



# Galloway Academy Charter School

(GACS)

## Faculty Handbook 2015-2016

## FOREWORD

### PROFESSIONALISM

Those in teaching who have reached a professional level are at ease with themselves and with their work. Ease with one's self comes from knowing what to accept and what to reject.

Here are some suggestions that may help you reach professional ease with yourself and your colleagues:

1. Accept the school as it is. You have an obligation to work with the basic objectives of *GACS*... You earn freedom to disagree only after you have proved your ability to conform.
2. Accept the school's schedule, although this may be hard to do. Because of the many interests the schedule must serve, it may cause some inconveniences.
3. Accept your share of additional duties. Each teacher must take on responsibilities outside the classroom. Meet them; do not shirk such duties. Organize your school time and off-school time so that additional chores work little hardship.
4. Reject the notion that your classes are more important than others. This tendency may be shown in giving over lengthy assignments or in holding pupils overtime. It is unfair to the child and his many interests and disrupts the school generally.
5. Reject the urge to criticize. To criticize a teacher or a practice is a matter of public concern. For this reason, criticism of teachers and administration is one of the serious violations of professional ethics. Violations of official duties should be taken to the administration; serious mistakes on the part of others should be discussed with persons involved in private.

### MISSION STATEMENT

# Galloway Foreign Language Immersion Charter School

## FACULTY and STAFF HANDBOOK

### Galloway Academy Board of Directors

Alma Venisee	President
Shannon Pete-Brown	Vice President
Vincent Rich	Treasure
Krystal Baker	Secretary

### Administrative Staff

Tranisha Galloway	Executive Director
Gregory Downing	Head Master

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## **EMPLOYMENT**

The employment of teachers depends upon proper licensure by the Florida Department of Education. Each teacher is recommended by the Head Master for the type of license indicated on his/her application.

A valid copy of each teacher's license must be on file in the office of the Executive Director before the first pay check is ever issued.

## **CONTRACTS**

A contract shall not be issued to a teacher who does not possess a valid license. All contracts shall be based on the issue date of the license. The signature of a teacher on a contract represents good faith on the part of the teacher to fulfill the requirements set forth by the school administration and the Board of Directors.

## **STAFF EVALUATION**

Personnel who may perform evaluations are:

1. Executive Director
2. Head Master

All certified staff will be evaluated annually by means of the district's personnel appraisal instruments using the competencies appropriate for the staff position.

The following procedures are to be used in the appraisal process for teachers.

1. Lesson plans which are normally and regularly prepared by the teacher shall be used in the assessment process. A special lesson plan which deviates from the instructional management plan shall not be required.
2. Lesson plans shall be based on the district's instructional management plan.
3. A minimum of two formal classroom observations must occur annually. However, evidence of demonstrated competencies should be accumulated through multiple observations and improvement processes.
4. Classroom visits may be unannounced as Head Masters are required by accreditation standards to assure that learning goals are being achieved and daily lesson plans are being used.
5. A post-evaluation conference with the teacher shall be conducted within 5 working days or may be delayed by mutual agreement.
6. A copy of the evaluation shall be given to the teacher. The administrator shall

retain a copy for his/her files and shall send a copy to the Central Office Assistant Superintendent.

7. The teacher shall be provided with opportunities for professional development and/or remediation of deficiencies.

In accordance with state regulations and local school board policy, teacher evaluations will be conducted according to the following schedule:

Level I teachers will be evaluated twice per year. A professional development plan will be developed by all teachers each school year and is due by the 40<sup>th</sup> day.

Level II and III teachers will be evaluated by the last day of March. Teachers may be added to the schedule at the discretion of the administration.

Evaluations consist of classroom observations and other performances outside the classroom, such as cooperation with other staff, outside supervision of student, promptness in meeting assignment, housekeeping, etc.

Within five (5) days after each observation, staff members are expected to meet with the administrator for a conference.

Should a staff member receive an unsatisfactory in any category, the administration will make specific recommendations for improvement and provide a time frame for such improvements to take place (Staff Improvement Plan).

## **PUBLIC RELATIONS**

The teacher is the best public relations person in any school. The teacher's classroom management, teaching methods, treatment of the children, or almost anything a teacher does or says is carried to the public by the child. Every teacher should show a genuine interest in every child in school and should take a special interest in those in his/her room and classes.

## **SCHOOL TERM**

Each school term consists of 187 teaching and/or working days. Teachers will be paid only for those working days they actually work. A pre-school workshop will consist of from one to several days. A school calendar will be given to each teacher prior to the opening of school.

*GACS* believes that the school was created for the primary purpose of effectively educating the children attending school. *GACS* further believes that to accomplish this mission, it is imperative that classroom instructional time be **protected. Therefore**, any

activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited. Specifically prohibited in the use of cell phones by teacher or other instructional personnel during class time.

*GACS* further prohibits the use of text messaging in any form by all staff to students. If a teacher receives a text message from a student he/she should make their building Head Master aware of this conduct.

Alleged violations of this policy shall be discussed in a conference between the employee and the Head Master. If the Head Master finds the violation(s) to be factual, the Head Master shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Repeated violations may result in non-renewal of an employee's contract or dismissal.

## **VISITORS TO THE SCHOOL CAMPUS**

The Board of Directors of *GACS* is dedicated to maintaining a secure and educationally sound environment for its students and staff. Therefore, to ensure safety, security, and an atmosphere conducive to teaching and learning, it shall be the policy of this board that upon entering the campus, all visitors must report immediately to the office of the school Head Master and obtain his/her permission before visiting any part of the campus.

Each visitor must sign a visitor list in the Head Master's office. A visitor's badge will be issued and must be worn at all times while on the school campus. The badge will be returned to the Head Master's office when the visitor departs the campus.

Teachers observing unauthorized visitors on campus should follow the school's guidelines for notifying the office.

## **ARRIVING AND LEAVING SCHOOL GROUNDS**

Teachers are expected to arrive on campus at the time set by the building Head Master, not to exceed 30 minutes prior to the first bell. Teachers are expected to remain at school continuously through the school day.

If a teacher must leave school during the school day, he/she must obtain permission from the Head Master before leaving. All staff is responsible for all students during the time the students are under the supervision of the school.

Teachers are not to leave the school grounds any earlier than **15 minutes** after the last bell each afternoon. Exceptions must be arranged with the Head Master. Several times during the year teachers will remain at school beyond the normal teacher dismissal time for professional development, conferences or scheduled school activities.



## TEACHER ABSENTEEISM

When a teacher must be absent from his/her classroom, he/she has the following responsibilities:

1. When possible, make prior arrangements with the Substitute Secretary, or if the secretary is unavailable, with the Head Master.
2. Make prior arrangements for substitutes with the Secretary or Head Master at their home if an emergency arises. **NO LATER THAN 9:00 P.M.; and between 6:00 A.M.-6:45 A.M.**
3. Be sure that you have made adequate preparations for the substitute. Written lesson plans and seating charts must be available. Information of the day's duties should be spelled out. Make arrangements with the Substitute Secretary concerning grade book and attendance sheets.
4. If you are going to be absent more than one day, notify the office no later than 1:15 p.m., so that the substitute can be retained.

If you have a child enrolled in a school other than *GACS* that is too ill to attend their school, please DO NOT bring them to work with you. If they are too sick to be in school, they are too sick to be here. If your child is well enough to sit in class with you, they should be sitting in the classes they are enrolled in.

Teachers should not be absent without proper notification. When you know ahead of time that you are going to be absent for a funeral, doctor's appointment, other family or personal business, or school business, etc, please complete a leave form application. When sudden sickness or an unforeseen emergency takes place, you are to contact the school office or Head Master and provide notification of the anticipated absence. The sooner your absence is known (by 7:00 a.m.), the sooner a substitute can be secured.

Any documented leave time will be entered into the database for payroll purposes. Upon your return, a leave form application will be placed in your box. Please note, teachers are not allowed to leave campus for breakfast or lunch. All other staff members have 30 minutes for lunch. Your time begins the minute you walk into the parking lot. Please be reminded, when you leave campus for an emergency or if you are absent, please complete and return your leave form to the office.

Staff members are to remain on campus during designated duty hours. All prep periods are part of the duty day; please do not treat your prep time as "personal time", i.e., leaving campus without following procedures, or leaving early. Please handle your office, department or team needs during your planning periods. If an emergency arises, contact the office then alert a neighboring teacher. **If it is necessary to leave campus during scheduled work time, a sign out sheet can be found in the front office.**

**Note:** It is the teacher's responsibility to be present in the assigned duty area on time at the designated time and to **advise substitute teachers about assigned duties.**

## DUTY DAY

It is your responsibility to be at your assigned duty. Do not switch duties without contacting the Head Master.

### Lunch Schedule

	Regular School Day	Early Release Day
Kindergarten	11:00 – 11:30	
1 <sup>st</sup> Grade	11:00 – 11:30	
2 <sup>nd</sup> Grade	11:30 – 12:00	
3 <sup>rd</sup> Grade	11:30 – 12:00	
4 <sup>th</sup> Grade	12:00 – 12:30	
5 <sup>th</sup> Grade	12:00 – 12:30	

## FACULTY MEETINGS

It is the duty of the teacher to attend **ALL** meetings called by the Executive Director or Head Master. You will be notified at least one day in advance of each meeting, **unless an emergency arises.**

Teacher meetings will be held regularly every month. A teacher who is unable to attend a meeting because of illness, school duty, emergency or other justifiable cause should consult with the Head Master in advance of the meeting.

Some communications between the administrator and faculty will take place in the form of memos and daily bulletins that will be emailed to your school email address or placed in your school mail box. It is the responsibility of the teacher to check their e-mail and mail box daily.

## STAFF MAIL BOXES/EMAIL/VOICE MAIL

Teachers are expected to check and empty their mailboxes on a daily basis and check email/voicemail at least once every 24 hours.

## STAFF DRESS

It is imperative that *GACS* staff look professional and dress accordingly. Educators are professionals and should dress accordingly. Your dress should reflect or exceed the standards outlined for students. Jeans must also be professional. No torn, fringed or faded jeans.

## CLASSROOM MAINTENANCE

Classroom maintenance is and must be a joint effort involving, students, teachers, custodians and administration. Do not assume that someone else will address a problem you see around the campus or in your classroom. If a repair is needed, please notify the custodian or Head Master. Communication between the teacher and custodians is the most effective means of accomplishing desired tasks. If that is unsuccessful, take the matter to the school administration.

Desks are expected to be kept in orderly arrangement. Ingenuity on the part of the teacher can improve the appearance of the classrooms. Care should be taken to see that each class leaves the classroom in a neat and clean condition. The teacher should carefully check desk tops, tables, etc., for marks and see that paper is off the floor and out of the desks. When the teacher is out, the room lights are to be off and the door is to be locked.

Classroom cleanliness can be greatly assisted by the teacher and students by following a few simple guidelines:

1. Have students pick up papers and trash and deposit them in the trash containers. Make this a ritual at the end of each day.
2. If you have tables and chairs in your room, have the students place chairs on top of tables at the end the day.
3. Do not dust or clean erasers on the brick walls.
4. Do not leave excessive clutter in your room.
5. It is the teacher's responsibility to make sure desks are kept clean.
6. Treat your room like a home away from home.
7. Expect the best. Demonstrate the best. Be positive.

## KEYS

Keys are a vital issue as always; **do not lend your keys to anyone**, especially students. If they need to have access to your room, accompany them.

All keys will be issued the first day of school and returned on the last day unless prior arrangements have been made in the administrative office.

## VANDALISM

All break-ins or cases of vandalism must be reported to the Head Master's office immediately. Take an inventory of your classroom and make a list of all misplaced items. If the offender is known, please identify him/her in order that proper restitution may be acquired.

## **CLASS RECORDS**

### **A. Record Books**

1. Must be labeled neatly on the cover, with teachers' name and the **year**.
2. Must be kept accurately and neatly. They are permanent legal records and are often referred to.
3. Should include grades as well as attendance.
4. Must be turned in to the Head Master at the close of the school year.

### **B. Record Keeping**

Do not enter student names into your grade book before the **third week**. Use temporary rosters until then. Use the student's proper name on all official records. Students may be transferred at any time during the school year. Please keep all records current and up-to-date.

Teachers will develop/add to their lesson plans utilizing the Lesson Plan Book. Teachers will incorporate the varying learning styles into their planning as much as possible. All lessons must meet the State of Florida Standards and Benchmarks for their content area. Lesson plans will be randomly collected by the building administration, must be on hand in the classroom, and will be checked periodically during classroom visits.

### **C. Falsification and Maintenance of Records**

*GACS* shall maintain a cumulative record folder for each student attending its schools. The cumulative record folder shall contain written records directly related to a student that are kept by the District except records kept by teachers, counselors, or supervisory or administrative personnel that are in the sole possession of the maker and are not revealed to any other person-except a substitute. The following types of records are kept in cumulative record folders:

- A. Identification information, including name, sex, race, birthplace, and birthdates;  
Family data;
- B. Medical health records and emergency medical information;
- C. Attendance records;
- D. Scholastic records;
- E. Standardized test scores;
- F. Records of interests, activities and honors;
- G. Records of educational or vocational plans;
- H. Teacher evaluations if shared with anyone else;
- I. Counselor evaluations if shared with anyone else;
- J. Information pertaining to special services provided for students;

#### K. Records of incidents of unsatisfactory behavior.

Cumulative record folders shall be kept in the office of the Head Master. If the student no longer attends the school, the cumulative record folder shall be kept at the central office. The Head Master is responsible for maintaining cumulative record folders of students attending the school, and the Executive Director is responsible for maintaining cumulative record folders of students who no longer attend the school.

Unnecessary and outdated material may be deleted from the student's record at any time except when a request for a review by a parent or student is pending. At a minimum, the student's records shall be reviewed for unnecessary and outdated information when he or she has completed elementary school.

### **STUDENT ATTENDANCE**

*GACS* funding is based on the average daily attendance of students. Teachers should stress the importance of daily attendance and help administrators enforce attendance policies. Teachers should encourage students to come to school every day.

### **STUDENT DISMISSAL**

Teachers are not to dismiss students from class before the scheduled time unless instructed to do so by the Head Master.

### **CONFERENCES with PARENTS**

Conferences with parents will not be scheduled during class periods. Conferences will be arranged after school or during planning periods and should be conducted professionally and with the student's best interest as the ultimate goal.

### **EFFECTIVE TEACHING**

The following guidelines are suggested as aids for effective teaching. Teachers should:

1. Tell students what will occur in the lesson – an agenda.
2. Tell students why they are going to be learning the lesson.
3. Avoid a steady diet of just passing out information.
4. Reinforce their lessons by restating the concepts of the major points of the lesson.
5. Attempt to relate what is being taught to what was taught in yesterday's class and what will be taught in tomorrow's class.
6. Vary your teaching style and delivery methods.
7. Ask students how previous lessons have been applied to their lives.
8. Be concerned about both the lesson's content and the method of learning.
9. Be reminded that successful learning comes from the teacher breaking the larger pieces of content into logical and attainable pieces for learning.
10. Present their lessons in such a way that the learner could tell his/her parents

what was done in class that day.

Evaluation of all teachers will be tied in with effective teaching habits and well written lesson plans. Remember, effective teachers do not sit behind their desks; they are constantly helping their students be successful and are positive in attitude and actions.

## LESSON PLANS

Each teacher must make lesson plans at least one week in advance. A booklet will be provided and the plans need not be elaborate. Each teacher shall file with the Head Master a teaching plan to be used in case of emergency absence. Substitutes must have information to carry on class work during any period of a teacher's absence. Lesson plan booklets must be turned in to the Head Master each Friday afternoon.

Lesson Plans Must Include:

- Course outline/goals
- Course objective/expectations
- Indicate Standard and Benchmark/EPSS goals addressed
- Differentiation of Instruction based on student needs
- Accommodations for gifted/special education students
- Daily objective & procedures
- Assignments/due dates
- Evaluation procedures/rubrics

Substitute Lesson Plans Must Include:

- Seating charts/attendance sheets
- Routine procedures/emergency procedures
- Adequate and comprehensive lessons for the day
- Any special notes
- List duties
- Prior approved video preview forms must also be available to the substitute
- Substitute may only show movies that have prior approval from administration.

## TESTS/SCHOOL ASSIGNMENTS

Homework is a very important phase of the educational program for the child. It is used to supplement the class work and strengthen the student's understanding of what he/she is studying. Parents are encouraged to cooperate with the school in seeing that assignments are completed on time.

Any student caught cheating on a test or other school assignments will receive a grade of 0 (zero), and the parent will receive written notification from the teacher.

## **STUDENT PROGRESS**

### **A. Philosophy**

A grading system for all students must be consistent, fair and reflective of the degree of mastery that the student has attained. Grades are a useful tool in the evaluation of student progress and therefore, should be as meaningful as possible.

### **B. Policy**

1. Each teacher shall give an explanation of specific grading practices and methods to each student and their parents. Such explanations shall be made in classroom sessions, open houses, teacher conferences, and other communications.
2. The teacher has the responsibility of informing parents of academic progress.

### **C. Report Cards**

Students will receive a report card according to the school's published schedule. Such reports will include a nine-week grade based on the approved scale, attendance information, and an indication of conduct in class. Teachers are responsible for informing their parent of their student's academic progress and related information as outlined above.

### **D. Intermediate Reports**

1. Teachers will be responsible for all progress reports on or before deadline dates during the school year. If a student is experiencing academic difficulty, it is required that you contact his/her parent. Teachers failing to complete progress reports will be responsible for contacting parents by phone and documentation in lesson plan book will be required to include, the date, time, and persons contacted.
2. It will be your responsibility to meet all deadlines and to mark an appropriate grade for each student currently enrolled in class.

#### **Progress Report and Report Card Dates**

<b>Reporting Period</b>	<b>Progress Report</b>	<b>Report Card</b>
1 <sup>st</sup> Nine Week		
2 <sup>nd</sup> Nine Week		
3 <sup>rd</sup> Nine Week		
4 <sup>th</sup> Nine Week		

### **E. Retention**

A parent should never be surprised about the possibility their child will be retained. All students considered for retention should be submitted to the Head Master and

appropriate parent contact should occur. A parent should receive at least 3 notices/parent conferences to be informed of their child's lack of progress and help in resolving the situation. **If a student is to be retained ALL retentions should be final by the last day of school! We DO NOT retain pending summer school.**

## **ENROLLMENT/WITHDRAWAL OF STUDENTS**

The Office will receive all students enrolling after the first day of school. When he/she has been assigned to classes, the teachers and students should help him/her become acquainted with the school and the work program. Students enrolling in a classroom will be on your classroom rosters beginning with the next printing of attendance sheets.

Students transferring from one class to another during the school year must have parent conferences with both teachers, the one whose class they are leaving, and the one whose class they are entering. The Head Master will make final decision as to the placement of the student.

Please refer all parents to the Attendance Secretary for withdrawal of students. Proper paperwork must be completed prior to the student leaving for their last day.

## **REPORTS**

From time-to-time, various reports and information will be requested from staff. All reports will be submitted on time, on the proper forms, and neatly/correctly done.

## **SCHOOL RULES AND REGULATION**

Rules and regulations are a necessity any time people congregate in such a confined area. They are designed to help make the school a better place to be, to limit the disruption of the educational process, to provide a safe place for all students and to comply with the State Law. Students should realize that they are under the supervision of all staff members during the time they are on campus and at school functions.

## **DISCIPLINE**

Teachers are encouraged to handle the discipline of their classes as much as possible but should never hesitate to take students to the office for help. Students are not to be sent from the room with no place to go nor placed in the hall. If a teacher sends a student to the office, the decision for punishing the student rests with the Head Master. Teachers shall not prescribe what is to be done after the student has been referred to the Head Master.

In no case should the teacher tell a student that he/she is going to have the student paddled or suspended.



When involved in a confrontational situation with a student(s), the teacher should refrain from using physical restraint with the student(s) unless the student(s) is physically assaulting another student and/or teacher. If a student fails to follow instructions from a teacher, the teacher should report the incident to the Head Master and let him/her proceed with further action.

Teaching is a tough job. You will be expected to carry out your share of the load, especially in discipline. The administration is here to help you when you need help, but you will be expected to handle routine problems yourself.

The following suggestions have weathered the test of time and will help:

1. Have complete and meaningful daily lesson plans.
  - a. Reduce time for routine chores (roll call, passing out papers etc.) to minimum. You can always take roll once students get to work. (Do not let the students take roll.)
  - b. Make sure that class activities last the entire period.
  - c. Don't flatter them with your war stories. You are there to instruct.
  - d. Keep accurate records of grades and make students aware of grades.
2. Find out about a student's home life before making decisions about punishment. Call parents. Parents want to know what is going on. Most of the time, they will help you straighten things out.
3. Remember that positive measures are always preferred. Make phone calls to parents to relate a positive situation with the student. Your disciplinary measure should be corrective, not punitive, although somewhere along the line, punishment may be necessary and students need to learn to accept the consequences of their actions. Never make a threat you cannot carry out. Think before you act! Remember you are an adult; do not put yourself at the student's level.
4. Please handle classroom management problems such as cheating, throwing things, excessive talking etc. Contact of parent or detention may help. Do not place the student in a humiliating situation.
  - a. Establish **yourself** as the authority in the classroom, not the administrators.
  - b. **Document** the student's behavior and what you have done in order to correct behavior.
  - c. Discuss the rules with the class and get input from the class about rules. It is easier to follow rules if they have had input in their making.
  - d. **Post** a list of classroom rules where they are visible. Don't make an excessive number of rules. Keep them simple and easy to obey.
  - e. Follow your rules and do not play favorites.
  - f. Effective classroom management demands modeling behavior, which is congruent with behavior, expected of students.
  - g. Use a private conference to discuss a student's behavior. Don't make the student a class hero in attempting to humiliate him/her.
  - h. Inappropriate conduct on a teacher's part invites a student's response that could lead to further complications.
  - i. Use firmness and consistency along with fairness and courtesy.

- j. Do not use abusive, suggestive or foul language in the classroom.

Discipline requires common sense and good judgment at all times. If a student is loudly, belligerently and/or blatantly defying you or disrupting your entire class, and you have exhausted all measures at your disposal, by all means, send or bring that student to the office. **Be sure that** the student is accompanied with a written description of his/her behavior on a Disciplinary Referral form.

Good school discipline is accomplished through a team effort of all staff and administration. Each staff member is expected to observe pupil activity in the buildings, on campus and on activity trips. If a pupil's conduct is out of order, it is to be corrected immediately by any staff member at any time or place.

Conferences with the teacher, the Head Master and the parents usually bring about acceptable behavior. Contact the parents and make arrangements to discuss the problem.

The Head Master may suspend the student if behavior warrants such action.

The Board of Directors has final approval over permanent expulsions from school.

A student should not be out of the classroom except with expressed permission of the teachers and with the proper pass for the planned activity.

Some types of instruction can be better conducted outside the classroom. Teachers are encouraged to use community resources for instruction and presentations. Teachers may take class groups off the campus **with the knowledge and permission of the Head Master.**

Please make sure that all students have returned the walking field trip permission form **before** attending any in-town field trips. It is the responsibility of the teacher to provide administration with a copy.

## **ANTI-BULLING**

Bullying behavior by any student enrolled at *GACS* is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to , hazing, harassment, intimidation or menacing acts of a student which may, but not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- A. Placing a student in reasonable fear of physical harm or damage to the student's property; or
- B. Physically harming a student or damaging a student's property; or
- C. Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.

## **SUSPECTED CHILD ABUSE AND NEGLECT**

It is the obligation of any *GACS* staff member to report suspected cases of child abuse or neglect immediately to the Florida Department of Children and Families.

- A. This reporting process does not require that suspected cases must first be reported to the administrative authority of the School. Administrators do not have the authority to screen the reporting process; however, the staff members should notify the administrator that a report has been made.
- B. Any school employee who has the duty to report child abuse shall permit a member of a law enforcement agency or an employee of the Child Prevention Division of the Children, Youth and Families Department to interview the child with respect to a report without the permission of his parent, guardian, or custodian. Any person permitting an interview is presumed to be acting in good faith and shall be immune from liability, civil or criminal, unless the person acted in bad faith or with malicious purpose.
- C. Any questions of staff by parents, guardians, or custodians shall be referred to the administrator.
- D. Employees are placed on notice that any person failing, neglecting or refusing to report may be guilty of a misdemeanor crime if convicted.
- E. Anyone reporting an instance of alleged child neglect or abuse or participating in a judicial proceeding brought as a result of a report required by law is presumed to be acting in good faith and shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed by the law, unless the person acted in bad faith or with malicious purpose.

## **REQUIREMENT ALLOWING STUDENTS TO CARRY AND SELF- ADMINISTER CERTAIN MEDICATION**

*GACS* shall allow students to carry and self-administer asthma medication and emergency anaphylaxis medication that has been legally prescribed to the student by a licensed health care provider under the following conditions:

1. Health care provider has instructed the student in the correct and responsible use of the medication,

2. Student has demonstrated to the health care provider and the school nurse or other school official the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed,
3. Health care provider formulates a written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use by the student during school hours or school-sponsored activities, including transit to or from school or school-sponsored activities,
4. Student's parent has completed and submitted to the school any written documentation required by the school including the treatment plan required in paragraph 3 and other documents related to liability.
5. Student's parent has provided *GACS* with a written document giving the student the okay to self-medicate and releasing the school and its employees from liability relating to this issue.

*GACS*, its employees or agents may confiscate a student's medication if the student's self-administration of the medication exceeds the student's prescribed dosage or if the student endangers others with his/her medication.

The parent of the student who is allowed to carry and self-administer asthma medication and emergency anaphylaxis medication may provide the school with back up medication that shall be kept in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency.

## **DRUG-FREE SCHOOLS AND CAMPUSES AND DRUG-FREE WORKPLACE**

The purpose of this Policy is to insure a drug-free environment for all employees, to establish a drug awareness program for all School District personnel, and to provide assurances to state and federal government agencies that the School District is complying with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986, as amended in 1989, and all regulations promulgated thereunder.

- A. *GACS* prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing or using alcohol or controlled substances in the workplace. Violation of this prohibition may result in termination or discharge or other appropriate disciplinary action, including referral to law enforcement.
- B. "Controlled substance" shall mean any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or other controlled *substance*. "Workplace" is defined as the site for the performance of work done in connection with employment, and shall include any place where work of *GASC* is performed, including a school building or other premises, any school owned vehicle or any other approved vehicle used to transport students to and from school or school activities, and off school property during any school sponsored or school approved activity, event or function where students are under the supervision of *GACS*.
- C. Any employee who is convicted of a violation of a criminal drug statute

occurring in the workplace shall, within five (5) days of the date of such conviction, notify the Executive Director in writing of such conviction. The Executive Director, upon receiving such written notice, shall take one of the following actions within thirty (30) days:

1. Impose appropriate personnel action against the employee up to and including termination or discharge; or
  2. Require the employee to participate satisfactorily in a drug abuse assistance counseling or rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency. Payment for treatment is the sole responsibility of the employee.
- D. Employees who have drug or alcohol abuse problems are encouraged to voluntarily seek assistance.
- E. A drug awareness program shall be established to inform all employees about:
1. The dangers of drug abuse in the workplace;
  2. The school's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation, and assistance program; and
  4. The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.
- F. Each employee of *GACS* shall be given a copy of this Policy at the time of initial employment and shall be notified that compliance with the terms of this Policy is mandatory.
- G. *GACS* shall make a good faith effort to maintain a drug-free workplace through implementation of this policy.

## **FIRE DRILL PROCEDURES & REGULATIONS**

Teachers will instruct their students during the first week of school in the method for leaving the room in an orderly single file line. Teachers will place themselves in the most advantageous position to observe the movement of their students. **FIRE EXIT PROCEDURES MUST BE POSTED IN EVERY CLASSROOM BY THE END OF THE FIRST WEEK OF SCHOOL.**

Keep your class together. Each class group will assemble at least 50 feet from building. Be sure roads are clear so emergency vehicles such as fire trucks and ambulances may pass easily. The teacher will take roll to ensure that all assigned to the class are present. Report any absentee to the Head Master. Teachers and students will return to the building and the classrooms in an orderly manner. **DO NOT RETURN UNTIL THE SIGNAL IS GIVEN.** Check attendance again after returning to the room.

## **ASSEMBLIES**

Teachers will sit with their class at all assemblies.

## **REQUIREMENTS FOR SCHOOL TRIPS**

It is the responsibility of the teacher to have appropriate permission slips signed. It is always necessary to inform parents of these trips; however, a walking field trip does not hold a teacher harmless for trips like swimming or fun days. Any of these activities must have their own permission slip before a student can attend/participate. **When in doubt, send out permission slips!**

If your class will not be eating lunch in the cafeteria due to a field trip, you must give the cafeteria AT LEAST a two weeks notice and a reminder two days prior to date of trip.

Before sending out permission slips you must:

1. Discuss the tentative plans related to the trip with the Head Master. Secure his/her approval of the need for the trip.
2. File a bus request at least three weeks prior to the trip.
3. Discuss all regulations concerning student behavior with your students planning to attend the function.
4. Chaperones and all other details of the trip must be listed on the student permission form when it is sent home. The teacher will secure chaperones whenever an out-of-town trip is planned with group of 15 or more students or whenever a group of both sexes is going, or when it exceeds one carload.
5. The fully completed student permission form must be returned to the Teacher who will place all returned forms in the possession of the Head Master prior to departure of field trip.
6. Arrangements for meals, entrance fees, etc., are the responsibility of the teacher.
7. The bus driver is in charge of the trip while students are on the bus.
8. Teachers will conduct themselves at all times during the trip under the same conditions as exist during the regular school day. (The teacher will not consume alcoholic beverages, etc., during the course of the trip.)
9. Chaperones must be knowledgeable of the conditions of the trip, abide by all regulations, and be aware that they are acting in the capacity of a school representative and will conduct themselves accordingly. The teacher will discuss these points with all chaperones before the trip.
10. The Head Master and parents must be notified in writing of any changes from the original plans.
11. The Administration accepts no responsibility for trips made in non-school vehicles or trips made without approval of the Administration.

## **OUT-OF-STATE TRIPS**

All requests for school-sponsored, out-of-state trips for students must be submitted by the Head Master to the Executive Director or his/her designee for annual approval. All out-of-state trips must also be approved by the Board of Directors.

## **PURCHASING**

School personnel are to follow the school's policies when making purchases. School personnel are to submit purchase requisitions to the Head Master for signature and approval. If the requisition meets all levels of approval, a purchase order will be issued. School personnel are not permitted to charge any purchase to the school unless they have an approved purchase order to give vendor at the time of purchase. Any unauthorized purchases will be the responsibility of the buyer.

Personnel receiving invoices shall verify receipt of merchandise by signing and dating the invoice and packing receipt and promptly submitting it to the Head Master's office so payment can be made in a timely manner. Personnel who fail to submit invoices to the Head Master's office in a timely manner will be responsible for late charges assessed by vendors.

School personnel are responsible for all equipment and materials under their supervision. School property shall be used with care and consideration. School personnel are responsible for reporting any damage to school property or missing equipment to the Head Master immediately.

All supplies, materials, equipment, and other property purchased by the school shall remain the property of the school.

### **Purchase of Equipment by Organizations or Groups**

Any equipment purchased must have approval. The equipment, when purchased for school use, will become the property of the school.

### **Requisition Orders**

*GACS* prefers to buy from local vendors as frequently as possible. In order to insure speedy service, it is imperative that you follow these steps:

1. You must order from a current catalog or call a vendor who deals with the item and ask for the current price, discount, make and model numbers and all other information needed to order. Determine when you can expect delivery and total cost.
2. When ordering equipment of \$500.00 or more, call at least three vendors to compare pricing and select the lowest priced item, which meets your basic specifications.
3. A requisition form **MUST** be filled out and approved by the Head Master **BEFORE** a purchase order number can be issued. Once the Head Master's

approval and signature have been received, the secretary will issue a number. Purchase orders are only printed on Mondays. Upon receiving the actual PO it is the responsibility of the person requesting the PO to place the order and guarantee that all items are received. A signed invoice must be turned into the front office showing receipt of all items and it's ok to pay said invoice, **within one working day of receiving shipment.**

It is imperative that the person completing the requisition sees that it has been typed or printed neatly, proofread, mathematics checked and signed by the Head Master.

If you have used the phone for obtaining quotes, list both the unsuccessful vendor's names and the total price of their quotes as well as those you will be ordering.

If you are ordering something that requires a bid, please include a picture of the item and a description of the functions you wish the machine to perform. The complete description of the item including function, size and other information describing its design and/or use is needed. Use the manufacturer's make and model number to set the standard for the item. After the make and model number add "or equal", lists of known vendors should be attached to the requisition.

**REMEMBER: ALL PURCHASE ORDERS MUST BE APPROVED IN ADVANCE AND NOT AFTER PURCHASE IS MADE!** Purchases made without a purchase order are not the financial responsibility of the school.

### **FUND RAISING ACTIVITIES**

The *GACS* Board of Directors may authorize to conduct, on behalf of the school, fund-raising activities deemed by the board, in its discretion, to be appropriate and beneficial to the official or extracurricular programs of the district. Any proceeds of such fund-raising activities shall be treated as activity funds and shall be accounted for, as are other activity funds. All fund raising activities must have prior approval of the Head Master.

All fundraising activities must first be approved by the Head Master. Fundraising activities shall include a description of the purpose of the activity, what the activity will include and how the funds will be used.

### **STUDENT ACTIVITY FUNDS**

The *GACS* Board of Directors may authorize the expenditure of local school activity funds for any necessary commodities, equipment, travel expenses, purchased services or school supplies which the school board, in its discretion, shall deem beneficial to the official or extracurricular programs of the district, including items which may subsequently become the personal property of students, including yearbooks, athletic apparel, book covers, and trophies.



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## **FINANCIAL PROCEDURES FOR ACTIVITY ACCOUNTS**

### **Deposits**

1. All coins that can be wrapped must be wrapped and labeled with the club or organization name on the wrapper. Completed wrappers should be taped at both ends.
2. All deposits must be turned in to the bookkeeper before 1:00 p.m., so the bookkeeper can have time to prepare it for the daily deposit.
3. When you are ready to turn in money to the bookkeeper:
  - Make sure you have already sorted and counted the money.
  - Turn in the money when you have the time to have the bookkeeper count the money in front of you and issue you a receipt.
  - Never leave the money on the bookkeeper's desk or with the bookkeeper to count later. Find out from her when it will be convenient to turn in money **that day** so she can count it in front of you. Make sure the bookkeeper issues you a receipt at the time the money is counted.
4. Caution should be used in accepting personal checks. Any personal checks that are returned with insufficient funds will be the responsibility of the school.

### **Checks**

1. No checks shall be issued unless the following supporting documentation is first obtained:
  - Completed and approved purchase requisition and order.
  - Vendor's itemized invoice/receipt to support payment.
2. Checks for reimbursement of expenses are not a standard procedure, and must be approved by central office. This procedure must be processed through building Head Master.

### **Receipts**

1. A receipt must be issued for every deposit made to the bookkeeper. Keep this receipt and any other data you may have for your club or organization in a file, so that you will have records of transactions that have transpired. The bookkeeper will keep you informed of your current balance if asked to do so.
2. As a teacher, you should be issuing receipts to students who are turning in money to you. The total of your receipts should be the same as the amount of money you turn in.

### **Transfers**

Both teachers and the Head Master must approve any transfer of money from activity accounts. Transfer forms are available in the office.

**ALL MONEY TRANSACTIONS MUST BE MADE THROUGH THE HEAD MASTER'S OFFICE. NO SEPARATE ACCOUNTS CAN BE MADE!**

### **PHONE CALLS**

The secretary will take phone messages for you and put them in your box. You will not be called out of class for a phone call, **unless it is an EMERGENCY!!**

### Long Distance Phone Calls and Faxes

The following procedure is to be used when making long distance phone calls and faxing authorized by the Head Master for official school business:

1. All long distance calls must be dialed by either the Head Master or Secretary; they will dial the long distance code.
2. All calls must be logged on proper forms available in the front office.
3. No personal long distance calls may be charged to *GACS*.

### Cell Phones

It is deemed unprofessional for Cell Phones to be used in-front-of students, teachers or parents. All cell phone calls made or received should be completed during teacher planning time or after school. Cell phones should be off or silent during class times. They **MUST** be turned off during staff meetings.

### DVD/VCR USAGE POLICY

#### Sensitive Instructional Materials and Guest Speakers:

It is the policy of *GACS* that the teacher will preview all DVD/VCR tapes and films before they are introduced into the classroom. If the materials are sensitive but the teacher feels they are applicable to the subject he/she is teaching, the DVD/VCR preview committee shall judge their propriety and pertinence. Ratings that exceed G cannot be shown without parent consent form completed.

The teacher is also responsible for personal or sensitive subjects introduced or discussed by resource personnel in the classroom. Students finding the material offensive shall be excused from that portion of the assignment or presentation and be provided with an alternative assignment.

#### Review Criteria:

1. Video must be an integral part of the class and align with lesson plans.
2. Videos will not be used as substitute lesson plans.
3. Videos will not be shown for entertainment value only unless prior approval from Head Master is received.
4. Videos must stimulate growth in factual knowledge, literacy appreciation, aesthetic values or ethical standards

5. A form for the preview process is available from the Head Master.
6. The preview form must be completed and approved by the building Head Master before any video is shown to students. Completed, signed preview forms will be kept on file.
7. A committee will preview materials considered sensitive.
8. Foul language is considered sensitive.
9. Absolutely no R or X rated material.
10. Videos previewed by committee must be fully judged in total agreement by the committee.
11. Parental permission must be received for each student watching a tape containing sensitive material.

Citizens who object to the showing of DVD/VCR tapes/films may initiate a re-evaluation of the DVD/VCR tape/film by filling out a citizen's request form for re-evaluation of DVD/VCR tapes.

## **LENDING EQUIPMENT**

*GACS* maintains property records for all Fixed Assets and has custodial responsibility for all such equipment. These Fixed Asset records document the value of all equipment that costs at least \$500 and all highly walkable items. It may be necessary, from time to time, for school employees to use school equipment away from school (and during non-school hours) in the performance of their job responsibilities.

In such an occasion, appropriate records should be kept documenting the removal of said equipment from school property. Furthermore, use of any school equipment for non-school purposes shall be strictly prohibited. Specifically, use of any school equipment for personal use by employees of the district or loaning of school equipment to others for non-school business shall be strictly prohibited.

## **TITLE VI AND IX**

No employee or student of *GACS* shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or activity of *GACS*.

*GACS* is committed to the philosophy of equal opportunity/equal access in all its employments, educational programs, activities and services. All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular and other school-related activities. Discrimination in education or employment because of race, color, national origin, ancestry, religion, creed, sex, age, physical or mental handicap, marital or parental status, pregnancy, sexual orientation, or veteran status is prohibited

*GACS* is also committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with

employee and student ability to work and learn. *GACS* prohibits sexual harassment of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student. Such behavior may constitute a basis for disciplinary action up to and including discharge or expulsion. Whereas sexual harassment substantially compromises the attainment of educational excellence, *GACS* will not tolerate such behavior between members of the same or opposite sex.

*GACS* prohibits retaliation against:

1. Any employee or student for having made a report of alleged sexual harassment, and
2. Against any employee or student who has testified, assisted or participated in the investigation of a report.

Retaliation is itself a violation of State and Federal regulations prohibiting discrimination and may constitute a basis for disciplinary action up to and including discharge or expulsion.

This policy applies to individuals attending any events on the *GACS* campus, whether or not school-sponsored and to any school-sponsored events regardless of location. Any complaints of sexual harassment in violation of this policy should be reported within 20 calendar days of occurrence.

All written complaints alleging violations of Title VI or Title IX should be made to the Executive Director. S/he will investigate these grievances or complaints and must provide an opportunity for a hearing with an opportunity to present evidence. Final appeals for all unresolved matters may be taken to the Board of Directors.