class if their complaint is of a minor headache or other pain, but do not refuse to send a student to the clinic if a student feels it is necessary for him/her to lie down or go to the bathroom. Do not attempt to diagnose a student's illness.
2. If a student doesn't feel well enough to stay in the room, send him/her to the clinic. Another student may accompany the ill student.
3. In some cases, a student should not be moved from the classroom at all. Use your best judgment. When in doubt, contact the clinic for assistance. Do not allow a student to leave the room if you feel that a seizure or fainting is imminent.
4. In the event a student rushes out of the room because of unexpected nausea, please notify the office.
5. Teachers must follow the information provided by the Nurse on the individual Health Care Plans.

### **INJURY TO STUDENTS**

1. An incident report must be completed whenever a student is injured while on campus or at a school sponsored activity.
2. For minor injuries, send the student to the clinic with another student or accompany the student yourself. Scrapes and small

- cuts can be washed with soap and water in the classroom and a band-aid can be applied by the student or teacher.
3. For serious injuries (fractures, serious cuts or burns, unconsciousness, etc.), do not attempt to move the student. Call the clinic for assistance. Talk to the student if he/she is conscious and try to calm the student.
  4. Any injuries to the head or face should be checked out by clinic staff.
  5. Do not attempt to diagnose or treat injuries.
  6. In a life-threatening situation, have the office call 911. Use your best judgment. Apply pressure to the site of external bleeding, watch vital signs, keep the student from moving, and perform C.P.R. if necessary.

### **STUDENTS WITH HIV/AIDS**

The Florida Constitution guarantees all students the right to a uniform system of free public education. These guidelines are based on existing federal and state laws that mandate that students should be educated in the least restrictive environment. At the same time, these guidelines seek to assure the safety of all students and have been developed in response to the Commissioner of Education's recommendation to school districts as well as with the guidance of members of the local medical community for the School Board of Okeechobee County.

#### ***General Guidelines***

1. Only persons with an absolute need to know should have medical knowledge of a particular student's case. In individual situations, the superintendent may notify one or more of the following:
  - a) principal
  - b) county health nurse assigned to the school
  - c) student's teacher
  - d) guidance counselor
  - e) student services director
2. Notification should be made through a process that would maximally ensure patient confidentiality. Ideally, this process should be direct person-to-person contact. Persons who become so informed will be expected to maintain strict confidentiality.
3. Since the infected student has an increased risk of acquiring other infections in the school setting, the student will be excluded from school if there is an outbreak of any threatening communicable disease such as chickenpox or measles, until he/she is properly treated and/or the outbreak is no longer a threat to the child.
4. A reevaluation of the student's medical condition shall occur every one hundred twenty (120) days. This shall be in the form of a status report from the child's physician; expenses incurred by the parent because of this requirement shall be paid by the school board. Results of the status report shall be promptly delivered to the superintendent and if deemed appropriate by the superintendent reviewed by the case conference panel.
5. Blood or any other body fluids, including vomit, fecal matter, or urinary products, **of any student** should be treated cautiously. It is required that gloves be worn when cleaning up body fluids from any student.
  - a) These spills should be cleaned up with a fresh solution of bleach (one part bleach to ten parts water) or another EPA and district approved disinfectant, by pouring the solution around the perimeter of the spill
  - b) All disposable materials, including gloves, should be discarded in a designated, red, hazardous waste bag. The mop should also be disinfected with a bleach solution described above.
  - c) Persons involved in the cleanup should wash their hands afterwards with soap.
6. Siblings of an infected child are able to attend school without any restrictions.
7. The school guidance counselor shall serve as the liaison with the case conference panel. As the student advocate in the school, he/she will coordinate services provided by other personnel. The advocate will provide responsible adult assistance toward ensuring the success of the student in school and the most appropriate educational and related services. The student liaison shall also be responsible for monitoring the behavior and medical condition of the student and recommending to the case conference panel any change in placement.

### **ABUSE/NEGLECT REFERRALS**

On June 23, 1988, implementation of the new Florida Protective Service system began throughout the state of Florida. The implementation of this system allows for investigation of abuse/neglect to be conducted in a timely, thorough, effective, and well-documented manner.

This system mandates that all referrals of abuse and neglect go through the Florida Abuse Registry located in Tallahassee

through the Abuse Hotline, **1-800-96-ABUSE**. If you become aware of any abuse or neglect, ***you are obligated to immediately call the hotline***. During school hours, do so through the guidance office. An administrator must also be notified. Be prepared with the following information: child's name, age, address, name of person believed to be responsible for the injury if known, child's immediate location, the exact allegation, facts, or opinions.

## **SPECIAL EVENTS**

### **FIELD TRIPS**

The following guidelines and procedures should be followed in planning a field trip.

1. Plan the trip thoroughly
  - a. Complete an Activity Form to seek approval for the trip/event.
  - b. Upon approval, complete a Field Trip Request form which is found on the teacher Hub in the Forms folder. Any time a class or student leaves campus there should be a request completed and signed by the principal (even if the principal gives verbal consent for a field trip, this form needs to be completed). This is your paper trail.
  - c. Check the school calendar with the appropriate assistant principal concerning open dates then call transportation at 462-5146 to verify availability of buses and then submit a bus request online.
  - d. Call and make arrangements for your destination. Ask for information on:
    - i. admission fees, group discounts, tax exemption, student discounts.
    - ii. purchase order in advance, mail tickets, site pick-up, refund unused tickets.
    - iii. free tickets for chaperones and bus drivers.
    - iv. parking facilities, fee for parking, special area for bus parking.
    - v. picnic area.
  - e. Confirm date with assistant principal.
  - f. Complete a Temporary Duty form via Skyward and request a substitute in Subfinder.
  - g. Determine eligibility criteria based on behavior and academic performance.
  - h. Send permission slips home with students at least three days in advance. Written permission slips must be returned ***one day before the trip***.
  - i. Arrange for chaperones and/or approved parent volunteers.
  - j. Make arrangements for those students not going on the trip:
    - i. Arrange for supervision.
    - ii. Provide lesson plans and activities for those remaining.
2. Collect fees
  - a. Collect fees from students if necessary.
  - b. Write a receipt for each one.
  - c. Turn money, monies collected forms, and receipt books in to the bookkeeper. (See handbook section on Collection of Fees for more details.)
3. Call and confirm the date and number of tickets.
4. Inform office and other teachers of the trip.
  - a. Place a roster of students going on a field trip in mailboxes the day before the trip. Be sure the attendance secretary receives a copy.
5. On the day of the trip
  - a. As the students board the bus, check their names on your list.
  - b. Before the bus departs, bring a final list to the attendance secretary.
6. Remind students that field trip days are still school days and that their presence at school is still expected even if they are not participating.

### **END-OF-THE-YEAR CHECK OUT**

Teachers and staff will complete a checkout list to direct your end-of-the-year duties. As you complete each duty on the list, secure the required initials of the person to whom you are accountable for that duty. Please do not initial this list yourself!



All Okeechobee County faculties are provided handbooks at each school site. Each handbook contains information that provides generic guidelines for all faculty in the district, as well as specific guidelines and procedures that pertain to the faculty's specific school sites.

Your signature indicates that you have received training on how to access a digital copy of the Okeechobee County School Board Employee Handbook and OHSFC Faculty Handbook via the OHSFC Hub, and that you have read, understand and will comply with the contents of the handbook.

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Signature

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Date

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Print Name