



Faculty Handbook
2017-2018

Jefferson County K-12: a Somerset School is a public charter school sponsored by the School Board of Jefferson County. Unlike a private school, wherein parents must pay tuition, Somerset is funded by tax dollars and provides free education to any student eligible to attend a public school in the Jefferson County School District.

The purpose of Jefferson County K-12: A Somerset School is to provide an individualized, academically rigorous, and engaging curriculum focusing on the ever-changing needs of our learners. Our educational process encompasses a partnership among the school, family and community. We strive to develop students who are self-assured, well-rounded and prepared for future success.

The vision of Jefferson County K-12: A Somerset School is to continue to be recognized and respected as a top ranked learning community that graduates productive and caring citizens who are prepared to succeed in a global society.

THE ABC's OF Jefferson Somerset

A

ABSENCES

All staff members must notify their respective department head and the school secretary, Ms. Natasha Majors, to advise of an absence. Call 850-997-3555 or notify an administrator. If no coverage is available, the department head must then make arrangements for the affected class to be split within department and with adequate lesson plans provided to receiving teachers. Every effort should be made to give ample notice before the absence, latest by 6:15 am on the day of the absence. It is the responsibility of every staff member to notify the office by 3:00 p.m. if he/she will return to work the next day.

Personal business leave ***may not*** be used on the following ***black out days****:

1. The day before or after a holiday.
2. A staff development / early release day without prior approval by an administrator.
3. Weather make-up days.
4. All days of FSA, AP, EOC and state or county testing (see school calendar).
5. The day of midterm and final exams.
6. The day grades are due.
7. The last week of school.
8. The week before and week after fall, winter and spring breaks.

Medical documentation must be provided in cases where absence cannot be avoided.

**If a teacher meets the exemption under the Fair Labor Standards Act, the employer may dock the teacher's pay for violating the Personal Time Off (PTO) "blackout" policy since teachers are not subject to the salary basis and salary level requirements that generally apply to other white-collar employees. This means, Somerset Academy can dock the day if an employee is out during a black out day. Somerset Academy may NOT dock an employee's pay AND deduct the day from the employee's Personal Time Off.*

Teachers who go over their days allotted to be out for sick and personal purposes may jeopardize contract renewal.

ACADEMIC IMPROVEMENT PLAN (AIP) or Progress Monitoring Plans (PMP)

In response to the *No Child Left Behind Act*, the Florida Legislature passed Florida Statute 1008.25 regarding student progression, remedial instruction, and reporting requirements. Students are to meet specific levels of performance in reading, writing, mathematics, and science. Any student with deficiencies in these areas must be monitored through an Academic Improvement Plan or Progress Monitoring Plan. Respectively, these plans are initiated and developed by the language arts, mathematics, and science teachers. AIPs or PMP's can be completed online via a Professional Development platform designated by the Jefferson County K-12: A Somerset School administration.

It is the responsibility of the teacher to make sure that they are providing the modifications to the students in which they input into the AIP's or PMP's.

ACCEPTABLE USE POLICY (AUP)

There are guidelines that delineate the appropriate usage of internet and electronic mail. It is your professional responsibility to become familiar with these guidelines. Please refer to the *Acceptable Use Policy*.

ACCIDENTS

All accidents (regardless of severity) must be documented on the online accident report form. The staff member witnessing the accident is the person responsible for submitting this form. If there is an accident involving blood or bodily secretions, staff must wear gloves for safety against diseases communicable via such contact. If a person is injured, notify the office immediately. In the event of an emergency, dial extension **0801**. If an accident requires medical assistance, notify administration immediately. Administration will make the decision to call 9-1-1. Refer to the EMERGENCIES section.

Staff accidents – see Employee Handbook.

ANNOUNCEMENTS

All announcements concerning club initiated/sponsored events must be submitted to Mrs. Nancy Whitty for approval at least one day prior to the announcement date via email. Ms. Whitty will then send the daily announcements via email to the homeroom teachers to be read aloud during that period in case they aren't televised. Televised announcements should be sent to Mr. Helms. All announcements in the form of flyers, banners, or posters must be approved by the activities director prior to posting on school property. Announcements may not be hung or taped on glass or painted surfaces. Mrs. Whitty will stamp an announcement with an official approved stamp for distribution.

1st period begins at 8:30 a.m. During this time, students will Pledge Allegiance to the flag and listen to the announcements from Monday through Thursday. Teachers will maintain a quiet classroom environment during announcements. There are announcements that will be made through the public address (PA). These will include special events, days off, school-wide assignments, contests and sports. It is expected that all teachers and students listen and/or watch the morning announcements.

ATTENDANCE

Teachers must monitor student attendance carefully. It is what generates FTE dollars, which funds our school. Your grade book is the source document for daily attendance. The Jefferson County Public School attendance office and the State of Florida periodically audit grade books since these are considered legal documents. 1st period attendance must be posted on the grade book by **8:45 a.m.** on a daily basis. It is important to take attendance promptly in every period. 1st period may not be the only report time to the state reporting system. For students to count accurate and updated attendance must always be posted.

When students are tardy, they must present you with a tardy pass from the office. Please review the *Code of Student Conduct* to determine if an absence is excused.

Please be advised that for an excusable absence Jefferson County K-12: a Somerset School requires that all parents must report the absence to Attendance Clerk, Dessie Jones for M/H or Nikki Seaton for Elementary, within 2 school days following the absence. Any absence is unexcused until the school receives a written notice to excuse the absence from the parent or provide documentation of illness from a physician or public health unit.

If a student has extensive absences, please advise the Guidance Department or the Attendance Committee. Your effort in the careful monitoring of student attendance is your professional responsibility.

ATTIRE

The image that we portray to both students and parents enables us to be effective and respected educators. The staff is expected to wear the uniform attire designated by the school. Uniform shirts are available for purchase from *All Uniform Wear*. Employees shall wear professional/business dress slacks (in neutral colors) and uniform tops (excessively revealing or tight clothing are not permitted). Business knee-length skirts are allowed in neutral colors. No Bermuda shorts, jeans, sneakers, and/or flip flops are to be worn on instructional days from Monday through Thursday. On Friday, employees are allowed to dress in business casual attire, which includes jeans and class/club/athletic/spirit shirts.

If you are uncertain regarding the appropriateness of a particular item of clothing, please confirm with administration prior to wearing the outfit. Non-compliance with the dress code will be considered a contract violation. Teachers are required to wear their identification badges at all times. **NO**

EXCEPTIONS

B

BUS DISMISSAL PROCEDURES

Students who ride the busses will dismiss with the bell. Elementary will walk their students to the bus loop 10 minutes in advance of the middle/high dismissal in order to load safely. All parent pickup will dismiss to the back of the school by the cafeteria. There students will be picked up by a paraprofessional but need to be ready to go by 3:15. Middle/High will need to be at the bus loop for dismissal this year. Please follow all school plans for safety and identifying your students accurately for bus procedures. Nicky Seato is your immediate contact for bussing information.

C

CAFETERIA PROCEDURES

Jefferson County K-12: a Somerset School is a CEP school. Teachers are **not** to collect money from the students for breakfast or lunch. All breakfast and lunch is free for all students of this community. Staff are expected to escort their students to the cafeteria and stay with them until they are through the line. Students may purchase snack foods. It is highly recommended that students only purchase 1-2 snack items and that staff maintain a procedure for eating in the classroom. Middle/High students may not eat in the classrooms.

There are four 30 minute lunch blocks that makeup two lunches designated for Elementary school students and two for middle/high school students. Due to the amount of students we have on campus and the need to separate middle school students from high school students during lunch, **teachers must adhere strictly to their assigned lunch times**. Para professionals will monitor lunches. Teachers then must find time for

the paraprofessionals to eat uninterrupted as well. All paraprofessionals need to attend elementary breakfast beginning at 7:30 am.

Cafeteria workers and aides should be treated with courtesy and respect. And cafeteria workers should treat you with respect. Teachers please emphasize this frequently to your students. Students are to walk, not run, in the cafeterias as well as everywhere in the building. Students must memorize their PIN numbers and have proper ID's in order to purchase any meals from any of the cafeterias. Students will be expected to bus their own tables and clean up around the area in which they sit.

CALENDAR

In addition to the *Jefferson County Public Schools Calendar*, Somerset Academy has an official school calendar, which must reflect all student-related activities taking place in or outside of the school. All events, including fund-raisers, must be previously approved by the administration and be placed on the calendar at least 3 weeks prior to the event.

All activities reflected on the school calendar must be conducted during the previously approved dates and times. Violation of the previously approved calendar dates may result in the cancellation of the event or activity by the administration.

CERTIFICATION

It is the professional responsibility of each educator to provide the principal with a copy of a current, valid Florida Educator's Certificate or copies of other documentation such as Statement of Eligibility and/or college transcripts, as may be applicable (Florida State Board of Education Rule 6A-1.0503). It is also the professional responsibility of each educator to maintain a current teaching certificate and to fulfill the requirements of any waiver obtained. **Lack of proof of proper certification prior to the expiration date of June 30, 2018, will cause termination of employment.**

CHAPERONES

The ratio of chaperones to students for in-county field trips is 15:1. Teachers are responsible for chaperoning all field trips pertaining to their class or club/organization. Please consult the Activities Handbook for additional information.

CHILD ABUSE

It is the responsibility of every staff member to report all cases of suspected child abuse. **Teachers are Mandatory Reporters** and are legally required to report all suspected child abuse and neglect, on or off school grounds. All teachers must complete a Broward County Child Abuse Training and have a copy of their Certificate of Completion in their Human Resources file. Cases of suspected abuse or neglect of a student must be reported immediately to the **State's Child Abuse Hotline 1-800-96-Abuse** for further investigation. We also request that you then inform our SRO, Child Abuse Designee, and an administrator of the report in an email. All mandated reporters' names remain strictly confidential. All staff must view and provide documentation of completion of the Mandatory Abuse training located at [http://www3.fl-
def.org/RCAAN/index.aspx](http://www3.fl-
def.org/RCAAN/index.aspx) Due by the end of the second week of school.

CLASS PARTIES

There are to be no class parties during scheduled class hours on campus unless you have received prior approval from Administration.

CLASSROOM CARE AND USE OF SCHOOL PROPERTY

Each teacher will be given a key to his/her classroom which is checked out at the beginning of the school year and returned at the end. The classroom and all materials within the classroom are the responsibility of the teacher and his/her class. Students should be instructed to pick-up all papers and litter from the floor daily and clean desks weekly. **Please do not allow students to have food in your classroom.**

Please notify the office in writing if the routine cleaning of your classroom is not satisfactory. **No money is to be left in the classroom at any time. School funds that are lost, stolen, or misappropriated can cause your immediate termination.** The school is not responsible for a staff member's personal property that is not secured.

CLASSROOM MANAGEMENT

It is necessary that each teacher set up rules to establish an atmosphere that elicits appropriate behavior. Good discipline is required for effective teaching and learning. Each teacher is expected to maintain a classroom climate and management conducive to student learning.

CLUBS AND ORGANIZATIONS

There are a number of clubs and organizations offered to students. Faculty who sponsor such organizations receive a supplement for doing so. Please refer to the SUPPLEMENT section in this manual. For a list of available clubs and organizations, refer to the Activities Handbook.

CODE OF STUDENT CONDUCT

All students of Somerset Academy must abide by the minimum behavioral standards set forth in the *Jefferson Somerset Student Conduct*, the *Somerset Academy Student and Parent Handbook, Code of Excellence*, and the *Parent Contract*. Please refer to all three of these documents for additional information.

CONFERENCES

Administrative conferences involving teachers will be scheduled before school, after school, during planning periods or at times mutually convenient for the parties involved. Teachers need to be available for parent conferences, which will be arranged by the guidance counselors and/or administrators as needed. It is the teacher's professional responsibility to attend scheduled conferences. Please refer to the MEETINGS section.

CONFIDENTIALITY

Personnel must report to administrators a situation that may involve a violation of federal, state, or local laws and, further, the principal or designee shall involve the police, the Broward Schools Police, and the parents of the student(s) involved, if appropriate. Faculty should caution or remind students of the confidentiality guidelines. When the student's situation indicates that there is clear and imminent danger to self or others--such as a suicide threat or a threat of bodily harm—report incident to the counselor, who will then take action and inform administration.

CONFISCATED ITEMS

Property that is deemed inappropriate for the school setting may be confiscated by school personnel. Items include but are not limited to: electronics, non-uniform attire, weapons, drugs, alcohol, non-approved goods for sale, etc. Please refer to the *Confiscated Property Procedures* and complete the *Confiscated Item Receipt* form.

CUMULATIVE RECORDS

All cumulative records are to be kept in the administration office alphabetically by grade in locked fireproof file cabinets. These can be retrieved by checking them out with either IMT, Ms. Angela Randle/Mrs. Jennie Garcia. Only teachers may handle or sign these records out. Students should never have access to cumulative records, carrying them to other locations or otherwise. Files should be returned no later than 3:00 p.m. the day they are checked out.

Each teacher is expected to maintain accurate, complete, up-to-date records for each student. Each teacher is expected to protect the accuracy and privacy of the information contained in the student educational records.

D

DISCIPLINE

Somerset Academy follows the Broward County Public Schools' *Code of Student Conduct and Discipline Matrix as well as the Somerset Academy Charter Progressive Discipline Plan*. All teachers are expected to create a discipline plan as part of their classroom management strategies. The information in the plan must be approved by the administration and be available to both student and parents.

If a disciplinary situation arises which a teacher cannot resolve, the teacher should seek assistance from the Assistant Principals. Discipline referrals to the Assistant Principals are to be sent on a *Discipline Referral* form and parent contact must be made by issuer. Academic infractions such as not completing class or home learning assignments are to be handled by teacher/parent conferences. Chronic cases should be made known to the guidance counselor. Every staff member is expected to correct disciplinary problems they may observe outside of their classroom, providing no other teacher is directly in charge of the situation.

Under no circumstances is a teacher allowed to inappropriately touch a student, much less use corporal punishment as a means to discipline. Teachers and students must foster a mutual respect for one another. Never use physical punishment or harsh verbal language toward a student. Methods of positive reinforcement/rewards and/or loss of privileges are strongly encouraged. Further, students cannot be denied lunch as a form of punishment.

To detain students after school as a disciplinary measure, parents must be notified by telephone or in writing a minimum of 24 hours before the child is to be kept after school. Documentation of such notification must be kept in the teacher's parent contact log.

DISCIPLINARY PROCEDURES FOR STAFF

Any teacher who fails to follow the Somerset Academy's staff guidelines will be subject to the following disciplinary procedures in sequential order:

1. Informal verbal warning(s).
2. After two or more verbal and/or written warnings, a formal meeting with the principal and/or assistant principal will be scheduled. A formal disciplinary action account of the conference will be signed by the teacher, principal and any administrator attending the meeting. The written account will be placed in the teacher's personnel file.
3. The second disciplinary action meeting and report will take place.
4. The third disciplinary action report will result in termination of employee or other consequences as deemed by the principal.

DRESS CODE – see ATTIRE

DRILLS

The *Special Incident Response Plan* addresses all drills and their related procedures. Teachers must become familiar with all drills and codes.

E

ELECTRONICS

Students are not allowed to use cell phones during the school day under any circumstances. In case of an emergency, students will be able to use the phone in the Main Office. However, devices such as iPods, iPads, personal computers, etc. can be used during the school day under the direct supervision/approval of the teacher. These approved devices are to be used for educational purposes only. Somerset Academy is not responsible for lost and/or stolen electronic devices.

Teachers must follow the progressive discipline plan when dealing with electronics. Confiscated electronic devices are to be kept in a secure location until the teacher is able to register the item with the Main Office Staff by the end of the school day (2:45pm). Confiscated electronics are to be logged in by the teacher following the *Confiscated Property Procedures* and using the *Confiscated Item Receipt* form. Under no circumstances, is the teacher allowed to take the device home or leave it in the classroom overnight. It is the sole responsibility of the staff member to register and secure the electronic device with the Main Office Staff pending parent retrieval between the hours of 3:00 - 4:00pm.

EMERGENCIES

The *Special Incident Response Plan* addresses emergencies, all drills and their related procedures. Teachers must become familiar with all drills and codes.

EMERGENCY LESSON PLANS

Five (5) days worth of emergency lesson plans should be on file with the Main Office, no later than **September 8, 2018**. These will be used only in the event of an emergency absence. Teachers are expected to leave a detailed current lesson plan on their desks, for substitutes to use during planned absences. Daily schedule, seating chart and other materials should also be on the teacher's desk. Teachers must create new emergency lesson plans once the initially created ones are used.

EMPLOYEE-STUDENT RELATIONSHIPS

All school personnel are strictly prohibited from engaging in unacceptable relationships and/or communications with students. These include, but are not limited to the following: dating, any form of sexual touching or behavior, making sexual, indecent or illegal proposals, gestures or comments, and/or demonstrating any other behavior which gives an appearance of impropriety. In addition, no employee is to transport students in their personal vehicles at any time.

At no time should an employee touch a student in any manner unless the child poses a serious danger to himself or others. Appropriate techniques other than touching would include: talking/conferencing with the student. Failure to understand and practice this will result in immediate termination. Teachers should never be alone behind closed doors with a student.

EXCEPTIONAL STUDENT EDUCATION (ESE)

Students with disabilities that have met the local, state, and federal criteria for eligibility participate in the ESE program. These students all have Individualized Education Plans (IEPs) that contain exceptionality, present levels of performance, goals, services and accommodations regarding each student's needs. Teachers are to keep a copy of all of their ESE students' IEPs in a secure location which is easily accessible for reference purposes. Teachers are to identify ESE students in their grade books as well as write the accommodations they use for each of their ESE students in their lesson plans.

Teachers will be given an IEP-at-a-Glance which contains pertinent information regarding the ESE student. Additionally, IEPs are available for teachers on Virtual Counselor or upon request from the ESE Specialist.

***GIFTED PROGRAM**

Advanced academic students who have met the eligibility criteria set forth by Jefferson Somerset participate in the Gifted Program. Students in this program have Educational Plans which include present levels of performance, priority educational needs, goals and services. Teachers are to keep a copy of all of their Gifted students' EPs in a secure location which is easily accessible for reference purposes. Teachers are to identify Gifted students in their grade books. Moreover, teachers are to write how they enrich, accelerate and/or compact the gifted students learning in their lesson plans.

Teachers will be given the EPs of each of their gifted students. Additionally, EPs are available on Virtual Counselor or upon request from the ESE Specialist. Students are also flagged on the student database (TERMS).

***504 PLAN**

Students that have medical needs which show a substantial limitation in learning and/or other major life activity, require classroom accommodations and meet the eligibility criteria set forth by Broward County have a 504 Plan. A 504 Plan includes accommodations the student needs in order to access his/her education in the general education setting. The 504 Plan also includes information about the medical condition.

Teachers will be given copies of the 504 Plan. Plans should be kept in a secure location and be easily accessible for reference purposes. Teachers are to identify these students in their grade books. Moreover, teachers are to write the accommodations that are used for each student with a 504 Plan in their lesson plans. Students are also flagged on the student database (TERMS).

***RESPONSE TO INTERVENTION (RTI)**

Students who are demonstrating difficulty in academics, social/emotional skills or language skills can be placed on an intervention program (RTI). The team consists of parent(s), referring teacher(s), school psychologist, counselor, reading specialist, speech/language pathologist, administrator and RTI Coordinator. Teachers can refer students to the respective guidance counselor for each grade level. The guidance counselors serve as case managers and will assist with the documentation/intervention process.

Using the Response to Intervention (RTI) approach, the team will determine the problem and create interventions that must be monitored for 6-8 weeks. Documentation must be maintained by the teacher(s) regarding the efficacy of the interventions. This procedure is then repeated and interventions are analyzed until the team determines a need for a formal evaluation and possible need for Exceptional Student Education.

ESOL STUDENTS

All students who are classified as Limited English Proficient (LEP)/English Language Learners (ELL) are required to participate in a program of English for Speakers of Other Languages (ESOL). All schools with students classified as Limited English Proficient must provide an appropriate ESOL program to meet the specific needs of such students in language learning and in cultural integration to comply with the requirements of the League of United Latin American Citizen (LULAC) et al. v. State Board of Education (SBE) Consent Decree, Florida Statute, and Jefferson Somerset Public School policies.

All staff members have responsibilities with regard to LEP students in the areas of instruction, grading, monitoring and certification requirements. Staff members need to make note of the requirements based on teaching assignment and be sure all certification requirements have been met. Additionally, teachers of core and elective areas having ESOL students or students recently dismissed from ESOL will have responsibilities to complete, and may be called upon for LEP committee participation, and/or the monitoring process.

Section 6A-6.0908, FDOE State Board of Education Administrative Rule, specifies that national origin minority or LEP students shall not be subjected to any disciplinary action because of their use of a language other than English. Also see the META section.

ETHICS

Somerset Academy teachers are expected to comply with *The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida*. Failure to comply may result in disciplinary action or termination.

EVALUATIONS

All teachers of Somerset Academy will be evaluated regularly using the *Marzano Based Florida Consortium of Public Charter Schools Observation Tool*. It is imperative that teachers become familiar with this instrument.

F

FAILURE NOTICES (UNSATISFACTORY PROGRESS REPORTS)

Parents/guardians of all students should be notified at any time during a grading period when it is apparent that the student may fail the course or is doing unsatisfactory work. If a student is in danger of failing, a formal *Unsatisfactory Progress Report* must be sent home by the end of the sixth week of any given grading period. It is understood that there are cases when a student stops work entirely or is excessively absent after the six-week deadline. Parents/guardians should then be informed immediately of the pending failure and the notice should be recorded. No failing grade can be issued without a recorded and logged face to face parent-teacher conference in the presence of a guidance counselor or administrator. This will be closely monitored by the guidance department. Also see the **PROGRESS REPORT** section.

FIELD TRIPS

Trips for students are permitted which have value in meeting educational objectives, are directly related to the curriculum, or are necessary to the fulfillment of obligations to the interscholastic athletic and activity

program. For specific field trip information, please refer to the Activities Handbook.

FINANCES

All employees must follow the policies and procedures set forth in the Activities and Finance Handbook. No school related monetary transactions may take place without prior authorization, in writing, using the pre-approved procedures. Failure to comply with the pre-set policies will result in documented administrative consequences and escalate as warranted.

FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT), FLORIDA STANDARDS ASSESSMENT (FSA) and END OF COURSE EXAMS (EOC)

The FSA is a part of Florida's overall plan to increase student achievement by implementing higher standards for public school students. The FSA is given to measure mastery of Florida academic standards. All public school students in grades 3-10 are required by law to take the FSA. In order to graduate from a public high school with a standard diploma in the State of Florida, all students must pass the FCAT/FSA. Retention of grade level may happen if students do not demonstrate proficiency in FCAT skills and standards. All teachers are expected to participate, collaborate in its implementation, and to teach the skills and strategies prevalent on the FCAT/FSA and EOC's. EOC's for Algebra, Biology, Geometry, Civics and US History will be given to those students who are taking the specified course during the current academic year.

FLORIDA LEAD PROGRAM

Florida Teachers Lead Program Stipend Funds are appropriated by the Legislature for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to the employee. To be eligible for receipt of Teacher Lead Program monies a teacher must be employed as a full-time teacher by September 1st of the current academic year, hold a Florida Teaching Certificate or Florida Statement of Eligibility, and have assigned by FLDOE a Department of Education Number. Original receipts for instructional materials purchased during the current academic year must be submitted along with a Florida Teachers Lead Program Stipend Funds Receipt no later than December 1st of the current academic year to be eligible for reimbursement. Eligible employees may only submit one request for reimbursement, therefore, it is suggested that employees accumulate receipts for the total reimbursement and submit them to the human resource manager at that time.

The materials purchased are to be used for classroom use and will become school property. Teachers will only be reimbursed up to the allocation point.

FOLDERS –see PORTFOLIOS

FOUR PERIOD DAY

Students receive eight classes a year. The schedule comprises of four periods a day broken up into 90 minutes (**A:** 1,2,3,4. **B:** 5,6,7,8). Every student will be placed in a non-credit earning Personalization Period (study hall). Refer to the bell schedule, which should be posted in a classroom area visible to students.

FUNDRAISERS

All fundraisers must be approved before sales or collections begin. Fundraisers with poor accountability measures will not be approved. Submit requests to the Activities Director. Please refer to the Activities Handbook for specific fundraiser procedures.

G

GRADEBOOKS

The teacher's grade book is a legal document required by state law, which can be summoned in any court case as a legal record of grades and attendance. It must be accessible at the school site while school is in session. Grade book must be completed with emphasis on accuracy and consistency in recording. Administrators will monitor grade books periodically as this document is a part of teacher performance evaluations.

There should be a minimum of two grades per week for each student, regardless of the subject matter and should be reflected in the grade book on an ongoing basis and updated weekly. Grades can be obtained from assessment, homework, labs, quizzes, tests, group projects, presentations, and reading. Each and every category must be used throughout the quarter for each student in order to maintain accurate data.

Unsatisfactory progress reports/failure notices that have been issued should be indicated in your records. Unsatisfactory progress reports must be given to every student that is in danger of achieving a grade below a "C." Parents should be notified throughout the grading period if the student's grade has dropped below a "C."

Teachers must be aware of any ESOL / ELL and ESE students in their class and must label those students on grade book.

Teachers should intermittently print a hard copy of the rosters, in the event the network is down. Paper grade book copies must be retained on record for a period of three years. It is therefore mandatory you print your full grade book each quarter and submit it to your department chairperson. A final hard copy of the grade book (reflecting a detailed copy of each quarter) will be submitted to the Department Chairperson by the ending of the academic school year.

GRADING STUDENT PERFORMANCE

Students are to be advised of the grading criteria employed in each class prior to the beginning of the grading period. Each teacher's syllabus is expected to outline grading criteria for the class. Students and parent(s)/guardian(s) are also to be advised of district-wide standards for promotion and graduation as applied to the student's grade placement. (See Curriculum Guides)

Academic Grades

Academic grades are to reflect the student's academic progress (*the grade must not be based upon the student's effort and/or conduct*). Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's academic performance during a grading period.

Academic grades for students shall be A, B+, B, C+, C, D+, D, F, or I (only by administrative approval).

A (90 -100%) indicates that the student has demonstrated excellent achievement in the subject and/or the skills area. The student consistently performs academically at a level that is considerably higher than that of the student in the same program or course. The student has mastered skills well above those required for successful completion and exceeded all of the instructional objectives and competencies established for the subject/course during the grading period.

B+ (87 -89%) indicates that the student has demonstrated a good / outstanding achievement in the academic area but have not mastered the skills well above those required.

B (80-86%) indicates that the student has demonstrated good but not outstanding achievement in the academic area. The student consistently performs at a level above that which is expected of the typical student in the same program or subject. The student has mastered content skills beyond those required for successful completion of the instructional program. The –B student will be progressing at a rate that will enable him/her to have achieved virtually all of the instructional objectives and competencies established for the subject being graded.

C +(77 -79%) indicates satisfactory academic achievement and the student is moving into demonstrating a good but not outstanding achievement in the academic area. The student performs at an average level in terms of mastery of skills/performance standards and/or content of the program.

C (70 -76%) indicates satisfactory academic achievement. The student performs at an average level in terms of mastery of skills/performance standards and/or content of the program. The student’s rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.

D+(67 - 69%) indicates a minimal acceptable level of mastery of skills and other course content and indicates that improvement is needed to achieve a satisfactory level of academic performance but the student is moving in the direction of satisfactory academic achievement.

D(60 - 66%) indicates a minimal acceptable level of mastery of skills and other course content and indicates that improvement is needed to achieve a satisfactory level of academic performance. The student’s rate of progress is such that the minimal instructional objectives and competencies for the program will be mastered.

F (0-59%) indicates a level of academic performance that is unsatisfactory. Students functioning at this level are not mastering the minimal objectives and competencies required in the regular instructional program.

GRADE	LETTER VALUE	VERBAL INTERPRETATION	GRADE POINT VALUES
A	90 - 100 %	Outstanding	4
B	80 - 89 %	Good	3
C	70 - 79 %	Satisfactory	2
D	60 - 69 %	Minimal; Improvement Needed	1
F	0 - 59%	Unsatisfactory	0

Based on District guidelines, incomplete grades and/or grade overrides are not allowed. Overrides (either up or down) will only be granted by the administration in special cases where students who have 10 or more excused absences in an annual course or five or more excused absences in a semester course. In this case an incomplete grade may be issued by administration. Subject to the review and approval of the principal, a teacher may change an “I” grade to a letter grade once the student has appropriately mastered all course objectives and competencies. All grade changes must be approved by administration and

accompanied by a grade change form.

Grade of Record Calculations

Middle School Students – Students earn a final grade which is computed from the average of semester one and semester two.

High School Students – Students do not generate a final grade; they earn a semester grade. If they earn a passing grade, these students earn a half-credit per semester for each class in which they are enrolled. The formula for this grade is usually:

$$75\% (\text{semester grade}) + 25\% (\text{Semester Exam}) = \text{Semester Grade}$$

GUEST SPEAKERS

All guest speakers must be approved by administration. The instructor must complete a Request for Guest Speaker form and submit to the Assistant Principal in advance of making arrangements with the guest speaker. Guest Speakers must sign in at the front office.

GUIDANCE –see STUDENT SERVICES

H

HALL PASS

Students excused from class must have an individualized yellow hall pass signed by the teacher indicating the time of departure and destination. No child is ever to be out of class without a yellow hall pass signed by the teacher excusing him/her from class to go locations other than the restrooms (see - RESTROOM PASS). If a student is sent to see another teacher, the other teacher needs to record the new time student leaves them and also sign the hall pass.

HOME LEARNING/HOMEWORK POLICY

Purposeful home learning is an essential component of the instructional process. Students should have home learning assignments for each class each day. Evidence of home learning assignments should be in the daily lesson plan. Home learning assignments should be checked off and recorded on Pinnacle. Teachers should expect every child to complete his/her home learning assignments by the designated time. Home learning assignments should reinforce and/or enhance concepts and learning that take place in class. They should be challenging and involve higher level thinking (critical thinking) in all or part of the assignment. Reading is recognized as a universal skill that relates to all subjects. Therefore, reading assignments may be part of the home learning process.

HOURS OF OPERATION - Middle/High School

- Teachers..... 7:15 a.m. – 4:30 p.m.
- Students..... 7:30 a.m. – 3:30 p.m.
- Conference Periods..... Scheduled before school, after school, during teacher planning periods or at times mutually convenient for both parents and teachers

- After Care 2:35 p.m. – 6:00 p.m. at the Elementary for approved fees.

Students will be ready for entry into the building at 8:25 a.m. Therefore, all teachers must open and stand at their doors by 8:25 am and in between classes

I

ILLNESSES AND INJURIES

An ailing child has difficult time learning and also may present a health hazard to others. Students becoming ill should be sent to the office with a pass. Teachers are not to administer any medicine.

Symptoms requiring immediate attention and/or removal from school include: vomiting; bleeding; fractures and broken bones; severe bumps or bruises; red, watery eyes (pink eye); red, itchy bumps all over the body (chicken pox/measles); itchy scalp (lice); dizziness or loss of consciousness.

Please refer to the ACCIDENTS and EMERGENCIES sections for additional information.

INDEPENDENT READING PLAN

Literacy is an integral part of the learning process. Please refer to Somerset’s Independent Reading Plan for specific information.

INSUBORDINATION – see DISCIPLINARY PROCEDURES FOR STAFF

K

KEYS

The building and facilities are secured using keys, which are strictly controlled by the chief security. Keys are issued at the beginning of each school session and turned in at the end of each school session. All personnel must sign for and take personal responsibility for the keys they are issued. Staff will be issued only those keys, which are associated with the areas they normally work, e.g., classrooms. Under no circumstances are school keys to be given to students or other people. Keep constant control of keys, and report missing or stolen keys immediately to the principal or designee. Keys are not to be duplicated. Individuals making unauthorized duplication of keys are subject to disciplinary action, up to and including termination.

L

LEP – see ESOL STUDENTS and META

LESSON PLANS

Good planning is essential to good teaching. Long-range plans, as well as explicit daily assignments,

should be part of your plan book. All lesson plans must indicate Objectives, Activities, Assessments, Home Learning Assignments and a way of monitoring student progress, and must follow Next Generation Sunshine State Standards as well as the Common Core Standards. The Objectives/Components in the plan should be clearly indicated in the lesson plan. Each department will have standard lesson plan format that may be used as a guideline / sample.

If you have ESE, Gifted and/or ESOL students in your class, your lesson plans must include appropriate strategies to address their needs. These strategies may be coded to facilitate their inclusion in lesson plans. A variety of activities need to be present with emphasis on hands- on activities, cooperative and flexible groupings, and other learning activities that will assure a successful instructional program.

Lesson plans shall be available to the administration, department chair or designee during classroom visits or during observations. Teachers should have their lesson plans readily available at all times. Lesson plan may be checked at any time during the school year.

LOST AND FOUND

The lost and found area is located near the Dean of Discipline's office directly in front of room 108. Any students or staff member who have lost or found an item should report it to the Main Office.



MAIL

Mailboxes are located in the teacher's lounge and should be checked every day upon arrival in the morning and before leaving at the end of the day. Students are not to retrieve items from staff mailboxes.

MEDIA CENTER

The Media Center will be open from 9:00am – 4:30pm.

MEDIA / PRESS

If any teacher or student is contacted by the press, the police, a probation officer, a Florida Department of Children & Families official, etc., please advise that person that Somerset School Board Policy prohibits a teacher from releasing any information or providing any comments. Only the principal of the school or a designated administrator is authorized to respond. Teachers may give out the name; address and office phone number of the principal or offer to get the appropriate administrator to the phone. Adhering strictly to this policy is required.

MEETINGS

Faculty members are expected to be present at all faculty meetings unless previously excused by an administrator. Grade Level and Leadership meetings will be held on a monthly basis. Departmental meetings will be held on a bi-weekly basis and attendance is mandatory. Department meeting minutes are to be submitted to the administration as soon as is feasible thereafter.

Please refer to the CONFERENCES section.

META

The Florida State Department of Education and the League of United Latin American Citizens (LULAC) signed a consent decree in 1990, which establishes requirements for the delivery of services to LEP students and provisions related to in-service requirements for instructional personnel. The main focus of the decree is –equal access to educational opportunities in all public schools for children classified as Limited English Proficient (LEP). The consent decree sets statewide standards for the proper identification, placement, and provision of programming for, assessment and monitoring of performance of linguistic minority students. This includes the submission of a three-year plan for serving these students as a condition of state funding, and the recruitment and training of appropriately qualified staff in bilingual and English for Speakers of Other Languages (ESOL) classes.

MONEY – see FINANCES

N

NEW TEACHERS

In addition to the requirements listed on the Statement of Status of Eligibility issued by the Department of Education, all new teachers with temporary teaching certificates must demonstrate professional education competence in order to obtain a Professional Educator’s Teaching Certificate. Somerset Academy documents each new teacher’s competence using our own instructional tool and FPMS. Please refer to EVALUATIONS. Each new teacher to Somerset must participate in the Somerset Academy New Educator Support System (NESS).

O

ORGANIZATIONAL STRUCTURE

Please refer to the organizational chart.

P

PARENT COMMUNICATION

Parent-teacher conferences should occur on a regular basis. Emphasis should be placed on each student’s success and creativity along with academic or behavioral difficulties that the student is experiencing. Teachers must keep and maintain a *Parent-Teacher Communication Log* and specify whether such contact was in person, by telephone, or through written correspondence. When required parent contact is not achieved, evidence of attempts to contact the parent needs to be recorded. Teachers should be professional at all times. At no time shall a teacher or staff member discuss issues relating to any student or staff member outside of a conference in the presence of other parents or students. Parents and staff may be kept aware of activities via the school calendar on the school’s website and the automated Parent Link system. Please refer to the CALENDAR section.

PARKING

Each staff member will be assigned a parking space according to their classroom location at the beginning of the school year. Staff members will receive a parking decal that must be hung on the rearview mirror and must park in their designated area throughout the school year.

PERSONALIZATION PERIOD

Each 6th – 12th grade student will be assigned a Personalization Period (study hall). This is a non-credit earning course. Students will not be exempted from this course. The purpose of the course is for students to get organized, study and work on assignments during the school day (online courses, homework, etc.). Teachers are to take attendance and maintain a classroom environment that is conducive to self-learning. Teachers are not mandated to keep lesson plans for this period nor to enter grades in Pinnacle for this course.

Students may use personal electronic devices only for instructional purposes to complete assignments (phones, computers, lap-tops, tablets, etc.). However, Somerset Academy is not responsible for any theft, loss or damage to personal electronic devices brought to school. Students that use electronic devices for non-instructional purposes will have their electronic devices confiscated.

Teachers are to ensure that students are using their time productively and effectively. Students are **not** allowed to use their time for entertainment purposes, such as texting, using social media, watching movies/internet videos, playing video games, surfing the web, socializing with peers, taking extended bathroom breaks, sleeping, etc.

Teachers are **not** allowed to send students to alternate locations during this time, unless otherwise approved (office, guidance, ESE, RTI, media center, etc.).

Additionally, Personalization Periods may be used for guidance presentations, IEP/EP meetings, pull-outs/push-in interventions, therapies, etc.

Students are expected to study and complete assignments during this period in a quiet and respectful manner. Those that do not follow instructions or cause a disruption, will receive behavioral consequences as delineated in the Somerset Academy Progressive Discipline Plan and Broward County Public Schools Administrative Discipline Matrix.

PHOTOCOPIES

Photocopies must be approved by department heads and will be made by the Duplication Specialist in the Teachers' Lounge. Please submit *Photocopy Request* form 48 hours prior to the date needed. Please do not send students to request copies during the M/H lunch block.

PORTFOLIOS (STUDENT FOLDERS)

A folder must be kept for each student in all courses. Each folder should be marked with the student's name and grade level. The contents of the student folders should, in general, reflect the nature and quality of teaching and learning. They should document student progress to the teacher, the student, and the parent. A variety of work samples and assessment items are to be included in student folders. Some examples include: class learning assignments; home learning (labeled as such); corrected work rewritten by students; project documentation; tests, quizzes, exams; textbook assessments (placement exams); and student self-assessment.

Portfolios are a reflection of students' academic growth over a period of time; therefore the portfolio should be a comprehensive reflection of the student's academic progress. The selection of work contained within the portfolio should be a cooperative effort between the teacher and the student. (Never should a student's

portfolio reflect completion, rather corrective markings should indicate a student's avenues for improvement.)

PROFESSIONAL DEVELOPMENT

Teachers will receive support services at Somerset Academy Charter that will provide relevant information about the importance of you tracking your own professional development in-service master points which are essential for recertification purposes through the Florida Department of Education; however, the school through PAEC will provide professional development opportunities. In order to attend a professional development during school hours, you must submit the completed *Professional Development Approval Form* 2 weeks prior to the actual workshop date. If the approval is not submitted 2 weeks prior to the actual workshop, your request will be denied due to a limited amount of availability of the substitute teachers.

PROFESSIONAL GROWTH PLAN (PGP)

Jefferson Somerset Schools' Professional Growth Plan is the district's response to Florida's call to have all instructional personnel engaged in meaningful staff development activities that directly relate to gains in student performance. The PGP is teacher directed and focuses on Sunshine State Standards, subject content, teaching methods, technology, assessment and data analysis, classroom management, and/or school safety. Each teacher must complete one annually.

PROGRESS REPORTS

Interim Progress Reports are an integral part of the instructional program. The reports are issued 4 1/2 weeks into each grading period in order to notify both students and parents of the academic and behavioral performance of students prior to the completion of a nine-week term. Additionally, teachers may be called upon to issue daily or weekly progress reports in some cases where students need to be monitored more closely. Teachers should keep a copy of any unsatisfactory progress report issued or a record of such issuance. Also see FAILURE NOTICES.

R

READING PLAN – see INDEPENDENT READING PLAN

REFERRALS

Students experiencing difficulties academically, socially, or emotionally should be referred to the dean of discipline and/or guidance through an official referral form. See DISCIPLINE.

REQUEST TO LEAVE EARLY

All staff members requesting to leave early must submit an electronic request form via the employee portal 24 hours prior, unless it is an emergency. Half-days are as follows: 7:00 –11:00 A.M and 11:00 – 3:00 P.M

RESTROOM PASS

All restrooms have a designated color that will match the restroom hall passes given to the teachers based on room location. For example, upper level restrooms in building E will be "Green," all teachers on that level will be given "Green" restroom passes for student use. Should a student be found out of the designated color-coded area, he/she will be deemed out of assigned area and security will walk him or her back to class.

RETENTION

It is extremely important that each classroom teacher meet with the administration concerning any student

who is experiencing academic difficulties. Students will be promoted/retained in accordance with the Student Progression Plan guidelines.

S

SIGN-IN/SIGN-OUT

All staff must sign-in/sign-out by entering their 6 digit code in the time clocks located in buildings A (elementary building), B (Middle school building), D (Administration Office) & F (High school building). It is the responsibility of each staff person to ensure that he/she punch in upon arrival and out upon departure from school. The repeated neglect of handing scanning in/out may be grounds for disciplinary action. Upon leaving the campus during school hours, it is additionally necessary to sign out/in through the clock and manually in the log book located in the main office. If you are leaving work early, please follow the REQUEST TO LEAVE EARLY section guidelines.

SCHEDULE CHANGES

Students may request a schedule change through the *Class Change Request* form. Many of these requests are quite legitimate and need to be considered expediently. Others may be desirable on the part of the student but not necessarily appropriate from the educational standpoint or administratively possible. Administrative schedule changes are often necessary to balance classes, create additional sections, eliminate certain classes, or to change students in order to make other kinds of modifications to the master schedule to accommodate unforeseen needs. Teachers may also make requests for student schedule changes, i.e., a student demonstrates benchmark mastery and is ready for the next level or conversely, the student is in an advanced class and has not yet mastered basic competencies.

SCHOOL IMPROVEMENT PLAN

All Florida schools are required to develop a School Improvement Plan (SIP) with measurable objectives. The objectives for the SIP shall relate directly to the statewide goals, district goals, principles for SIP, and related performance standards established pursuant to Florida's High Quality Education System. Teachers are responsible for becoming familiar with this plan and implementing the identified strategies.

SELF REPORTING

All personnel shall self-report in writing within 48 hours of any arrests, citations, or charges involving the abuse of a child or the sale and/or possession of a controlled substance or charges involving sexual misconduct, sexual battery, possession (includes e-mail transmissions) or sale of pornography involving minors and sexual relations with students.

SMOKING

As of July 1, 1996, the Florida Legislature changed the law related to smoking on school grounds. Smoking is no longer permitted on school campus. You are not permitted to be within 1,000 feet of the school, Rose Price Park or any off campus school functions when smoking. Failure to comply will result in disciplinary actions; verbal warning, formal meeting with administration, and possible termination.

SOLICITING

No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval from the principal or assistant principal. All non-school employees are prohibited from posting or handing out flyers on school

property.

STUDENT SERVICES

Student Services is an integral component of the educational process and supports the school's efforts to graduate students with competencies necessary to make self-directed, realistic and responsible decisions. Student Services personnel assist students, parents, and teachers through guidance counseling, academic counseling, parent consultations, teacher consultations, substance prevention/intervention, post-secondary planning, and crisis intervention.

STUDY HALL – see PERSONALIZATION PERIOD

SUPERVISION OF STUDENTS

All employees responsible for supervising students and student activities are to take precautions to protect the life, health, and safety of every student. **Under no circumstances should a teacher leave his/her class unattended!** Safeguards to reduce or eliminate accidents and injuries should be in place at all times. Any accident or injury should be reported to the administration immediately and the supervising adult must complete an online student accident report within 24 hours. Designated school personnel must supervise students at all times throughout the school day and at all pre-approved school events. In instances where a teacher must leave his/her assigned students, the teacher must make provisions for supervision by designated school personnel prior to leaving the students.

SUPPLEMENTS/STIPENDS

Teachers who wish to provide additional or extracurricular instruction beyond their contract duties may apply for a salary supplement. Teachers must teach more than six classes to receive an extra class supplement. Teachers sponsoring athletics or extracurricular activities whom do not satisfactorily complete such responsibilities may receive a lesser supplement or none at all. Supplements are awarded at the end of each semester.

SUPPLIES

Basic supplies will be provided to teachers at the opening of school. Teachers needing additional supplies should fill out the *Supply Request* form and leave it in the designated location in the office for approval. If the Florida legislature appropriates *Florida Teachers Lead* funds, eligible teachers shall be entitled to their respective allocation.

SUSPENSIONS

In-school and out-of-school suspensions are designated by the dean of discipline and/or administrators. Out-of-School Suspension (OSS) takes away the privilege of attending school for a certain number of days, outside the school. No work missed during OSS may be made up for credit. In-School Suspension (ISS) takes away the privilege of attending classes; student remains in school and may get credit for work completed during ISS.

SYLLABUS

All courses are required to have a syllabus that delineates the course description, requirements, materials, due dates and teacher expectations/rules.

T

TELEPHONES

Staff members will not be called to the phone during school hours unless it is an emergency. Messages will be forwarded to the teacher's voicemail, electronic mail, or placed in teacher mailbox. Please check for such messages by dialing 440 from any school phone upon arrival in the morning, at lunchtime, and before leaving at the end of the day. Use of the phone during instructional time should be for school business, with limited use for personal calls.

TESTING

A variety of tests should be utilized to assess student performance. In order to help students prepare for the FCAT/FSA/EOC, teachers should expose students to a variety of test formats (timed tests, multiple choice, short responses, extended responses and essays). Students should also be exposed to the bubble sheet format. Questions that ask students to explain, contrast, compare, justify, evaluate and convince need to be included. Pre-tests are mandatory to assess students' prior knowledge of subject. Post-tests are also mandatory to gauge the learning that has occurred.

TEXTBOOKS

An inventory of all classroom textbooks should be conducted at the beginning and the end of the school year according to the department chairperson's instructions. Books should be inventoried, marked for the condition in which they are distributed and received using a *Textbook Inventory* form.

Teachers should keep records of textbook issuance, students who have lost or damaged books, and the amount of total books and their condition within their files throughout the year. Student obligations for lost or damaged books should be turned in to the school treasurer and lost/damaged should be reported to the department chair by the designated date. Students with outstanding textbook liabilities are not to be reissued a textbook until their prior liability is satisfied.

U

UNIFORMS (Students)

Students who are not wearing the correct uniform will be subjected to the Somerset Academy Charter School Discipline Plan. All uniform attire must be purchased at All Uniform Wear Inc. Students wearing any item not purchased at All Uniform will be asked to conference with administration and a parent will be contacted in order to rectify and clarify any misunderstandings outlined by the following:

1. All students are required to wear straight cut, full length khaki or dark blue pants with the Somerset Academy embroidery labeled by the pocket.
2. All students are allowed to wear Khaki or dark blue Bermuda shorts with the Somerset Academy embroidery labeled by the pocket.
3. The pants or Bermuda shorts may not have cargo pockets, unusual tailoring and/or labels, may not be manufactured from jean material and must be fitted to the student correctly. Pants that are too big or too tight, as determined by the Administration, for the student are not acceptable and will be deemed in violation of the uniform code.
4. Belts must be worn at all times; these belts must be plain, black or brown leather belts and fastened securely at waist level. Pants must be worn at waist level. Loosely worn pants are not acceptable.
5. If a student chooses or needs to wear a jacket due to cold weather, it must be an official Somerset Academy apparel, plain NAVY BLUE or BLACK jacket with no logos.

6. Any attire, including back packs, displaying gang related paraphernalia or symbols, profanity or any inappropriate logos or displays are not allowed.
7. Clothing, jewelry, buttons, haircuts, or other items or markings which are, *suggestive, *revealing, or *indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or on any other basis are **not allowed**.
8. Any articles of clothing or jewelry that may cause injury including, but not limited to: with spikes or sharp objects, wallet chains, and heavy link chains are **not allowed**.
9. All uniform must be clean and pressed at all times; good grooming of hair, skin and fingernails is expected at all times.
10. **All headgear (hats, scarves, bandanas etc.) are forbidden on school property.**
11. No buttons, tags, or labels may be worn on the school uniform unless approved by the administration.
12. All students must wear their Somerset's Student ID card on a lanyard. (for more information regarding Student ID cards please make reference to the IDENTIFICATION CARD section in this Handbook)
13. Students will only be allowed to wear class/club/athletic/dry-fit spirit shirts with uniform bottoms or jeans on Fridays. Senior sweatpants can be worn on Fridays. Athletes will be allowed to wear team jersey/uniform on Fridays with uniform bottoms. Cheerleaders/Dance/Color Guard members can wear track suits on Fridays.

Boys Uniform

In addition to the above, boys **must:** Pants/Bermuda pants must be worn at waist level.

Girls Uniform

In addition to the above, girls **must:** For safety reasons earrings must be plain and stud type, or small hoops (total size must be smaller than a quarter - \$.25).

***Friday Spirit Day**

Tops: Club/class/honor society/athletic/dry-fit spirit shirts or uniform polos

Bottoms: JEANS ONLY! Students can wear full length blue or black jeans with NO tearing/shredding and NO holes. No capris, leggings or shorts allowed.

Shoes: Closed-toe shoes or sneakers. No high heels, open toe shoes, or flip flops. Footwear must be worn at all times. For grades K-12, bedroom slippers are not allowed. Parents should ensure that the footwear their students wear to school does not impede their safety.

Headwear: All headgear (hats, scarves, bandanas etc.) is forbidden on school property.



VIDEOS

Teachers wishing to show a video or film must complete the *Video Authorization* form. All videos must be approved by administration prior to their showing. Teachers are to obtain Parental Consent from parents/guardians for the viewing of rated PG-13 movies in grades 6-8 and for the viewing of rated R movies in grades 9-12. Rated R movies are not to be shown in grades 6-8. These restrictions also apply for off-campus activities.

VIRTUAL COUNSELOR

Virtual Counselor is a web-based application that provides access to individual student performance data based on the results of the Florida Comprehensive Assessment Tests and other evaluations. This

information is useful in gauging student performance and differentiating instruction. Virtual Counselor can also be used to complete Academic Improvement Plans (AIP) / (PMP). Please refer to ACADEMIC IMPROVEMENT PLAN. All teachers will be given access to Virtual Counselor.

W

WEBSITE

All teachers will have access to edit their individual webpages on the school's website. It is the responsibility of each teacher to use this medium to effectively communicate with their students and parents. Information that should be included on the webpage: homework assignments, testing dates, class notes, upcoming projects, class news, Wish List, etc. Teachers must update their webpages on a weekly basis. Department Chairpersons will periodically ensure the teacher webpages are current and have up-to-date information. Teachers found in non-compliance will be referred to the administration.

WORK DETAIL

Students referred to the administration for disciplinary problems may be given work assignments as a form of indoor suspension. Only the administration or designee may give work detail outside of a teacher's individual classroom.

XYZ

XEROX COPIES –see PHOTOCOPIES

Jefferson Somerset Charter
Elementary/Middle/High School

I, _____, acknowledge that I have received the

2018 - 2019 Faculty Handbook.

I have fully read and understood all sections of the handbook. If I do not comply with the procedures as described within the handbook, I understand that I will be responsible for any further action that might be taken.

Employee's Signature

Position

Date

Please complete and return this form to HR in the Elementary Office.

