

Key West High School Teacher Handbook 2017-2018

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Focus Contacts



Key West High School Organizational Chart 2017-2018

Principal

Amber Archer Acevedo

Assistant Principals

Diana Fernandez, Dave Perkins, Chris Valdez

Activities Director

Sarah Sheer

Athletic Director

Sarah Eckert

Building Level Planning Team

English - David Erhard

Math – Marjorie Rodriguez

Science/PE – Tara Whitehead

Social Studies – Teddi Valeski

Reading/ESE – Rebecca Provost

World Language and Arts - Sarah Sheer

CTE and Humanities – Lisa Rivard

Student Services - Vicki Cooper

At Large Member – Laura Blythe

Designee Members– Liana Blanco

Sarah Smith

Office Manager

Tiffany Freeman

School-wide Planning, Progress, and Communication

Wednesdays from 2:45-4:00pm are reserved for meetings. The expectation is that you attend ALL meetings. Other meetings may be called.

The calendar of meetings goes as follows, unless otherwise noted:

1st Wednesday – Small group, specific focus meetings

2nd Wednesday – Department Meetings

3rd Wednesday – Professional Learning Communities (PLC)

4th Wednesday – Faculty Meeting

BLPT will meet the 1st and 3rd Tuesday of each month from 2:45-4:45 p.m. Staff is welcome to attend.

AP/Principal Meetings – 2nd and 4th Tuesday, 1:30 p.m. (after school if necessary)

Administrative Team Meetings – Monday, Time

*Parent Conferences – Mornings, 7:15 a.m., afternoons 2:40-3:00 p.m., and/or as needed.
(NOT OPTIONAL)

*Teacher Office Hours – one day per week: Monday, Tuesday, or Friday, 2:35 – 3:00 p.m.

School Advisory Committee – 1st Tuesday of the Month, 6:00 p.m.

*** Please plan to be available for all required meetings and office hours.**

Principal's Responsibilities

Amber Archer Acevedo

- Manages Key West High School and its human and material resources to achieve district priorities and produce evidence of effective teaching and success for all students.
- Works with staff, students, parents to achieve annual learning gains and school improvement goals.
- Directs, oversees, and evaluates teachers and staff effectiveness in terms of their performance responsibilities and productivity in achieving the district's goals.
- Provides formal and informal feedback to teachers and staff.
- Works with staff to determine curriculum needs that specifically relate to current student achievement data.
- Collaborates with parents and community leaders as the educational leader responsible for effective teaching, student learning, and a safe, healthy, and positive environment.
- Personally participates and leads professional development. Monitors teachers' individual professional development plans.
- Keeps the Superintendent informed of current Key West High School critical issues and incidents.
- Develops, directs, and manages the school budget and internal budget.
- Shares leadership and decision making with others in the community and within the school.
- Collaborates with all stakeholders to provide a positive school culture that supports student growth academically and socially.

Administrative Duties & Responsibilities

All Administrators

- All Major School Wide Events
- Classroom Walkthroughs/Classroom Observations
- Curriculum/Curriculum Night
- Data Analysis
- Discipline
- Faculty Handbook Implementation
- Freshman Orientation
- Graduation Activities
- Master Schedule
- Open House
- Staff Recognition
- Student Achievement
- Supervision

Ms. Amber Archer Acevedo

Principal

Budget and Personnel
AVID
Fundraiser/Field Trip Approval
Stakeholder Relations
Professional Development, PLC
Technology
School Advisory Council
District Contact
Observations/Evaluations
English/Reading/Student Services
9th Success Center

Mrs. Diana Fernandez

Assistant Principal

MTSS
Project Wisdom/PBIS
Advanced Placement (AP)/NMSI
Data Analysis
Student Activities
Attendance/Truancy /EWS
Discipline
Observations/Evaluations
Social Studies/World Languages

Mrs. Sarah Sheer

Student Activities Director

Major School Wide Events
(bonfire, field days) put on calendars
Oversee Clubs
Pictures
Lunch/Hall Passes
Grad Bash
Pep Rallies
Elections
Herff Jones contact
Staff extra-curricular tracking
Other Duties as Assigned

Mr. Dave Perkins

Assistant Principal

Credit Retrieval
CTE Contact
Master Schedule
Testing Coordinator
Textbooks
Curriculum/Certification
Discipline
Credit Recovery
Observations/Evaluations
Science/PE/CTE-Humanities

Mr. Chris Valdez

Assistant Principal

ELL Contact
Safety/Supervision
Alternative Education Contact
Data Analysis
Food Services/Transportation Contact
Facilities/Custodial Contact
Discipline
Observations/Evaluations
Math/ESE/Arts

Mrs. Sarah Eckert

Athletic Director

Oversee Athletic Teams
C2C Contact
Grade Tracking of Athletes
Facilities use for fields/gym/bunk room
Facilitator of required athletic forms
Assist with NCAA Clearinghouse
Calendar games on website
Media Day coordination
Community Outreach/News Liaison
Staff extra-curricular tracking
Other Duties as Assigned

Ms. Tiffany Freeman**Office Manager**

Capital Inventory
District Funds Accounting
Furniture/Keys
Payroll
Maintenance Work Orders
Items on Master Calendar
Substitutes & Sub-Finder
Facilities – auditorium/building
Fundraiser/Field Trip forms (Ms. Galloway)

Guidance

Register/Schedule Students
Monitor Student Academic/Personal/
Social progress towards graduation
Meet with students on needs/concerns
Conflict Resolution
Communicate/Conference with
parents, teachers and mentors
Review and revise curriculum guide
Coordinate Curriculum Showcase
Assist administration as needed

BLPT - Team Leaders serve on the Building Level Planning Team. In this role, team leaders are involved in decision-making and communication that are vital to the successful operation of the school. Responsibilities include:

1. To represent their team on the BLPT and be the communication liaison between the department members and administration.
2. To effectively communicate the goals and initiatives developed by the BLPT.
3. To plan, schedule, and conduct meetings of their departments (at least twice monthly). Minutes must be prepared and disseminated to all team members and the administrative team.
4. To lead team discussions on school issues and take votes where necessary.
5. To develop, monitor and evaluate the School Improvement Plan.
6. To provide input and assistance in the development of school programs, activities and curriculum.
7. To provide leadership and assistance to their team in identifying, evaluating, and selecting curricular materials related to instruction and assessment.
8. To provide instructional leadership in lesson planning, academics, behavior management through resources, modeling and mentoring.
9. To observe teachers in their departments, provide feedback and assist in creating opportunities for colleagues to work together.
10. To assist with textbook ordering and selection.
11. To provide leadership to their team in carrying out the initiatives of the school and the district such as lesson study, differentiated instruction, effective teaching pedagogy and technology integration.
12. To assist with team building, morale and mediation when needed.
13. To assist in the assessment and planning for school staff development needs.
14. To serve as a rotating participant at School Advisory Council Meetings.
15. To provide input in evaluating staff needs and in the selection of staff members.
16. To provide input in planning the schedule.
17. To analyze data from standardized test scores and assist with planning for remediation.
18. To assist with the implementation of state statutes regarding teaching and learning.
19. To serve as a facilitator and communicator of the mission and accomplishments of Key West High School.
20. To review Lesson Plans on a weekly basis and advise the principal regarding their completion; coordinate the development of midterm and final exams with answer keys (by subject) for each course taught by the department that address intended course outcomes.

Master Calendar

The KWHS Master Calendar is housed through the MCSD Outlook Server and is used by all faculty and staff to coordinate all KWHS events including fieldtrips, testing dates, and major school wide events. Directions for adding this calendar can be found in the KWHS Staff Portal Documents Library. The Office Manager is responsible for the upkeep of this calendar. Teachers/staff are responsible for notifying the Office Manager of all events at least two weeks prior to occurrence.

Teacher Work Hours/Veritime

Regular work hours are 7:15 – 2:45. If you will be arriving late or leaving early, you must notify an administrator and/or the office manager. There is an additional 2 hours per contract per week. Teachers need to confirm their attendance using Veritime on a weekly basis. This program is found within Aesop. For questions, please see Ms. Freeman.

Anyone leaving campus for any reason must obtain permission from an administrator and sign out in the main office. Please include name, date, time leaving and time returning. This book is located in the main office.

Requirements for Temporary Duty Elsewhere Leave

All employees traveling either in-county or out of county conducting school board business are required to complete a Temporary Duty Elsewhere (TDE) leave form prior to traveling. This is required regardless of whether the district is reimbursing the employee for travel expenses or not. All employees must complete this form anytime he/she travels for district business during the school year, spring break, winter break or during the summer, which means 24 hours a day / 7 days a week.

The In-County or Out of County TDE leave form must be signed by the employee and then approved by his/her immediate supervisor before the leave form comes to the district for processing. All TDE forms must be accompanied by the notice, or tentative agenda of the meeting, workshop, conference, or other official business of the employee.

All Out of County travel by staff shall be submitted to the Board for pre-approval before any travel arrangements can be made.

Travel will not be reimbursed if procedures are not followed accordingly.

Teacher Absences

Whenever a teacher finds that he/she must be absent, he/she should input the absence into AESOP, fill out a leave form, and notify Tiffany Freeman as soon as possible. **The leave form must be submitted within 24 hours of returning to school.** In the case of an emergency, call Tiffany Freeman, no later than 9 pm on the evening prior to the absence at 305-360-1504. After that time, call 293-1549 x 54303 and leave a message. **No message should be left after 7 a.m.; you will need to talk to Tiffany directly.** This is to insure that we are able to find a substitute to teach his/her classes. In cases that Tiffany is out (she will notify with an email), please contact an Administrator or the front office and be sure you make contact with a person.

Teachers are responsible for leaving lesson plans and attendance rosters for substitutes. It is also a good idea to provide information about the daily routine. A seating chart must be provided, since the

substitute will not know the students' names. All teachers should keep a substitute folder in a location that is easy for the substitute to find in case they cannot make preparations before an absence. Please make your students and the substitute aware that **no passes are to be issued when there is a substitute**. Emergency lesson plans are due to Tiffany Freeman by August 31st, 2016.

Teacher Leave

Sick leave - all employees earn one day per month sick leave. Since four days are posted at the beginning of the year, no leave is added the last three months. Short term sick leave forms may be completed after the fact, but the employee must call in daily to request the absence. The use of sick leave for purposes other than those of sickness is considered a breach of contract.

Personal leave - personal leave is deducted from the employee's sick leave, but can be for any purpose. To use personal leave, he/she must complete a request for leave form at least five working days before the absence. These must be approved by the Principal. Instructional staff earns six days of personal leave per year. Support staff earns four days per year.

Extended personal leave without pay - must be approved by the Principal, the superintendent and the Board. Requests may be denied. Employees are responsible for paying 100% of their benefits in order to keep them.

Extended sick leave without pay - for the employee's own health problem. Medical certification must be provided on a district approved form and the leave must be approved by the Principal, Superintendent and Board. The Board pays its contribution of benefits and employee must pay his/her share.

Family and Medical Leave (FMLA) - a type of extended sick leave for four specific situations (new baby/new adoption or foster child/personal medical condition/medical condition for stipulated family members). If qualified, this type of leave will be granted for up to 12 weeks. Exceptions do apply. The Monroe County School Board pays its share of contributions towards benefits and employees must continue to pay their share.

Parental leave – a type of extended personal leave without pay. May also incorporate any available sick days the employee has. This is subject to Principal approval.

Employee Ethics Misconduct Reporting Procedures

Professional misconduct as outlined by the 2008 Ethics in Education Act:

- Obscene language
- Drug and alcohol use
- Disparaging comments
- Prejudice or bigotry
- Sexual innuendo
- Cheating or testing violations
- Physical aggression
- Accept or offer favors

Possible Consequences:

- Written reprimand
- Suspension with or without pay
- Termination of employment
- Discipline/sanctions on an educator's certificate

Initial Report:

1. Complete the Reporting Form for Monroe County School District.
2. Submit the completed form to your school level contact or the district contact.

Secondary Report:

1. The school level contact or district contact conducts or assigns personnel to conduct an investigation using the protocol for MCSD.
2. The investigator will collect information on the Witness Statement forms and keep a detailed record of the findings. If there is physical evidence the Chain of Custody form will be completed.
3. If you believe there are legally sufficient allegations of misconduct complete the Educator Misconduct Form from the Professional Practices Services (PPS) and send all forms and evidence to the Superintendent of Schools.
4. The Superintendent will review the information and if there are legally sufficient allegations of misconduct, he will forward the information to the PPS and DOE within 30 days of the initial report.

School Contact: School Principal

District Contact: Director of Teaching and Learning

Additional information and forms can be found in the Key West High School Staff Portal in the Ethics Documents folder of the School Document Library.

Teacher Liability/Negligence

A teacher or other school employee may, at times, feel concerned over the possibility of being held liable in cases of injury to pupils on the school grounds or in school buildings or while engaging in school activities. There are some circumstances in which an employee may be held liable. The general rule of law is that one who by reason of his/her negligence results in or causes injury to another is responsible in damages, but such negligence must be the proximate cause of the injury and the injured person must not him/herself have been guilty of negligence proximately contributing to the injury. Unless both of these elements exist, teachers and other employees are probably not personally liable. Damages have been received against teachers, as well as school districts in circumstances arising out of instances such as the following, when the injury was proximately caused by the negligence of the teacher:

- Failure to provide proper supervision in the classroom or on the campus grounds. Lack of proper supervision on the campus grounds during the school day or at established school bus loading zones which such buses are loading or unloading fall in this category. Proper supervision may mean more than simply "being there".
- Allowing students to play unsafe games.
- Permitting the use by students of defective apparatus and equipment.
- Conducting improperly organized or supervised field trips.
- Use of motor vehicles in a negligent manner.
- Failure to give proper instruction in the use of shop and science equipment and materials. In the laboratory or shop, supervision alone is not enough. Instruction

should be given in the use of the facilities and equipment, and in alleviating the problem.

- Providing improper first aid which results in further injury.
- Any act, which results in an accident where due diligence and care are not given.
- Allowing unsafe conditions of grounds or buildings to exist.
- Sending students outside the door for disciplinary reasons.
- Dismissing students before the bell.

Supervision

Specific supervision stations will be assigned to teachers for one period. Exceptions are those with 3 or more preps, department chairs and those teaching a sixth period. The expectation is to be present and actively supervising during your assignment. Teachers are to supervise classrooms and areas they are in. Your presence in the hallways/pods is essential to the health and safety of all our students. Teachers are asked to monitor their teaching area and hallway from: 7:25 to 7:30 AM, between classes, and immediately after school. Please be at your doorway during these times unless you have been assigned another duty station. Please intervene if there are any behavioral or safety concerns in your presence on campus or at a school activity.

Copy Work

There are copiers for teachers' use in the workroom in the front office and upstairs in Building 4. Teachers are responsible for making their own copies. If there is a problem with the copier, please notify the front office immediately. Students are not to use the machine for any reason unless verified by the office manager.

Teacher Dress Code

It is important for teachers to dress in a professional manner, modeling the student dress code.

Faculty should dress in a manner that elicits the respect due the person and the profession. Students take their cues from teachers. Set a good example. Please follow the guidelines below:

Key West High School Standards for Professional Dress

Appropriate Dress – Men

Shirts with collars
Pressed Slacks
Jeans
Appropriate footwear

Inappropriate Dress – Men

Tank tops(except P.E. class)
Flip Flops
Sweat pants
Jogging Suits

Appropriate Dress – Women

Dresses or skirts at an appropriate length
Slacks with blouse
Jeans
Appropriate footwear

Inappropriate Dress - Women

Tank tops(except P.E. class)/midriff
tops/spaghetti straps
Flip Flops
Sweat or Yoga Pants
Jogging Suits

Syllabus

Teachers are required to distribute a typed course syllabus to each student on the first day of class each term. A copy of this course syllabus must be submitted to the Department Chair by Monday, August 14th, along with the first set of lesson plans.

The purpose of the course syllabi is to continue to improve the communication among the parents, students and teachers. Your syllabus for each course should include but is not limited to the following items:

- Your name and course name
- Description/purpose of the course
- Required materials for the course (book, paper, lab fees, etc.)
- Evaluation methods and grading procedures; make-up work policies
- Major topics covered and assessment methods
- Mid Term and Final Exam dates
- Office hours and methods of communications for students and parents
- A place on the bottom for parent signature (collects as a homework grade and if not turned in, call home immediately). Parent contact is crucial.

Teacher Lesson Plans

Teachers are required to keep up-to-date and complete lesson plans for each class they teach. An example of a standard lesson plan will be on the shared folder on the H: drive. Lesson plans must be typed. A copy of **lesson plans should be submitted to the H Drive folder by Monday** for the current week. They will be checked Monday by Department chairs and failure to submit will reflect in the final evaluation.

The following items should be included in all lesson plans:

Subject matter/Topic	Florida Standard/Objective
Lesson Format/Instructional Strategies/Activities	IEP/ELL Accommodations
Resources/Textbook pages	Seatwork/Homework
Assessments/Evaluations	Intervention/Remediation

Instructional Review Classroom Checklist

Posted in the classroom should be:

- Date
- Learning Goal/Essential Questions “student friendly language”
- Prime Time
- Vocabulary/Word Wall
- Debriefing
- Homework
- Grading Rubrics

Other things to consider for a positive, enriched environment include:

- Classroom is Free of Clutter
- Classroom Displays/Contains Literacy-Rich
- Instructional Based Visual Aides and Resources (e.g. Student Produced Work, Projects, etc.)
- Classroom Displays Exemplary Work (e.g. Graphic Organizers, Notes)
- Content Materials and Technologies that support student learning and are neatly organized, readily available for use, and easily accessible. (e.g. Textbooks, Workbooks, and Graphing Calculators)

Students are participating in hands-on-activities, using appropriate content materials and technologies.

Grading Policy

Grades may be obtained in any of the following ways:

Evaluation/Assessment	
Worksheet	Drawing (maps, charts)
Written report	Panel discussion
Oral report	Demonstration
Project (home & school)	Term report
Class participation	Extra-credit work (may not be given for items brought in or participation in outside event)
Self-evaluation	Learning styles choice of activity

GRADING MAY NOT BE BASED ON BEHAVIOR.

Rubrics should be pre-given for all projects/written assessments and assignments as warranted. Record all numerical grades in Pinnacle after they have been determined using the following scale:

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

Entries should be made promptly, at least once per week.

School-wide Grade Codes:

- Blank = teacher has not graded assignment yet
- X = excused from assignment
- Z = not turned in but can still be complete for credit
- 0 = zero credit earned, cannot be turned

Progress/Deficiency Reports

- It is the responsibility of the teacher to continuously monitor student grades and to report progress or deficiencies to the student and parents. An open line of communication is of the utmost importance to ensure the students' success.
- A teacher should regularly assess the performance and behavior of the child. When a student's performance shows an appreciable downward change or failure to meet the minimum standards of performance commensurate with the student's ability, teachers are required to communicate with the student and the parent. If you have difficulty reaching a parent, see an administrator.
- Progress Report and Report Card grades and comments need to be completed by the deadline set-forth and advertised.
- At the end of each quarter, quarter grades lower than a 50% must be changed to a 50% in the teacher's gradebook, per MCSD policy.
- Progress reports with a grade of D or F must be signed by the parent and returned to the teacher.

- Grades of D or F on a report card should have a student record of remediation strategies, parent/teacher conference, student data chat and other information indicating teacher attempts to assist student to be successful.
- The class attendance and grade records will be checked periodically by administration.

Homework Policy

Homework is a valuable teaching tool. In order to assure our students and parents that homework is an extension of the learning process and of great benefit to their child, KWHS promotes the following:

Teachers will:

- Give homework assignments in writing, having students copy it or giving it to them in written form.
- Give feedback on homework assignments (grades, discussion, credit, etc.).
- Establish a late homework policy.
- Ensure that assignments will be differentiated to meet the learning needs of students.

Homework will not:

- Consist of straight copy work
- Require resources not readily available to all students
- Be written assignments given as punishment for misbehavior
- Require adult help
- Consist of work where students can do better by spending more money
- Take the average student more than 30 minutes

Department Chairs/Team Leaders will coordinate homework assignments to avoid student overload if necessary.

Hall Passes

- A student must have a green hall pass from a teacher in order to be in the hall during a class period. These passes are to be issued only when absolutely necessary. Teachers must use school issued passes (red) when students are not returning to class.
- Do not permit students other than those in your class to enter your classroom without a pass. All passes are to be written in ink and should be signed, not initialed.
- If a student is too ill to remain in class, he/she is to be given a pass to go to the clinic. Students without a pass will be returned to class without seeing the nurse. If the clinic is closed, students will be sent to the attendance office to call home.
- Students who wish to leave the grounds at any time during the school day must obtain a permission to leave form from the attendance office and garner parental permission.
- Teachers are not authorized under any circumstances to give permission to a student, including peer counselors, to leave the school grounds. Teachers are not to send students off campus for any purpose. Students must have parent and administrative permission to leave campus.

Textbooks

During preplanning, each program manager will coordinate the distribution of books among teachers. Teachers are responsible for maintaining a record of all books that are issued to students and for their return.

Procedures for issuing textbooks:

1. **The number and condition of each textbook will be recorded on the Student Textbook Issue Form.** This record should be updated throughout the year as textbooks are returned, reissued or given to a new student.
2. A mid-year textbook check will be conducted to ensure textbooks are not lost.
3. If a textbook is lost or damaged, the office will collect the amount due from the student by the following procedures:
 - a. The teacher will send a note to the office giving the title and amount to be paid by the student.
 - b. The office will issue a receipt.
 - c. The teacher may issue another textbook only when presented with a paid receipt
3. Attempts to recover funds from students on the debt list will include letters sent home to parents, notification to students, with holding privileges until debt is paid.

Telephones

- Communication with parents is an important teaching responsibility. All teachers have a voice mailbox for personal and professional messages that must be reset at the start of the year.
- Please see the telephone quick reference guide available on your computer desktop for detailed information.
- If you have any problems, see Tiffany Freeman or Yomar Hernandez. A copy of the Phone Reference Sheet is available on teacher workstation desktops.

Student Discipline

Key West High has developing a student code of conduct centered on Respect, Responsibility, Determination, Dedication. Expectations of these behaviors are posted around the school campus.

MONROE COUNTY PUBLIC SCHOOLS CODE OF STUDENT CONDUCT

Be Safe, Be Responsible, Be Respectful, Be There

Teachers will be responsible for the knowledge of and implementation of the district-wide and school-wide behavioral code. Parents, students and the community will also become knowledgeable about the district code of conduct.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board, but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, regardless of where it occurs, is directed at a Board official or employee, or the property of such officials or employees. The School Board has zero tolerance for conduct that poses a serious threat to school safety.

Behavior Management – Teachers Role

Teachers are expected to model desired student behavior to create a positive and pleasant classroom environment focused on growth and from free insults, put-downs, yelling, and sarcasm.

- The focus is on instruction, positive engagement and building relationships.
- The goal is to minimize distractions to instruction and confrontational situations.
- Teachers and Staff are to work with the students to ensure that they understand the rules and the positive behavior expectations of the students.
- Make sure that students and parents have a clear understanding of the School Student Code of Conduct and your classroom rules and consequences. Classroom behavior plans should be visible, shared with students and parents and be consistent.

Teacher Managed Behaviors

- | | |
|------------------------------------|---------------------------------------|
| ▪ Minor Disruptions | ▪ Refusing to work |
| ▪ Cheating | ▪ Refusing to sit in a chair |
| ▪ Teasing/Discourteous | ▪ Using a cell phone |
| ▪ Horseplay | ▪ Inappropriate language |
| ▪ Yelling Making Disruptive Noises | ▪ No homework |
| ▪ Disrespect/talking back | ▪ Talking without permission |
| ▪ Body Noises | ▪ Not having materials/being prepared |
| ▪ Tardiness | ▪ Throwing small object |
| ▪ Dress Code | |

Office Managed Behaviors

- | | |
|--|---|
| ▪ Insubordination/willful disobedience | ▪ Leaving Classroom/Campus without permission |
| ▪ Profanity | ▪ Theft |
| ▪ Fighting | ▪ Significant damage of property |
| ▪ Harassment/Bullying | ▪ Inappropriate touching |
| ▪ Bodily Harm | ▪ Throwing object with intent to harm |

Procedure for Office Managed Behaviors

1. Advise the student to go directly to the AP Lobby area and see AP Assistant. AP Assistant will process that situation and assign them to the AP available. Send referral if able to complete immediately.
2. If student refuses to go or the situation escalates, call AP Assistant 54304 first, Tiffany 54303 second or the office 54300, to get an administrator to the room. When calling give specific necessary information.

For violent or emergency incidents, suspicion of health/safety issue, including weapon, please call the office immediately and state your report first.

For all referrals, an administrator will report the consequences to the teacher. If five referrals are sent from a class/teacher, an administrator will visit the class to observe student interaction with the behavior management plan.

School District Behavior Plan

LEVEL I DISRUPTIVE BEHAVIORS

Level I Behaviors are acts that disrupt the orderly operation of the classroom, school function, and extracurricular activities or approved transportation.

- Unauthorized location
- Computer/Internet misuse
- Confrontation with another student
- Cutting class
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Failure to comply with the class and/or school rules
- Possession of items or materials that are inappropriate for an educational setting*
- Inappropriate public display of affection
- Repeated use of profane or crude language (general, not directed at someone)
- Tardiness
- Unauthorized use of electronic devices
- Violation of dress code

*See Sexual Offenses (other), Level IV, for obscene or lewd materials.

Administrators must contact law enforcement for any criminal conduct. If the victim of a crime requests a police report, the principal or designee must report the incident to law enforcement.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must select at least one of the following strategies from PLAN I. Principals may authorize use of PLAN II for repeated, serious or habitual LEVEL I infractions.

PLAN I

- Parent/Guardian contact**
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of electronic/communication devices
- Detention or other Board approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- In school suspension /Detention
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in an informal counseling session related to the infraction
- Behavior Plan
- Alternative to suspension**
- Saturday School
- Loss of privileges

**Good faith attempt must be made immediately to contact parent/guardian by telephone.

LEVEL II SERIOUSLY DISRUPTIVE BEHAVIORS

Level II Behaviors are more serious than Level I because they significantly interfere with learning and/or the well-being of others.

- Cheating/ Misrepresentation/ Plagiarism
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting *
- Failure to comply with previously prescribed corrective strategies
- False accusation
- False fire alarm
- Fighting (minor)
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school grounds without permission
- Joining clubs or groups not approved by the School Board; gang related activities
- Libel
- Petty Theft (under \$300.00)
- Use of profane or provocative language directed at someone
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Slander
- Vandalism

*See Sexual Offenses (Other), Level IV, for obscene or lewd materials.

Administrators must contact law enforcement for any criminal conduct. If the victim of a crime requests a police report, the principal or designee must report the incident to law enforcement.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must select at least one of the following strategies from PLAN II. The use or appropriate strategies from a previous PLAN may be used in conjunction with the PLAN. Principals may authorize the use of PLAN III for repeated, serious or habitual Level II infractions.

PLAN II

- Parent/guardian contact**
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior
- Suspension from school for one to five days***
- Alternative to suspension**
- Saturday School
- Loss of privileges

**Good faith attempt must be made immediately to contact the parent/guardian by telephone.

***Send written notice to parent/guardian within 24 hours via U.S. mail.

LEVEL III OFFENSIVE/HARMFUL BEHAVIORS

Level III Behaviors are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.

- Assault/Threat against a non-staff member
- Breaking and Entering/Burglary
- Bullying (repeated harassment)
- Disruption on campus/Disorderly conduct
- Fighting (serious)
- Harassment (Civil Rights)
- Hazing (misdemeanor)
- Possession or use of alcohol and/or controlled substances
- Possession of simulated weapons
- Sexual harassment
- Trespassing
- Vandalism (major)

Administrators may contact law enforcement.

The principal or designee must select at least one of the following strategies from PLAN III. The use of appropriate strategies from previous PLANs may also be used in conjunction with this PLAN. Principals may authorize the use of PLAN IV for repeated, serious or habitual Level III infractions.

PLAN III

- Parent/guardian contact**
- Suspension from school for one to ten days***
- Permanent removal from class (placement review committee decision may be required)
- Alternative to suspension**
- Recommendation for alternative educational setting
- Recommendation for expulsion

LEVEL IV DANGEROUS OR VIOLENT BEHAVIORS

Level IV Behaviors are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.

- Battery against a non-staff member
- Grand theft (over \$300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Other major crimes/incidents
- Sale and/or distribution of alcohol and/or controlled substances
- Sex offenses (other) (including possession and/or distribution and/or distribution of obscene or lewd materials)

Administrators may contact law enforcement.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must use the following strategies from PLAN IV. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

PLAN IV

- Parent/guardian contact**
- Suspension from school for one to ten days***
- Recommendation for alternative educational setting
- Recommendation for expulsion

**Good faith attempt must be made immediately to contact parent/guardian by telephone.

***Send written notice to parent/guardian within 24 hours via U.S. mail.

LEVEL V MOST SERIOUS, DANGEROUS OR VIOLENT BEHAVIORS

Level V Behaviors are the most serious acts of misconduct and violent actions that threaten life.

- Aggravated assault
- Aggravated battery against a non-staff member
- Armed robbery
- Arson
- Assault/Threat against employees or persons conducting official business*
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school*
- Sexual battery
- Possession, use, sale or distribution of firearms, explosives, destructive devices and other weapons*

Administrators must contact law enforcement. The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.

*One year expulsion recommended.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must use the following strategies from PLAN V. The use of appropriate strategies from previous PLANS may also be used in Conjunction with this PLAN.

PLAN V

Parent/guardian contact**

Suspension from school for ten days***

Recommendation for expulsion

**Good faith attempt must be made immediately to contact parent/guardian by telephone.

***Send written notice to parent/guardian within 24 hours via U.S. mail.

This level of infraction may result in an expulsion requiring School Board action.

Guidance Department

Class of 2020 – Wanda Spencer
Class of 2019 – Vicki Cooper
Class of 2018 – Linda Missert
Class of 2017 – Debbie Morales
CAPS Counselor – Gavin Townsend
DJJ – Helen Rowe
Data Entry – Jocelyn Cabrera
Records and Registration – Becky Davila

Students should not be sent to guidance, they should get a referral form. These forms are located in the Registrar's Office and a student can go down before school, after school or during lunch. After the student completes the form, it can be submitted to Rebecca Davila in the guidance department. Their counselor will call them out of class to meet with them as soon as possible. Under no circumstances should they be sent to guidance to wait to see a counselor.

Schedule Changes

Any schedule change requires a proper form issued by a guidance counselor and initialed by all teachers involved. Please do not allow students to enter your class without proper authorization. Students who want a schedule change must complete the referral form and wait to be called to guidance. Until that time, they should continue reporting to classes they are currently assigned to.

Educational Records

Educational records are maintained in a secure area of guidance. Teachers and administrators are encouraged to consult with counselors when concerns arise. Parents have access to their children's records in the presence of a counselor and can receive copies through a written request. Records cannot be removed from the guidance area. **STUDENT NUMBERS ARE NOT TO BE PRINTED ON ANY DISTRIBUTED MATERIAL.**

Health Records

Guidance personnel attempt to advise teachers of any unusual student health conditions (epilepsy, diabetes, physical impairment). All such information is confidential. Questions regarding student health concerns should be referred to a guidance counselor or the school nurse. Remember, e-mail is not a secure means of communicating confidential information.

New Student Enrollment

New students are enrolled into classes that most closely match the course work they were previously taking. When available, withdrawal grades are included on the student's initial schedule for immediate recording in a teacher's grade book. Otherwise, grade information will be provided to teachers as soon as educational records are received in the guidance office. For questions, see Ms. Davila in the guidance department.

If a student is inadvertently enrolled into an already overcrowded classroom, the teacher needs to accept the student and personally check with guidance or an administrator at the next teaching break. Do not reject a student or return a student to guidance because of overcrowding. It is important to help the student adjust to school. Counselors will correct the mistake and work with the student to foster the best adjustment possible to the new situation.

Consultation

Guidance personnel are available for teacher consultation regarding a number of student issues. Information on educational placement, academic history or personal history is available to all teachers. Often, academic records provide tremendous insight into student performance.

Multi-Tiered Support System

MTSS is the process that provides tiered support to struggling students. Teachers who identify students who require MTSS should work with the coordinator, Monica Fletchall, and the MTSS team through the process.

College and Career Placement Counseling

A CAPS counselor will be available in the guidance department to help students with their post-secondary educational plans. Students needing her services should use the same referral procedure as those for meeting with a guidance counselor.

Child Abuse

LAW: School personnel are obligated to report suspected cases of child abuse or neglect.

LAW: School personnel are held harmless for reporting suspected child abuse or neglect.

LAW: School personnel are subject to lawsuit and possible criminal charges for not reporting suspected child abuse or neglect.

- Teachers and all other Board employees having personal knowledge of suspected child abuse or neglect shall report this information directly to Monroe County Department of Children and Families officials per agreement between Department of Children and Families and Monroe County School officials. There will be no screening of any reports as to the validity of potential suspected cases of child abuse.
- The School Board employee shall call the child abuse hotline at 1-800-96 ABUSE and report the call to an administrator.
- Visit the KWHS Staff Portal Documents Library for more information.

Student Illness or Accident

The following procedure shall be followed when a student becomes ill or is injured while at school or at a school activity:

- First aid shall be rendered by the nearest person with first aid training. Call for the nurse.
- Notify an administrator.
- In the event of an emergency of serious nature, and when time is of the essence to save a life, the student shall be taken to the emergency room of a hospital. Discretion shall be used in moving a critically injured student without medical advice.
- In case of an injury, an accident report shall be filed with the office manager.

All accidents must be reported immediately to the administration. The report must be completed regarding any student accident where an injury is incurred. Report forms are available from the office manager or in the back of this book. The individual in charge of the student at the time of the accident is responsible for executing the report form. Accident reports must be completed in all situations when a student is under the school's supervision. This includes travel to and from school, and athletic practices or games.

Student Activities

The club program at Key West High School is considered an integral part of the students' educational life. Sponsors of organizations have the following duties and responsibilities:

- To be present at and responsible for all the activities and related functions the activity may undertake.
- To be responsible for all forms of official club communication including Remind 101, Facebook, email blasts, and other social media sites.
- To be the administrative head of the organization; in other words, no student may by-pass the sponsor and go to the administration. All requests must first have the sponsor's written approval.
- To be directly responsible to the administration for the effective working of the organization.
- To see that all activities of the organization conform to the principles of the school.
- To assume the responsibility for training the presiding officer in the best techniques of parliamentary procedures.
- To be directly responsible for the fiscal management of all monies.
- To see that the treasurer of the organization keeps accurate and up-to-date books.
- **See that all monies are handled through internal accounts and deposited within 24 hours. Fundraiser forms are to be completed within one week of the activity's close. No additional fundraisers will be approved unless previous ones are properly closed out.**
- To provide a faculty substitute in your absence from club meetings, functions, etc.
- To supervise the clean-up of the area used for meeting places or activities.

Additional Activity Information

- All student activities (extra-curricular) will be properly sponsored by one or more members of the professional staff.
- All activities must be cleared through the Principal, then notice given to the Athletic Director and Activities Director and placed on the activities calendar. This includes any school-sponsored activity whether or not it occurs during school hours.
- Request forms for all student activities are available in the Athletic Director's and the Student Activities Director's offices or in the shared "STUDENT ACTIVITIES FOLDER".
- All clubs and organizations must file regular meeting times and places with the Activities Director following the first meeting of the school year.
- Fundraising activities must be properly documented and reported according to state statutes.
- Use of any school facility for plays, concerts, rehearsals, assemblies, class projects, etc., must be scheduled on the master calendar *in advance* through the Office Manager
- All activities concerning commencement exercises will be under the direction of the Student Activities Director and Administration.
- Club members must sign and adhere to the Pride and Commitment Contract.

Extracurricular Activities and Attendance

To participate in or attend an extracurricular activity, a student must:

- Be present in school for at least ½ of the school day.
- Have a completed parent permission/insurance form on file (athletics).

There are additional requirements for athletic participation.

Fundraising and Internal Accounts

- Permission for all fundraising activities must be submitted on the proper form, available in the shared folder in the KWHS Staff Portal, and submitted to the Office Manager and Principal for approval. Upon approval, it will then be given to the Activities Director and Bookkeeper. The activity should be placed on the master school calendar immediately. The Bookkeeper will place it on the approved fundraiser list on the website.
- All activities and projects must be properly supervised by the club sponsor.
- All purchases must be approved in writing on an internal purchase order (available from the bookkeeper); otherwise, the purchaser assumes responsibility for payment. Do not make purchases and expect to be reimbursed. Proper accounting documentation must be kept, including a receipt for all purchases. Make sure the vendor is aware of our tax exempt status.
- All monies collected must be recorded on a monies collected form (available from the bookkeeper) and turned in daily. No money is to be left in an unattended room at any time.
- Accurate records of all monies collected must be kept.
- Fundraiser forms must be completed within one week of activity's end.
- Any material received "on approval" by a teacher becomes that teacher's liability.

Field Trips

A field trip is defined as a laboratory experience with an educational purpose and with a location other than the school campus. Parents shall be notified prior to any field trip that such a trip is planned. The notice shall give the place to be visited, the date, the time of departure and estimated time of return to school. A permission slip signed by the parent or guardian of each child shall be required. All requests for field trips must be made two weeks in advance.

The following guidelines are to be followed when setting up a field trip during the school day from Key West High School:

- Obtain a Request for Field Trip form from the Activities Director or from the KWHS Staff Portal documents library. This form must be approved by the Principal and Department Head before it is returned to the Activities Director.
- Make bus arrangements through the athletic office. These are to be completed two weeks prior to the fieldtrip.
- Submit a leave form to Tiffany Freeman so a substitute can be scheduled.
- Have students complete an in county or out of county fieldtrip form. Copies are available in the front office or on the district website.
- Arrange for chaperones (one adult for ten students).
- Give the attendance clerk and all faculty members a list of students who will attend the fieldtrip at least 2 days in advance. Upon return from a fieldtrip/sports event, a list of students needs to be resubmitted to the attendance office so that students who did not attend will not get marked "school related."
All school day field trips must be class related. Any other fieldtrips (clubs, extracurricular groups) should be scheduled for after school.

Teacher Attendance at Extra-curricular Activities

Teachers are requested to attend as many extra-curricular activities as possible. A minimum of two are required per year. These include athletic events, homecoming events, Operation Graduation etc. Please report your athletic events to Neda Jackson/Athletic Director and all other events to Sarah Sheer/Activities Director.

Student Attendance

Attendance should be taken at the beginning of each period and recorded immediately. If you do not have a working computer in your room, enter it during your planning period. All students who are not present should be marked "U" for unexcused absence. If they arrive in class late, the "U" should be changed to a "T" for tardy. Only the attendance office may change these entries to "E" for excused absence or "P" for excused tardy. **It is of the utmost importance to keep attendance records accurate and up to date.**

Attendance Codes

While you only enter "U" and "T", you should be aware of other codes that may appear in Pinnacle after being entered or changed by attendance.

They are:

- C – Clinic
- P – Excused Tardy
- E - Excused absence
- S - School related absence
- G - Guidance
- T - Unexcused tardy
- I - In school suspension
- U - Unexcused absence
- O - Out of school suspension
- D – DJJ

A complete list of excused and unexcused absences is available in the student handbook. All decisions about the code for an absence will be made by attendance and/or administration.

Any unexcused absence will result in a grade penalty for work missed. Work missed because of out of school suspension may be completed for credit, following the same time guidelines as for an excused absence. Students who miss class because of an excused absence will be allowed to make up work. (1 day absent=2 days to make up work) Any absence in excess of 3 days will be at the teacher's discretion. Arrangements to complete work are to be made with the teacher and are the responsibility of the student.

Tardy Policy

A student is considered tardy to class after the bell unless excused by a note from school personnel. Teachers are to mark tardy students in Pinnacle. Tardy students will be notified they have a 15 minute teacher detention when tardy. If not served, an Administrative after school hour detention may be

assigned. If that is not completed, a Saturday School may result. Follow the Attendance/Tardy Plan for chronic tardies or absences.

Teacher Assessment

Samples of the forms used for teacher assessment are on the district website (keysschools.com).

The Teacher Evaluation Tool (EPIC) is used by administrators while observing your class. After the observation, you will meet with them to discuss and sign this form.

The Final Evaluation Form will be completed by an administrator at the end of the year and you will meet with them to discuss and sign the form before checking out for the summer break.

A Personal Growth Plan (PGP) or Inquiry Project is required from teachers. They must reflect the goals of the School Improvement Plan and a personal goal area. A date for their submission will be established at the beginning of the school year. Department Chairs will review this prior to their submission to the Principal. Once approved by the Principal, it will be reviewed mid-year and at the end of the school year in a conference. PGP's/Inquiry Projects must also be completed in My Learning Plan.

Management of Classroom/Facilities

If property is damaged in either the classroom or elsewhere, use School Dude to input work orders. You must also use School Dude to submit requests to have items in your room fixed, improved, or maintained. Your contact person for follow-up is Tiffany Freeman.

Submit A/C request to School Dude.

Use IT Work Orders (icon on your desktop) to submit technology needs.

Custodial needs or concerns should be reported to Mr. Valdez.

Before leaving the classroom for extended periods and at the end of the day, teachers are to close and lock windows, turn off all computers completely, and lock the door as they leave.

MCSD School Board Policies

The policies and procedures for our school system are set by an elected School Board. You can find these documents online at:

[Monroe County School District Policies](#)
Visit www.KeysSchools.com for further information.

Teacher Expectations

- You are here at 7:15 a.m.
- Attendance is taken every period, every day.
- At least one grade is entered weekly.
- You are in attendance to all parent conferences and meetings.
- Emails are read and responded to and phone calls are returned within two days.
- You check your mailbox every day.
- You have contacted the parent of every student you send to the office on the day you send them.
- Learning goals are posted in your room.
- You participate in supervision, which includes being at your door from 7:25-7:30a.m., between classes, from 2:30-2:35 p.m. and as assigned.
- You work two school events and report those events to Sarah Sheer.

When to make parent contact...

- Failing grade
- Student working below potential
- After warning a student for a minor classroom infraction hasn't changed student's behavior
- The day you send a student to the office
- The 3rd Unexcused Absence
- Student shows improvement
- Outstanding work
- Positive story to share