SY 2018
JUPITER COMMUNITY HIGH SCHOOL
FACULTY HANDBOOK

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JHS WEBSITE
www.edline.net/pages/Jupiter_High_School
**ACADEMIC FREEDOM**

Teachers are guaranteed freedom in classroom presentations and discussions. They may introduce political, religious, or otherwise controversial material, **provided** that such material is relevant to the course content, appropriate to the student group, and presented in such a way as to instill higher personal and moral standards in the students (CTAII,K,4). Teachers are required to communicate with parents whenever controversial topics will be introduced to students; moreover, teachers must ensure equal academic freedom of expression to students (CTAII, K, 3).

**ACCIDENTS**

All teachers are responsible for reporting any student accident (even if not directly witnessed by the teacher) that occurs in their classroom or elsewhere when the student is under their supervision. The clinic has the required accident reporting forms and will process them after the teacher in charge completes the form. The report should be made as soon as possible following the accident so that important facts such as time, location, cause of injury, etc. may be recorded accurately and a report promptly sent to the district office. This also applies to accidents involving faculty and staff members. Difficulties frequently result from failure to report seemingly minor accidental injuries.

All accidents, no matter how minor, should be reported to the front office immediately for administration to handle. In the event the injury is serious enough to call 911, the principal and/or assistant principal, should be notified immediately. A staff member who is injured should get a *Worker’s Compensation Form* from the front office and submit the completed form as soon as possible after the accident to Christina Kidd.

**Workers Compensation Procedure**

In order to ensure that this program is efficiently handled, we ask for assistance and cooperation of all employees. All employees are asked to follow these instructions when injured "in the course and scope of their employment."

- The injured worker reports injury to the front secretary or the principal’s secretary the same day of the injury.
- The “Initial Medical Treatment” form is completed and given to the injured worker along with the primary care physician list.
- Using the Primary Care Physician List, the injured worker determines which physician to utilize. If it is an emergency an injured worker will be directed to the closest emergency room. If necessary, the school will call the appropriate physician’s office and tell them that Palm Beach County School District is sending an injured worker for medical treatment.
- The injured worker goes to the chosen appropriate doctor, taking the “Initial Medical Treatment” form.
- The principal’s secretary or designee will complete and submit the completed “First Injury Report” form.
- The “First Injury Report” is sent via PeopleSoft to the PBCSD Risk Management Department.

**ADULT AND COMMUNITY EDUCATION**

Adult and Community Education classes are community programs which offer a variety of classes for residents of our area, including many parents of K-12 students. In addition, many of the students taking Palm Beach State College classes on our campus are also Jupiter Community High School students who are dual enrolled. Adult and Community Education classes are held at Jupiter High School throughout the year on Mondays through Thursdays. All Adult and Community Education teachers have their own supplies and materials. Teachers are requested to leave space on a table and the white board for the use of Adult School staff. Teachers are also requested to secure valuables, grade books, and student work, in addition to logging off their computers before leaving school each day.
AMERICANS WITH DISABILITY ACT (ADA)
A teacher or staff member requesting accommodations as a result of a disability must submit a written request (Accommodation Intake Questionnaire – PBSD 2164) to the principal. Questions may also be directed to the EEOC Coordinator. In some cases, doctor’s documentation may be required.

ANALYSIS OF GRADES
There will be a computer-generated analysis of student grades at the end of each nine-week period. As necessary, this analysis will be reviewed and discussed with department chairpersons to determine student needs, progress, and problems to address as a grade level or subject area. Teachers who have more than 20% of any class failing for a nine-week period will be requested to meet with their designated administrator to develop strategies for academic improvement.

ANIMALS ON CAMPUS
Animals, reptiles, etc. may not be brought onto campus without prior written permission from the principal.

ASSAULT/BATTERY ON SCHOOL BOARD EMPLOYEES
Battery is broadly defined as the intentional violent striking or touching of an employee against the employee's will. Assault is defined as the intentional threat to do violence so as to create the well-founded fear in the employee that violence is imminent.

Teachers/staff members must immediately report any battery/assault by telephone or in person to the principal or, in his/her absence, the administrator in charge, who will report the incident to the School Police Department immediately. Teachers/staff members should remember when completing these reports to list the school address and phone number, not their personal contact information.

ASSEMBLIES/GUEST SPEAKERS/ROOM CHANGES
Assemblies are scheduled periodically during the school year. Teachers must accompany their students to all assemblies unless directed otherwise by the administration. All teachers are expected to attend assemblies/pep rallies and sit with the students.

Teachers must remain in the classroom/Media Center during presentations (i.e. guidance counselor, career counselor, Media Specialist, guest speaker, etc.). When teachers take their classes to the Media Center or a computer lab for class, they must remain with their students. Teachers who take a class to a location other than their regular classroom for a period are required to post the new room location on the door of the regular classroom. If the room change involves a change in the lunch period, permission must be obtained in advance from their supervising AP and teachers must notify the front office.

ATTENDANCE - TEACHERS AND STAFF
All teachers/staff members are to initial the sign-in sheet located by the mailboxes immediately upon arrival at school each day. Teachers are required to check their mailboxes for messages, forms, and other pertinent information upon their arrival in the morning and before departing at the close of the school day. Teachers are encouraged to also check their mailbox during lunchtime, if possible.

Teachers are to report to school by 7:15 a.m. and remain until 2:45 p.m. Classrooms are to be opened and teachers available to students by 7:25 a.m. The duty hours on teacher planning days are 8:00 a.m. - 3:30 p.m. This includes pre- and post-school days. In cases of emergency, when a teacher is unable to be at his/her assigned classroom by the
Absent notes should be dropped off at the attendance office between 7:00 – 7:30 a.m.

Reporting Absences
Non-instructional staff members should notify the front office no later than 6:30 a.m. on the morning of an absence. A teacher who is unable to come to school for any reason, should register his/her absence at https://palmbeach.eschoolsolutions.com or call 594-1116. Non-classroom instructional staff also should call in to the Sub Locator and indicate no sub required. Teachers should have their ID and PIN numbers available when calling. These numbers are available from the substitute coordinator in the front office. If a teacher calls a substitute then changes his/her mind about the absence, the substitute is to be called and cancelled or the teacher will be charged for the day. Please make sure the date of your request for a substitute is correct and print a copy of the screen to show confirmation of your substitute coverage.

If a teacher calls or arranges for a substitute online after 6:00 a.m. on the day of the absence, the teacher must also call the front office at 743-6066 or 744-7902, between 6:15 a.m. and 6:30 a.m. to inform the secretaries of the absence. It is critical that all teachers follow this direction to ensure that we are prepared to provide coverage for your classes during your absence.

Teachers are required to have up-to-date emergency lesson plans on file with their department chairs and in the front office. When a teacher knows in advance that he/she will be absent, lesson plans, seating charts, and any additional instructions should be written and placed in the teacher’s mailbox prior to the absence. When possible, teachers are asked to inform the department chairperson of a planned absence so that he/she may assist the substitute.

Personnel not requiring daily substitutes (Guidance Counselors, ESE personnel, Media Specialists) must call either the main office at 744-6066 or Christina Kidd at 744-7902, no later than 6:30 a.m. for daily absence notification.

Personal Leave – six (6) days paid leave shall be allowed for personal reasons each year to be charged against accrued sick leave, provided that such leave be noncumulative.

Personal leave requests shall not be approved for any day immediately preceding or following a holiday. Exceptions to this provision for an extenuating circumstance must be approved by the Principal.

ATTENDANCE- STUDENTS
Jupiter High School’s philosophy is that school attendance is essential to the learning of all students. Regardless of the reason, excused or unexcused absences negatively affect the continuity of the learning process. The State of Florida requires compulsory school attendance until age 16. It is each teacher’s responsibility to review the following procedures and maintain accurate attendance records and follow timelines as identified by the administration.

STUDENT ATTENDANCE PROCEDURES:
Students are considered absent if they miss more than half of the class period. Students who are absent must produce a note from their parent/guardian within two school days following the absence, including the day they return to school. Failure to do so will result in an unexcused absence.

Absence Notes
Absent notes should be dropped off at the attendance office between 7:00 – 7:30 a.m.
After all teachers have signed the pass, students should retain the pass for their records. The original parent/guardian note will be kept on file in Student Services. The following information must be included in the parent/guardian note:

1. Printed full name of student
2. Grade level
3. Student school identification number
4. Reason for absence (see acceptable reasons below)
5. Dates of absence (include specific period if partial day)
6. Home and daytime phone number for parent/guardian for verification purposes
7. Parent/guardian signature

**Excused Absences** The following reasons are acceptable for an excused absence by state law and district policy:

1. Illness
2. Doctor/dental appointment
3. Death of an immediate family member
4. Observance of a religious holiday (must be reported 5 days prior to absence)
5. Required court appearance (documentation required)
6. Emergency beyond the control of the student or parent, as approved by administration

PLEASE NOTE: Vacations and family trips are **NOT** excused absences.

**Unexcused Absences**

Students must be afforded an opportunity to make-up work, without academic penalty, for excused and unexcused absences including suspensions. The student will be granted the same number of days as absent to make-up such work.

**Make-Up Work**

It is the responsibility of the student to request, complete and submit his/her make-up work. All students are expected to make up class work missed during an absence. The student has one (1) day to make-up the work for each day absent, not including the day of return, unless there are unusual circumstances that indicate an extension. An extension for make-up work **must be approved by the student’s administrator.**

Teachers should enter a zero (“0”) in GradeQuick for any work assigned/due during a student absence. After the student has made-up the required assignment, test, etc., the teacher should adjust the grade accordingly. Work, tests and projects assigned previous to the absence are due the day the student returns to school.

In-school suspensions, students will receive assignments daily. Out-of-school suspensions, students will receive assignments in a timely manner, if requested.

Excused or Unexcused Absences – The number of days allowed to make up work shall be the same as the number of days the student was absent. It is the student’s responsibility to contact his or her teacher(s) about the makeup assignments and to complete all make-up work timely.

Suspensions – For in-school and out-of-school suspensions, all work is due on the day of the return from the suspension. Students will have one (1) day to make-up work for each day in ISS or OSS if the student does not receive his/her work until he/she returns to school.

**Excessive Absences**

The automated phone dialer will make daily calls to student home numbers to inform parents/guardians of student absences each day. **Teachers will also call parents/guardians when a student has accumulated three unexcused absences in a class.** If a teacher is not able to reach a parent/guardian or if there are more than three absences, they should inform the student’s administrator.
Students who are absent more than 10% of the days in one or more periods (excused or unexcused) in a semester will be required to show proper documentation for each subsequent absence within two days of absence. Documentation includes doctor’s notes, official court documents, death certificates, etc. (School District Policy 5.09.)

IMPORTANT: State law and district policy requires students who are absent more than 10% of the days in a semester to pass the final exam in order to receive credit for a course. The student will receive credit if the following conditions are satisfactorily met:

1. Successful completion of all assigned course work with a passing grade in at least one of the two nine week marking periods.
2. Passing the semester examination with at least a D.

Students under 18 years of age who accumulate 15 unexcused absences within a 90 day period will have their driver’s license suspended. Students with excessive absences may be considered truant (see Truancy below).

Truancy

When a student reaches 11 absences in any period in one or more classes in a semester, the following actions will be taken:

1. The parent/guardian will be contacted to meet.
2. The attendance office will send a 10-day notice when a student accumulates 10 absences in a period.
3. Attendance letters will be sent to the address on record for the parent/guardian and will serve as the attendance contract (parent signature not required).
4. Parents are legally responsible for the attendance of their children. When a student is chronically truant, the home school develops a Truancy Packet and contacts the Palm Beach County School District truancy specialist. The Department of Children and Families (DCF) may also be contacted, if the student continues to be truant.

Hospital/Homebound Instruction

When a student is predicted to exceed fifteen (15) consecutive absences, they must apply for hospital/homebound instruction through their guidance counselor.

Leaving Campus During the School Day:

Upon written request from a parent/guardian, a student may sign out of school early for an acceptable reason (illness, doctor’s appointment, court appearance, etc.). The following guidelines will be used for early release from school:

1. The request must be in writing and include the specific reason and time for the early release, means of leaving campus, a phone number where the parent/guardian can be reached during the day of release, and the signature of the parent/guardian.
2. The early release request must be presented to Student Services prior to first period on the day of the release to obtain an off campus pass. Late notes or phone calls will be accepted for emergencies only.
3. Student’s being picked up for early release must be signed out by an adult if he/she is not a driver or worker.
4. The off-campus pass must be presented to the teacher to leave class for early dismissal. The pass must also be presented to the teacher of each class that is missed due to the early release upon the student’s return.
5. All students are required to sign out in Student Services prior to leaving campus at any time during the school day, even if they have been issued an off campus pass. Students, who leave campus without an off-campus pass and signing out, will have an unexcused absence and will be subject to disciplinary action for leaving campus without permission.
6. Early release will not be permitted during exam periods including FSA/FCAT related testing, SAT, PSAT, and semester exams.
7. When a student misses fifty (50) percent or more of the instructional period, due to early dismissals, the student shall be considered absent.
8. Accumulated tardiness and accumulated early dismissals will result in a documented unexcused absence on the 5th (10th, 15th, etc.) instance of being tardy or early dismissal.

**Coming to School Late or Returning to School**

1. Students coming to school late with a partial day absence must enter through the main office and produce an I.D. before proceeding to Student Services to sign-in. All requirements for an absence must be followed. Students will be issued an excused or unexcused attendance pass that must be shown to all teachers of classes missed. Students who arrive late due to medical or professional appointments must show a properly documented appointment card or slip from the doctor.

2. Students returning to school during the day must sign back in through Student Services prior to going to class.

3. When students miss fifty (50) percent or more of the instructional day or of the identified instructional class period, due to late arrival or tardiness, the student shall be considered absent.

4. Accumulated tardiness and accumulated early dismissals will result in a documented unexcused absence on the 5th (10th, 15th, etc.) instance of being tardy or early dismissal.

**BELL SCHEDULE**

Jupiter High School has a seven period schedule with periods 1, 2, 3, 4, 5, 6, and 7. Each period is 50 minutes long, with period 1 having an extra 10 minutes at the beginning of the period for school-wide announcements. There is one 30 minute lunch after Fifth Period. A bell schedule will be handed out during pre-school. The schedule may be temporarily changed to accommodate special needs of the school (i.e., pep rally, testing, etc.)

**BOOKKEEPING REQUIREMENTS – DEPARTMENT CHAIRPERSONS, TEACHERS, CLASS AND CLUB SPONSORS**

(Also see bookkeeping procedures provided by treasurer.)

Effective FY18, only District employees can sign official forms (PBSD 0181, 0130, 2407). All Employees must view and pass the fundraiser training before your fundraiser can start.

**Internal Accounting and Activities Funds**

The collecting and expending of school activity funds must be in accordance with existing laws: State Board of Education Rules and Regulations, Florida Statutes, and Palm Beach County directives, policies, and procedures. Teachers are responsible for following the state law and district policies for collecting, handling and expending school activity fund money.

*Section 185.2, Basic Principles and Scope of Internal Fund Accounting:*  
“All monies collected or disbursed by school personnel within a school or in connection with the school program for the benefit of a school or sponsored activity and also property and other benefits accruing to the school from other than tax sources and not reported in the regular inventory or school board property, shall be received, administered, and recorded as prescribed in this regulation, including school lunch funds, funds collected in connection with summer programs, funds derived from athletic events, gifts or contributions made by band or athletic booster clubs, civic organizations, Parent Teacher Organizations, commercial agencies, and other similar monies, properties or benefits.”

**Purchases (NOTE CHANGES IN REQUIREMENTS)**

Purchases under $250 for supplies and materials will be reimbursed if the purchase is appropriate, funds are available in the account, and receipt is attached. Purchase of supplies, materials or services in the amount of $250 or above will require the issuance of a written purchase order, to be approved in advance by the principal. All purchases of $1000 or higher requires a written purchase order that must be approved by the principal prior to the purchase. Printing services, athletic supplies and services, office supplies, and other services or supplies are included in this category. Purchase of carpeting, draperies, wall paneling, science or custodial chemicals or other items, which must meet
standards of fireproofing, chemical composition or other safety-related properties, must be submitted on a purchase requisition approved by the principal and sent directly to the Purchasing Department.

**Check Requisitions**
Payment for all Internal Account purchases must be made by a school check, which is to be prepared by the treasurer. Teachers may not use cash collections for payment of any purchases. Check requisitions must be properly prepared with the following information: date, account name and number, amount of payment, description of expenditure and invoice number, two signatures (teacher, department head, class sponsor, club sponsor, student treasurer), and the principal’s signature, along with approved purchase order. The Federal ID number must be included for new vendors or individuals. The original invoice or itemized cash register tape must accompany the check requisition. All invoices must have invoice numbers and before signature. Teachers are asked to submit invoices promptly.

**Travel Reimbursement**
Any activity, competition, curriculum travel or field trip requires principal approval prior to the event. **Out-of-county requires a six-week approval time from the Area Office and an eight-week approval time for activities out-of-state** from the School Board. If a teacher will be requesting money from the internal accounts, the total amount needed must show on the TDE form. Nothing above the amount noted on the TDE will be paid.

The following should be attached to each employee(s) reimbursement claim: approved TDE, departure/arrival times, itemized hotel bill (even if the district prepaid), registration form (even if the district prepaid), an agenda, and original receipts (i.e., tolls, parking fees, taxi, and shuttle). Vicinity miles should be listed separately. No meal receipts are required. Teachers should use the standard meal allowance. All correspondence should be dated on PBSD 0096.

Teachers will not be allowed to spend school money or travel without meeting the procedures set by the area and district offices. No checks will be written for advance payments unless accompanied by an invoice. Refunds must have all back-up invoices before a check may be issued.

**Fundraising**
Approval is required from the activities director and principal for fundraising projects; the treasurer will not open an account without this approval. No fundraising activity should begin until approval has been received. Teachers must keep a copy of the invoice(s) for merchandise and a list of selling prices for each item. At the conclusion of the activity the sponsor will complete the Fundraising Recap (PBSD 0153) and Sales Item Inventory Report (PBSD 0182).

**Consultants**
All consultant contracts must be pre-approved by the principal prior to the start date of the activity. When hiring consultants, entertainers, or scheduling in-school field trips, consult the treasurer prior to scheduling the engagement. There is special paperwork to be completed for contracts, and the treasurer can assist you in selecting the appropriate agreement for the engagement and obtaining the appropriate approvals and signatures. Consultants who will be instructing students or staff or who will have direct contact with students must be approved and fingerprinted by the School Police Department at the district office. Once the consultant is approved by the School Police Department they will be issued a vendor I.D. card. Make a copy of the vendor I.D. card and submit with all paperwork prior to approval. This process takes approximately one month, so advance planning is essential. **NOTE: PBCSD policy prohibits employees from hire or consideration as consultants.**

All contract for services must be approved by the principal prior to use of consultant or service. For amounts over $2,500.00, contracts for services must be approved by the principal and the area office. Additionally, for amounts over $10,000.00, contracts for services must be approved by the principal, the area office, and the school board. The **Contract for Purchasing of Professional or Technical Services** (PBSD 1420) must be used and (once approved) the

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contract must be staffed through the Purchasing Department. The Vendor must complete a W-9 form if one is not on file with the district office. No payment will be made for a consultant or service if a contract had not been pre-approved by the principal.

**Dues and Membership**
The principal reserves the right to approve school-related dues and memberships prior to any staff member joining the organization. The organization must appear on the district’s compliance list, which will be confirmed by the district staff in Accounts Payable via an e-mail to the school.

**Receipts**
When collecting money from students, each student’s name must be listed on the *Monies Collected Form*. If a receipt was given to a student, then a yellow copy of the receipt must be attached to the monies collected form. **Teachers must keep copies of the yellow monies collected forms to be submitted at the end of the year.**

**Deposits**
All monies (cash or checks) must be deposited **daily** with the treasurer. Teachers may not write a personal check to cover collections and should not cash any personal checks from the collections. All money collected should be deposited in the drop safe in the Mailroom **on the same day** it was collected. **Teachers must keep copies of the yellow monies collected forms to be submitted at the end of the year.**

If a student pays for something such as a field trip, and is unable to go on the trip, the only way for his/her to be reimbursed is through a check requisition. Teachers should submit a copy of the receipt when applicable. A teacher should **never** refund a student’s money with funds from another student’s deposit, even though it is from the same account.

When re-depositing money to cover an NSF check, the check number and NSF should be written on the *Monies Collected Form*. If a teacher is not able to collect the money for the check, the student’s name should be put on the obligation list and the treasurer must be notified that the debt is now an obligation.

Teachers should deposit monies in an orderly fashion. Teachers should separate the currency by denominations and arrange the faces in the same direction. Loose coins are to be placed in a baggie (obtained from the treasurer). Monies are to be listed in the following way:

- Checks  Last name of payer and check #  amount of $
- Currency  Total  amount of $
- Coins  Total  amount of $

Account numbers must be put on the front of all checks. If two account numbers are needed, the amount for each account should be put on the check. (Example: 7-0100.03 - $16; 5-1900.1 - $3)

Deposits accompanied by a *Monies Collected Form* must have the following information: date, account name and number, purpose of collection (dues, fees, field trip, and advertising), the total amount of the deposit, inclusive dates of collection, and a signature. Teachers are to initial all changes on the *Monies Collected Form* and receipts. Monies are not to be left in a room overnight (locked up or otherwise).

If a theft should occur, the teacher will be responsible for repayment. Monies must be put in the drop-safe on a daily basis. Teachers should be aware of their internal account balances to avoid deficit spending. The balance will appear on the cash receipts or may be verified at any time.

When closing accounts, the teacher should obtain a computer printout of the account to be closed. *Inventory Forms* may be obtained from the treasurer. The teacher should complete a copy of the fundraiser application from information
on the computer printout and the invoices for inventory. After these three forms are completed, the teacher should complete the transfer form. These four sheets are to be clipped together and returned to the treasurer. All forms must be completed in ink.

NOTE: For an item of clothing to qualify as a uniform, it must be owned by the school and returned by the student. Otherwise, sales tax must be charged.

All teachers or coaches working with outside groups such as parent organizations, booster clubs, vendors, etc. will be responsible for seeing that these groups adhere to all state, school district, and school policies. No group may maintain an outside account as a booster club, and all fundraising by such groups must be approved by the principal using a fundraising form prior to the start of the activity. All monies donated to the school, a school group or athletic team must be deposited in the appropriate internal school account.

BUDGETED FUNDS
District budget monies are not the same as internal accounts. Each year, the School District of Palm Beach County allocates an amount of money (budget) to run schools based upon membership projections. This money is then divided among the departments to be spent on materials, supplies, and equipment. All budget purchases must be submitted to the department chairperson. All budget questions should be directed to Noreen Johnson, the budget bookkeeper.

BULLYING AND HARASSMENT
Jupiter Community High School takes acts of bullying and harassment very seriously. In 2008, the State of Florida enacted the Jeffrey Johnston Stand Up For ALL Students Act, which required all 67 districts in the State to enact strict policies prohibiting bullying and harassment. The law and district policy 5.002, are quite specific and detailed about the steps schools are taking to stop mistreatment. You may read a copy of the law and the policy by going to http://safeschools.palmbeach.k12.fl.us/bullying and looking under “policy.” Bullying has a broad new definition, and every individual and group is protected under it from every form of mistreatment, including verbal, physical, social, and cyber-bullying.

Teachers are required to notify administration of any suspicious reports of bullying immediately. Bullying is a serious act and all staff at JHS wants to ensure that every student is respected and protected. Students and parents are encouraged to report any acts of bullying or harassment immediately to any staff member on campus. People who wish to report bullying incidents anonymously also have the option of calling 748-5701. Bullying also may be reported using the Anonymous Bullying/Harassment Tip Box located in the JHS Guidance Department Office by filling out the reporting form and dropping it in the box.

CERTIFICATION - TEACHING
Teachers with the current year's June 30 expiration date on their certificates must renew prior to the expiration date. Beginning teachers with temporary certificates must renew prior to the expiration date. Beginning teachers are advised to apply through the Palm Beach County School Board Certification Office rather than the state level office. Under the new ruling, no grace period is permitted.

Teachers with a Professional Service Contract Status or Continuing Contract Status who fail to renew their certificates in a timely manner will lose their contractual status. Failure to provide the Palm Beach County School Board Certification Office with a valid certificate or to make application through the same office for a valid (current) certificate will jeopardize the individual's employment status for the forthcoming school year. The most current information may be found on the Palm Beach County School district website. Please submit a current copy of your teaching certificate to the principal’s secretary.

CHEATING OR PLAGIARISM
The following will occur when a student is caught cheating:
1. A “0” grade will be given for the activity, project, or test on which the cheating occurred.
2. Parent will be called and informed of the incident by the teacher.
3. Disciplinary action may be taken by administration.

**CHILD ABUSE**

By law, all public school employees are required to report incidents of child abuse. Failure to do so is punishable under the law. Teachers must immediately report abuse directly to the Division of Youth Services Florida Abuse Registry at 1-800-962-2873 (1-800-96-ABUSE). Any report of child abuse must also be reported to the principal and the appropriate form must be completed and submitted to the principal by the end of the day.

**CHILDREN - EMPLOYEE**

Employees' children are not permitted on campus during pre- or post-planning days, employed activities, regular school days, or workdays since the district is self-insured. The only exceptions would be made by the principal or on Take Your Child to Work Day.

**CLASSROOM DETENTION OR TUTORING BEFORE AND AFTER SCHOOL**

If students are to arrive early or stay late, teachers must obtain parental permission ahead of time. Students should not be asked to report to school early or detained at the end of the day without parent notification and approval. **Teachers should avoid being in a classroom alone with only one student.** Teachers should not assign morning detentions prior to 7:00 a.m. Teachers are not allowed to tutor for payment on school campus. They may not tutor students they are currently teaching for payment.

**CLINIC**

The school nurses will be on duty daily in the school clinic. The clinic is intended for first aid and emergencies only. It is not a place for rest, relaxation, naps or to obtain food. The clinic hours are 7:30 a.m. – 2:00 p.m. The clinic can be reached at 744-7906 or 748-5793. Teachers should not send students to the clinic after 2:00 p.m. unless it is an emergency or unless the student needs to take a prescription. Approximately once per month, the clinic will close at 1:15 p.m. when the nurses are required to attend off-campus meetings. The staff will be notified of the dates the clinic will be closed. During this time, the crisis intervention teacher, an assistant principal, or designee will be available to handle emergencies.

Any student who becomes ill after reaching school or who suffers an accident during school hours and on school property should report to the clinic for assistance. The school nurses will evaluate the situation and recommend appropriate action. The student will be permitted to return home if the parent is reached for permission to do so.

With the exception of emergencies, students are not to stop in the clinic between classes or without a clinic pass from a teacher. (Teachers should only use the official clinic pass.) In emergency cases, students will be admitted to the clinic without a pass if escorted by a teacher or administrator.

If a student feels ill, he/she is to report to class and then get a clinic pass from the teacher. The teacher should inquire about the nature of the request, issue the proper pass, and send the student to the clinic. As soon as possible, the teacher should verify that the student reported to the clinic as directed. If a student repeatedly requests a clinic pass, the nurse and the parent should be contacted to determine if a medical condition warrants the requests.

In order for a student to be administered medication, a parent/guardian must submit a completed **Physician Authorization for Student Medication Form**, which may be obtained and completed in the physician’s office. The school nurse does not distribute these forms. The form details the name of the drug, dosage, time of administration,
and any possible side effects. It must be signed by the doctor and the parent and will be filed in the clinic. The medication is kept in a locked cabinet.

A separate authorization form must be obtained for each medication given to the student. Each medication must be in its original container. Over the counter medications, such as Tylenol, Midol, etc. do not need a pharmacy label, but they must be accompanied by the authorization form and be signed by the doctor.

School personnel cannot be responsible for administration of any medication except in two occasions. In the event both nurses are off campus, a designated (trained) person will administer the medications. When medication will be administered by a teacher/designee accompanying the students on a field trip, a separate authorization form is to be kept with the teacher/designee during the trip. This form is only valid for the duration of the trip. If a teacher is planning a field trip with students who need to take medication during the field trip, the teacher should notify the school nurse at least one week in advance in order to obtain proper documentation and instructions from the nurse.

Parents are requested to deliver medications and refills to the nurse. It is against School Board policy for a student to carry on his/her person any drug/prescription or over-the-counter medication. Any infraction of this rule will be handled by the administration. Teachers are urged to contact the nurses with any questions.

In the event of an emergency and a student is injured or is too ill to be sent to the clinic, the teacher should call the office immediately. The teacher should be prepared to give the office the student’s name, state the nature of the injury, and include whether the student is conscious or unconscious. The Crisis Intervention Teacher (CIT) or an administrator will be called to the room immediately. The CIT/administrator will assess the need to call 911, summon the nurse, and/or transport the student to the clinic. The teacher should refrain from calling the nurse directly to bring a wheelchair.

The teacher should designate a reliable student to stand at the door and await the nurse’s arrival. Other students in the class should be kept at a distance or moved to the nearest classroom, as needed. When the nurse arrives, the teacher should follow the nurse’s directions and provide information regarding the incident. If the incident occurred because of the misbehavior of a student, a referral should be written to document the situation.

Special laminated passes will be issued to any students who need a special privilege at school due to a medical condition. The medical passes are designed to help teachers identify students who should be allowed to leave the classroom as needed. Teachers will be informed of the medical condition when the pass is issued. Teachers should check the expiration date on a pass. If a teacher feels that a medical pass is being abused, he/she should contact the nurse.

**CLUBS & STUDENT ORGANIZATIONS (SPONSORS)**

Any teacher interested in sponsoring a club or student organization, must have approval of the activities director and principal prior to agreeing to sponsor the club. Sponsor positions are not automatically renewed each year. Each club/organization request will be reviewed annually to determine if it fits with the vision of the school and if there is adequate funding to support the club/organization. Clubs are expected to meet regularly, provide some type of education to the students or service to the school, and provide students with opportunities that are not available during the regular school day. Sponsors are responsible for following all district policies as a club sponsor. **Sponsors must provide the athletic/activities director with a list of all club members along with their student numbers, agenda, weekly attendance reports/sign-in sheets and all supporting documentation for your club/activity.**
A list of all club members along with their student numbers should be submitted to Student Services within one week after the first meeting. The students’ names will be reviewed to determine if any obligations are owed. **No student should be allowed to participate in any club activity or athletic activity (including meetings and tryouts) if there is an outstanding obligation.** The front office will notify sponsors of obligations and determine whether or not membership/participation should be curtailed until the obligation is met. Student services will then notify the coach/sponsor when the obligation is cleared. Participation in an extracurricular activity is a privilege. Students who have disciplinary issues may be suspended or removed from the club or sport. This procedure will be used for athletic participation as well.

**CLUBS (NON-CURRICULAR) AND RELIGIOUS ACTIVITIES**

Pursuant to the 1st Amendment and the Equal Access Act, the Board vs. Mergens, litigated the following:

- Non-curricular clubs and religious activities must have a faculty sponsor who must be in attendance to maintain order and decorum only and who cannot participate in activities.
- The school's name cannot be used for non-curricular clubs or religious activities.
- The following disclaimer statement is to be used in association with non-curricular clubs:
  
  "All non-curricular related student groups are student initiated and led by students. Neither the School Board nor Jupiter High School endorses the views of these clubs; however, the School Board and Jupiter High School recognize the rights of students to meet during non-instructional time on a non-discriminatory basis."
- Under equal access, either all or none of the non-curricular clubs/religious activities must be permitted to meet as described above.

**CODE OF ETHICS** – See Appendix “A.”

**COMPENSATORY TIME**

A teacher should not participate in an activity assuming that compensatory time will be granted. If compensatory time is to be given, it must be **pre-approved** by the principal. Compensatory time may only be used on Teacher Work Days, when all obligations are completed. **Compensatory time may not be used any days when students are in the building.**

Compensatory time shall **not** be cumulative from year-to-year. Compensatory time has been pre-approved for the following:

- Open House and assigned parent-teacher conferences which are scheduled beyond the normal workday. (Counselors may sign-off on parent conferences held immediately before or after normal school hours);
- Covering classes for another teacher when **requested and approved by an administrator**
- Special school activities, providing there is **prior** approval from the principal.

**COMPUTER USAGE**

Palm Beach School District employees shall not conduct private enterprise on school time. District technology resources, including, but not limited to, the use of computers, copiers, and other communication devices such as phones, personal digital assistants, and facsimile machines may not be used for a private business or financial gain. All employees shall abide by the **Code of Ethics of the Education Profession in Florida and Appropriate Use of Technology Policy 3.29**. The district authorizes employees to use district technology resources, applications, and databases for assigned responsibilities. Employees shall use these resources to enhance their job productivity in performance of district business.

Employees may utilize district technology services outside of the employees’ normal work hours provided no additional costs are incurred to the district, there is no significant negative impact on the district network, and the
purpose is for personal or professional growth. If a teacher desires to take equipment home, a formal request must be made in writing and approved by the principal.

**CONFERRING WITH STUDENT**

Only persons on the student emergency health and safety sheet are authorized to confer with a student. Law enforcement and CFS (Children Family Services) persons must show proper identification prior to meeting with a student. Students should not be released from class to anyone not affiliated with Jupiter High School. Parents shall be contacted by administration regarding law enforcement interviews, unless notified in writing by law enforcement. Under no circumstances should a teacher or staff member allow anyone other than a Jupiter High School staff member to conference with a student. Any request to do so should be referred to an administrator. Additionally, parent cell phone conferences are not permitted during instructional time or from a classroom in the presence of students.

**CONTESTS**

Contests supported by the school must be approved by the district and listed on the approved list of the NASSP. Questions should be addressed with the activities director and assistant principal in charge of activities.

**CONTRACTS**

The Principal is the only authorized representative that is allowed to sign any and all contracts. Any consultant working with the same group of students two or more times must complete a background check with the Palm Beach County School District school police department.

**COPYRIGHTED MATERIALS**

Teachers are expected to follow all copyright guidelines as outlined by the district. A copyright chart has been created to inform teachers of what they may use to support their lessons. The chart is included in the Appendix “B” of this handbook. If there are any questions regarding copyrighting of material, teachers are requested to follow district policy Directive 8.143 or see the Media Specialist.

**COURSE SYLLABUS**

For each course, the teacher is required to utilize a course syllabus. The syllabus should be distributed to each student during the first week of school and a copy submitted to the department chairperson and administrator for approval. The course syllabus should include the course description, goals, objectives, course of study, course requirements, grading procedure, classroom procedures and rules, materials needed (including videos approved by administration), and special activities.

Teachers are required to publish their course syllabus on Edline during preschool. Training/assistance will be available on how to use this program. Because course syllabi are published on Edline, teachers should use Microsoft Word or a PDF file when creating their documents. Teachers are required to post major assignments on Edline (i.e., unit tests, projects, exams), a minimum of two grades per week, and their email address. Teachers have the flexibility to place additional appropriate items on the Edline course page. Teachers are strongly encouraged to update grades in SIS for Edline on a weekly basis; at a minimum, teachers are required to update grades once every two weeks on the scheduled district pay date.

**CUMULATIVE FOLDERS AND PSYCHOLOGICAL RESULTS**

Psychological folders for current students will always be kept in a separate file in the Exceptional Student Education (ESE) office. The information in these files is confidential. Additionally, cumulative folders are kept in the student records room. Teachers are asked to follow the proper procedure to review a folder. The guidance secretary will assist the records secretary if there are any questions. In order to assure students’ “Right to Privacy,” it is important that you avoid idle conversation with a colleague regarding a student. This may place you in violation of this law.
Teachers should always discuss student situations in a professional manner.

**CUSTODIAL SERVICES**

Teachers in need of custodial services should complete an *Activities Request Form* (available in the administrative offices) and place it in activities director’s mailbox. Custodial services should be requested when moving furniture to prevent floor damage. Teachers are asked to assist custodians by maintaining a neat classroom and ensuring that papers are not left on the floor at the end of the day.

**DEPARTMENT CHAIRPERSONS**

Department chairpersons serve as instructional leaders and the liaisons between the administrative staff and the teachers within their department. They are expected to enhance the communication among the faculty and to help solve problems collaboratively. Department chairperson positions will be reviewed annually. Chairpersons are responsible for the following:

**Curricular Planning and Monitoring**

1. Assist department members to improve instruction through conferences with principal or designated personnel;
2. Work with the department in the continued evaluation, development, and implementation of meaningful curriculum and curriculum materials;
3. Assist the department with specific pilot programs implemented for the purpose of increasing student achievement, including Core K-12 and progress monitoring throughout the school year;
4. Analyze and plan for improvement of student achievement using all available data;
5. Assist and develop the use of instructional focus calendars based on student diagnostic data;
6. Conduct monthly meetings with the department and provide the principal and the assistant principal for the department with written notes and an agenda from each meeting;
7. Facilitate the use of technology within the department;
8. Assist the administration in planning meaningful staff development and encourage/stimulate professional growth within the department;
9. Lead all department program reviews;
10. Assist substitutes as needed;
12. Department Chairs must maintain three (3) days of emergency lesson plans on file.

**Responsibilities Related Directly to the Department**

1. Attend all county level department meetings and disseminate information to the department;
2. Assume responsibility for all new information and distribution of mail to appropriate department members;
3. Handle textbook accountability (inventory/issuance/stamping/bar coding in new books and numbering, etc);
4. Coordinate all budget requests and orders for supplies and equipment for the department;
5. Consolidate department orders, and give information to the bookkeeper in a timely fashion;
6. Determine how to spend flex funds in a timely fashion;
7. Assist the media specialist in ordering A/V materials and media materials;
8. Handle other duties as assigned by the principal.

**DISCIPLINE**

Discipline is a school-wide function. Teachers should exhaust every means to modify negative behavior before asking for administrative assistance. It is imperative that all teachers are consistent when dealing with students and in monitoring/implementing the *Code of Conduct* when working with students. All teacher interventions and parent contacts should be documented prior to soliciting help from Student Services. Conduct regulations will be effective
only if teachers and administrators work together.

**DISCIPLINE REFERRALS** (Also see Discipline Section in Student Agenda)
The Student Agenda outlines the rules for students and should be used as a guide when disciplining students.

In most instances, the teacher should be able to handle minor behavior problems in the classroom. There are a number of discipline tools that are effective in correcting undesirable student behavior. If a student is causing a disruption that affects the learning environment, the teacher should first try classroom level interventions and parent contact.

*In an effort to fully implement School-wide Positive Behavior Support (SwPBS) and reduce the loss of instructional time, the School District of Palm Beach County expects that each school will utilize a wide variety of corrective strategies. Teachers must utilize and document a minimum of two research-based interventions prior to writing and submitting a discipline referral on a minor offense. These interventions should be documented on the Corrective Behavior Intervention Form.*

When more serious forms of student misconduct occur, it may become necessary for a teacher to refer a student to the assigned assistant principal. If this becomes necessary, teachers should use the **Student Discipline Referral Form** provided for this purpose. The nature of the problem should be indicated on the form. Actions taken prior to making the discipline referral should also be indicated. Avoid using judgmental language and statements that are not specifically related to describing the misconduct.

When writing a discipline referral, a student should not be told that a certain action might occur (i.e. suspension). Teachers should ONLY STATE THE FACTS of the situation which occurred and not attempt to “label” an inappropriate behavior (i.e. disrespectful, insubordinate, rude, etc.). The assistant principal will review each situation and determine the appropriate form of punishment, following the District Code of Conduct.

Except for extreme emergencies, students should not be sent to an assistant principal without a discipline referral form. In cases of extreme disruptions, teachers should not send the student out of class. Instead, the teacher should call the front office and request that the student be removed by an administrator/designee. Students may not be sent to ISS by a teacher.

Administrators will make every effort to provide the teacher with a copy of the referral and action taken before the student is scheduled to return to the class. If there is a need for an investigation, police involvement, or extenuating circumstances, the administrator will contact the teacher to keep them informed. Please remember that often a student will mislead teachers and peers regarding consequences to “save face.” If you have not heard directly from the administrator on the outcome or you have a concern, please contact the administrator or principal. Consistent application of the discipline policy and supporting teachers is important to our success.

**DISCIPLINE – POLICY FOR CRIMINAL ACTS**
Any student who possess, displays, or uses any firearm; possesses with intent to sell any drug or controlled substance including alcohol; intimidates; threatens to use physical force or uses physical force to cause another person harm; withholds testimony from any official investigation or official proceeding will be recommended by the principal for expulsion to the Superintendent for presentation to the School Board.

**DISTRIBUTION OF MATERIALS**
The distribution of school or non-school related materials or literature by students or staff must have prior written approval from the Office of the Superintendent, except as provided in the agreement between the School Board and the Classroom Teachers’ Association. Prior to distribution, please submit all materials to the AP in charge of your
department for approval. Must have Administration approve all global messages including emails.

**DONATIONS**
All donations (items or money) must be reported in writing to the principal at the time of the donation. Money must be deposited into the appropriate school account and all expenditures made through the school bookkeeper. Donations of funds, materials, or any equipment in excess of $500.00 must be reported to the Office of the Superintendent by the principal.

**DRESS – FACULTY**
Teachers should dress in a professional manner at all times and be prepared to meet the public. Teachers should not wear flip-flop shoes for safety reasons. Please, dress for success and consider the student dress code at all times.

**DRESS – STUDENT (See Dress Code in Student Agenda for specific items)**
All students attending Jupiter High School must be properly dressed. Clothing which may be unsafe in the school environment or disruptive to the normal education process is not allowed. School is a student's place of business and appropriate dress is important.

All teachers are expected to monitor the dress code. When students are dressed inappropriately, the teacher should report the student’s inappropriate dress on the approved dress code referrals, and notify the front office to have the administration or a designee remove the student from the room.

Disciplinary consequences will be issued through Student Services. Parents are requested to play an active role in the enforcement of this policy. Exemption from the dress code for medical reasons must first present a doctor’s note to the assistant principal for approval.

**DRUG-FREE WORKPLACE**
The Federal Drug-Free Workplace Act of 1988 requires recipients of direct federal grants to certify that they will maintain a drug-free workplace and will comply with the requirements of the Act as a condition of funding. Administrative Directive D-3.27 reflects this law. Each employee is required to sign a "Drug-Free" statement as part of being employed in the district.

**EDLINE**
Edline is our school’s communication portal for parents and students to make it easy to find critical information quickly and make it easy for teachers to post key information. A course syllabus, major assignments, projects, teacher expectations, and other requirements as directed by the principal must be included for each course taught. Workshops for teachers on how to use EDLINE are available. The media specialist and technology coordinator are available throughout the school year to offer training and assistance. Students and Teacher may obtain their Edline Accounts and IDs in the Media Center. Parents may obtain their Parent Edline Account at Open House on Wednesday, August 30 in the Media Center starting at 5pm. After that, in the Main Office from 7am-3:30pm with a photo ID. If parents cannot come in person, they should contact their student's Assistant Principal for approval to email the information.

**EMERGENCY DRILLS AND EVACUATIONS**
Fire drill evacuation routes are posted in all classrooms. The signal to evacuate is the loud, continuous sounding of the fire alarm system. Students are to evacuate quietly and walk single file quickly to the area designated. Teachers should take their roll books with them during evacuations and go to their assigned areas to supervise students. Teachers and students may return to their rooms when the "all-clear" signal is given through the bell system.
Should a fire drill occur during a class change or lunch period, students should be directed to the nearest exit and remain fifty feet from the building until the "all-clear" signal is given. Teachers without classes should evacuate and assist with student supervision. Teachers are responsible for reviewing the Crisis Response and Campus Security Manual on a regular basis and taking all alarms seriously.

In the event of a hurricane teachers should remember to do the following:

- Keep in contact with all media regularly;
- Take home any important personal items when a hurricane watch/warning is issued;
- Store as much in closets and office areas as possible;
- Move furniture to the corridor wall;
- Place AV equipment in the Media Center, in an office, or along the corridor wall;
- Remove and store any items which may fly easily;
- Close blinds;
- Remove AV equipment and books from the floor area to avoid damage in case of flooding;
- Secure ESOL, ESE, cum folders, and other permanent files in a locked cabinet;
- Move audiovisual equipment from portables into the building.

**EMERGENCY PROCEDURES**

Note: Teachers should refer to the school-wide Crisis Response and Campus Security Manual.

**PROCEDURE FOR A STUDENT RIOT, PROTEST, OR ASSAULT:**

1. Notify the office immediately of any circumstances or situation that indicates a forthcoming riot or protest.
2. Lock your students and yourself in your classroom and wait for information from the office. This will isolate the dissenting students or assaulting individual(s) and allow class activities to continue.
3. Check the roll and remain in your classroom until notified to resume the normal schedule.

**PROCEDURE FOR AN INJURY OR SERIOUS ILLNESS:**

1. Notify the office of a seriously ill or injured student.
2. Make student comfortable until administrator arrives to take charge.
3. Complete a student accident report form if a student is injured.

**PROCEDURE IF A STUDENT THREATENS SUICIDE:**

A teacher who suspects a student is contemplating suicide (comments, writing, behavior, etc.) should notify the student’s guidance counselor and the principal immediately and as discreetly as possible.

**PROCEDURES TO ADMINISTER FIRST AID FOR GRAND MAL SEIZURE:**

If there are warning signs such as severe headache, nausea, or any other individual symptoms, the front office should be contacted immediately.

**EMPLOYEE ASSISTANCE PLAN (EAP)**

The School Board, through a joint effort of the CTA, IBF&O, AESOP, and PBA Unions, has developed the Employee Assistance Plan (EAP). The purpose of this is to help employees and their families overcome personal problems that affect their work, health, family relationships, and well-being. The EAP is offered through The Center for Family Services of Palm Beach County. For more information or to make an appointment, contact the most convenient office, Monday through Friday from 9:00 a.m. - 6:00 p.m. at 561-433-9588 or visit their website at www.corporatecareworkspbc.com. After hours, call 1-800-433-9588 for crisis assistance.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

Legislation and the ESOL agreement signed by former Commissioner Castor (4/16/91) are designed to prepare teachers to instruct limited English proficient (LEP) students. All teachers are required to include
appropriate ESOL strategies in instruction for ESOL students. Additional teacher training is required for any teacher who has LEP students. Training is recommended for all teachers to improve professional skills with all students.

TEACHERS - ENGLISH/LANGUAGE ARTS:
To be certified, a teacher must take 300 in-service points or fifteen (15) semester hours in university ESOL courses. Once qualifying for an Endorsement, this must be added to the certificate. To do this, the teacher must receive a letter of verification from the Superintendent and complete an application for this addition to the certificate (Form CG-10R).

TEACHERS - MATH, SCIENCE, SOCIAL STUDIES, AND COMPUTER LITERACY:
To be certified, a teacher must complete 60 in-service points or three semester hours in ESOL training within one year.

TEACHERS - ALL OTHER SUBJECTS:
To be certified, a teacher must complete 18 in-service points in ESOL training within one year of the initial assignment with LEP students. Teachers are required to include LEP strategies for ESOL students as part of their lesson plans when they have ESOL students in a class. NOTE: Beginning teachers have 2 years in which to complete the requirement.

EOC GRADING PROCEDURES
All EOC courses will be year-long courses with 1.0 credit awarded at the conclusion of the course. Semester credit (0.5 credit) will no longer be awarded for EOC courses.

The final grade will be calculated as follows:
- Coursework will count as 70% of a student’s final grade. The EOC will count as 30% of the final grade. The coursework portion of the grade will be comprised of each of the four quarter grades counting as 22% and the first semester exam counting as 12%. The final calculation will be done in TERMS.
- The EOC grading scale will remain the same as last year.
  - Level 5 = A
  - Level 4 = A
  - Level 3 = B
  - Level 2 = C
  - Level 1 = D
- Students who are absent more than 10% of an EOC course must demonstrate mastery to earn a passing grade in the course (19 days or more for the school year). Mastery is defined as passing the 4th quarter of the EOC course with at least a grade “D”. The teacher of record must enter a grade of “N” for the 4th quarter for students who are absent more than 10% and do not demonstrate mastery.

EVALUATION
See Professional Development Department (PBCSD website).

EYE PROTECTIVE DEVICES
Students, teachers, and visitors shall wear eye protective devices whenever they are engaged in an activity, observing an activity, or using hazardous substances that may cause injury to the eye.

FACILITY USE
Any teacher who needs to use any part of the Jupiter High School campus during or after school hours must submit a facility request form to the Activities Director at least 15 days prior to the activity. This form can be accessed via: Edline-Contents-JHS-Forms. The form can be sent via e-mail. The only exception to this rule is for teachers using
their own classroom for club/athletic meetings from 2:50 – 5 p.m. Please, e-mail the Activities Director and the Community School Assistant Principal in these cases so the Community School Office can immediately find any student that may be with you on campus.

**FACULTY MEETINGS**

Teachers are **required** to attend all faculty meetings. Please avoid scheduling other activities or personal appointments on these days. Teachers who are unable to attend a faculty meeting must give written notice to the principal’s secretary stating the reason for missing the meeting. Teachers are responsible for obtaining information and materials from the faculty meeting.

**FAX MACHINE**

All Sharp copiers are capable of sending faxes. The front office copier is the only one that can receive faxes.

**FEES (SB POLICY 2.21)**

Any request for money from a student shall be in writing, addressed to the student’s parent or legal guardian, and shall clearly state: (a) no penalty of any type shall be imposed against the student based upon a failure to pay; (b) no student shall be denied the right to participate for failure to pay; (c) the principal may forego a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity; and (d) this request is for a voluntary payment.

Students may not be placed on an obligation list for failure to pay a fee involving a curricular activity. This includes lab fees, classroom field trip costs, materials fees, etc. Students may be placed on the obligation list for failure to pay for an item used in an extracurricular activity. This includes such items as uniform fees, etc. Teachers, coaches, or sponsors who place a student on the obligation list must provide the main office secretary with the original/copy of the documentation for the obligation. The documentation must be signed by the student and there must be a notation made on the document of the person (parent/guardian) contacted about the obligation. The time and date should also be included.

A student is not permitted to participate in any extracurricular activity if his/her name appears on the obligation list. **It is the responsibility of the club sponsor or coach to review student rosters with the main office for clearance of obligations immediately following the organization’s first meeting, try-out, or practice.**

**FIELD TRIPS**

ALL field trips are to be done via liquid office and sent to Greta Willis. When it is approved and returned to you via liquid office you must print out a copy and give the copy to Greta Willis.

**ALL SCHOOL RULES AS GOVERNED BY THE STUDENT CODE OF CONDUCT AND OTHER DISTRICT POLICIES ARE APPLICABLE ON FIELD TRIPS.**

**NOTE:** If a teacher is planning a field trip with students who must take medication during the trip, the teacher must notify the school nurse at least one week in advance in order to obtain documentation and instructions from the nurse.

**If you’re planning a water activity please contact Greta Willis. The district has specific guidelines regarding water activity.**

**FILMS/DVD’s/VIDEO TAPES**

Teachers may show **brief excerpts or clips** from instructional films/DVD/video tapes approved by the district for use in their subject area, provided they directly pertain to the curriculum area being covered at the time. Teachers may **not**
show films for entertainment, recreation, or reward. After obtaining approval of the principal/designee, relevant movie “clips” may be used to support lessons.

Any film, DVD, or video not secured from the Palm Beach County film library or the Media Center collection must have written approval from the department chairperson and principal/designee. Documentation should be included in the teacher’s lesson plans for the date shown and films and videos should be identified in the course syllabus. Included in the plans should be a thorough description of how the AV material aligns with the curriculum.

If approved by the principal/designee, teachers are required to obtain parental permission for students to view “rated” materials. All students must have a signed Permission to View Rated Materials Form (PBSD 1994) on file and written permission from the principal/designee at least two weeks prior to the presentation. Teachers should keep PBSD 1994 forms on file for the duration of the school year.

**FUNDRAISING ACTIVITIES**

Before any action is taken or a commitment is made, the sponsor must have completed the online fundraising application and money collection training, a fundraising application must be completed and approved by the activities director and principal. This form can be accessed via: Edline-Contents-JHS Forms. After approval, the Activities Director will submit the form to the principal for approval and forward to the treasurer. The treasurer will sign and date the form and return it to the sponsor. NO FUNDRAISING CAN BEGIN UNTIL THE FORM IS SIGNED BY THE TREASURER. At the end of the fundraiser an inventory sheet and give-a-way or sold-at-cost analysis must be completed.

**GRADING POLICY/PRACTICE**

Any grading practices in the classroom that are offered to an individual student that is not outlined on his or her IEP, 504, LEP, BIP, or Administrative/SBT Contract must be provided to all students in the classroom.

**GRADES (See REPORT CARDS, GRADES, and EDLINE.)**

When a quarter grade, semester exam grade, or “incomplete grade” must be changed, teachers should follow these steps.

- After the student’s make-up work AND/OR exam is graded:
  - **Enter** the grade(s) in GradeQuick.
  - **Print** the page from GradeQuick WHICH SHOWS the “new” quarter grade or semester exam grade.
  - **Obtain** a grade change form from data processing.
  - **Complete** the form with the appropriate information.
  - **Staple** the GradeQuick documentation to the back of the grade-change form.
  - **Obtain signature** from supervising assistant principal.
  - **Submit** both forms to Coral Daversa.

GradeQuick is the legal record of a student’s grades. Any new grades submitted to data processing must FIRST appear in the teacher’s records. Teachers should not delete any students from the GradeQuick roster. Instead, teachers should HIDE students from view. Following this procedure, leaves a record of student grades. Teachers are required to keep a hard copy of mid term and final grades on file. These will be collected at the end of the school year.

**GRIEVANCE, EMPLOYEE**

Teachers should review the master contract, CTA, VII for details. Employees not in certified bargaining unit should see SB 3.31.
GUIDANCE DEPARTMENT

The Guidance Department offers each student an opportunity to obtain counseling and guidance information and assistance. The guidance counselors assist in the academic, personal, social, and career progression of students. Through individual and group counseling, plus classroom guidance activities, counselors work to implement the school's main objective of promoting self-discipline, positive self-evaluation, and the personal and academic growth of students. The Guidance Department objectives are:

1. To increase student awareness of educational requirements and opportunities;
2. To enhance awareness and understanding of self and others;
3. To counsel students concerning adolescent adjustment;
4. To assist in career development through awareness of individual interests and abilities;
5. To assist parents/students in understanding the academic programs offered in high/post-secondary institutions;
6. To assist in the maintenance of students' academic records;
7. To interpret academic records to students, parents and faculty;
8. To use student records for guidance, counseling, and appropriate placement.

Counselors interact with the entire school community (students, parents, guardians, faculty, and administrators) to assist the student in making his/her high school experience meaningful and productive.

The following is a brief outline of counselor activities and programs:

REGISTRATION:
- Provide group registration of all incoming grade 9 students from feeder middle schools.
- Provide individual registration conferences for all students not previously registered.

COUNSELING – Individual counseling includes the following:
- Academic adjustment
- Personal situations.
- Peer pressure/bullying/harassment
- Test results and interpretation
- Orientation of new students

CONFERENCES
- Parent/teacher conferences are scheduled on Thursday’s at 2:45 p.m. in the Media Center. Teachers will be notified by the guidance secretary via e-mail if they are scheduled for a conference.

CUMULATIVE RECORDS
- Collate and interpret student records for completion of the high school transcript.
- Distribute appropriate information.

IEP/ESOL/LEP
- All staff must attend and arrive prepared with student information pertaining to the meeting.

SCHOOL-BASED TEAM
- Participate in ESE, ESOL, and 504 Child Study Team meetings.

CRISIS GROUPS
- Facilitate short-term individual and group counseling sessions when accidents or deaths occur which affect the school community.

COMMUNITY SERVICE HOURS
- Document community service hours for records that may be used for college admissions and scholarship programs. (Community service volunteer log forms are available in the Guidance Office. NOTE: The Florida Academic Scholars Award of the Bright Futures Scholarship requires 75 hours of documented community service. All students must complete at least 20 hours of community service as a graduation requirement.)
CLASSROOM GUIDANCE ACTIVITY/GRADE LEVEL ORIENTATION

- Present information on curriculum choices, course-selection process, college and career planning, tech school options, standardized testing, grading, youth programs, military opportunities, scholarships, and financial aid, and social personal skills.

COLLEGE/FINANCIAL AID EVENING INFORMATION PROGRAMS

- Sponsor an annual evening program for parents to provide information on college and career planning and the financial aid process.
- Assist students in meeting College Readiness requirements.

DUAL ENROLLMENT

- Register students for college Dual Enrollment courses for the fall, spring, and summer terms.

HALL PASSES

Hall passes are for emergencies or required class business only. Hall passes may be on school authorized forms & school agendas only and signed in ink by the teacher. Multiple students may not use a single pass. Passes will be written for an individual student only. Passes that are handwritten on a piece of paper will not be accepted. Each teacher will be given two student agendas to use for a hall pass if a student does not have their agenda in class. Passes are NOT allowed for the following:

1. During the first or last ten minutes of class
2. To go to a LOCKER during class
3. To use a TELEPHONE during class
4. To go to a VEHICLE at any time during the school day
5. To go to a soda machine
6. To go to another class to visit, make up work or tests, or pick up items

Students found in possession of unauthorized/or forged hall passes will be subject to disciplinary action.

HUMAN IMMUNODEFICIENCY VIRUS DISEASE (HIV) SB 3.81

Guidelines and procedures for dealing with human immunodeficiency virus disease (HIV) are in School Board Directive D-5.101 (students) and D-3.8510 (employees). The instructional program shall include the prevention and care of HIV within the Health/Life Management curriculum. This course is a graduation requirement in Florida (SB8.01).

Employees: SB 3.81

Employees diagnosed as HIV positive, having ARC, or AIDS shall be permitted to continue in their current work site as long as they maintain a normal schedule; fulfill and perform their role, duties and responsibilities; and are not at risk to themselves or other persons.

A committee, know as the Special Study Team, shall convene to review all available information and make a recommendation to the Superintendent on the employee who evidences any of the following behaviors or states:

1. May be harmful to self or others;
2. Is unstable or under compensated neuropsychological functioning;
3. Has open wounds, cuts, lacerations, abrasions, or sores on exposed body surfaces where occlusion cannot be maintained;
4. Has an impairment of gastrointestinal, genitourinary, and/or other functions resulting in loss of urine, feces, and other body secretions.

Employees with HIV infection who present the above signs shall be placed on temporary sick leave status, not to exceed 5 workdays, while the Special Study Team establishes a recommendation about the appropriate worksite placement for the employee. The diagnosis of HIV infection is confidential and shall not be disclosed, except to the extent of the law.
Students:  SB 5.322
A student who is diagnosed as HIV positive, having ARC, or AIDS shall be permitted to attend regular classes. A committee known as the Special Study Team shall convene to review all available information and make a recommendation to the Superintendent on the student who evidences any of the following behaviors or states:

1. May be harmful to self or others;
2. Is unstable or under compensated neuropsychological functioning;
3. Has open wounds, cuts, lacerations, abrasions, or sores on exposed body surfaces where occlusion cannot be maintained;
4. Has an impairment of gastrointestinal, genitourinary, and/or other functions resulting in loss of control of urine, feces and other body secretions.

Students with HIV infection, who present the above signs, shall be excluded, temporarily, pending the outcome of the Special Study Team. These absences shall be treated as excused. If there is a need on behalf of the team for the student to remain absent in excess of 5 days while the Study Team completes its recommendation, homebound instruction will be available to the student. The diagnosis of HIV infection is confidential and shall not be disclosed, except to the extent of the law.

IN-SERVICE POINTS (Staff Development)
In-service points will be awarded to individuals who attend staff development activities planned on Professional Development Days and complete the required follow-up activities. A Professional Development Committee encourages teachers to identify in-service needs and tries to match professional development activities with teacher requests. District workshops are also available for teachers in the School District’s eLearning Management in PeopleSoft which gives all employee access to registration, training and tracking of professional development. Teachers are responsible for maintaining their certification and periodically reviewing their in-service point record.

JEFFREY JOHNSTON STAND UP FOR ALL STUDENTS ACT
In 2008, the State of Florida enacted the Jeffrey Johnston Stand up for All Students Act required 67 districts in the State to enact policies prohibiting bullying and harassment. The law and our local policy, SB 5.002, are specific and detailed about the steps schools must take to stop mistreatment. A copy of the law and policy are located at http://safeschools.palmbeach.k12.fl.us/bullying under “policy.”

Policy 5.002 Prohibiting Bullying and Harassment
Statement of Policy: The School District prohibits bullying and harassment of any type of student or school employee, by either a student or a group of students, a school volunteer or visitor, or a school employee. Bullying and harassment are expressly prohibited on school property or at school-related functions.

➢ No teacher, administrator, volunteer, or other school employee shall permit, condone, or tolerate bullying and harassment.
➢ The apparent permission or consent by a student being bullied or harassed does not lessen the prohibitions contained in this policy.
➢ Reprisal or retaliation against a victim, good faith reporter, or witness of bullying or harassment is prohibited.
➢ False accusations or reports of bullying or harassment against another student are prohibited.
➢ A person who engages in an act of bullying, reprisal, or false reporting of bullying and harassment shall be subject to discipline for that act in accordance with school board policies.
➢ The school district will act to investigate all complaints of bullying or harassment and will discipline or take appropriate action against any student, teacher, administrator, volunteer, or other employee, of the school district who is found to have violated this policy.
➢ The submission of good faith complaints or reports of bullying or harassment will not affect the reporter’s future employment, grades, or work assignments, or educational or work environment.

The complete Rules of the School Board of Palm Beach County regarding the Jeffrey Johnston Act may be found in
the Appendix to this handbook.

**KEYS**

Teachers and staff members will be issued keys during preschool and keys will be returned at the end of the school year. It is each individual’s responsibility to secure keys in a safe place, at all times.

*Students should never be given keys for any reason.* Keys should not be left on a desk, etc. visible to students or in mailboxes. If a teacher or staff member loses a key, the principal’s secretary must be notified immediately. Under no circumstances should any keys be duplicated or should staff members exchange keys if a room assignment changes. Key requests should be made in writing (via e-mail) to Christina Kidd, Principal’s Secretary. Staff needing keys should see the main office secretary. On a limited basis, building keys and gate keys will be issued. When using a building key or gate key, it is important to keep the building and gate locked at all times.

**LEASE AGREEMENTS**

The School Board requires that all outside groups submit a lease agreement for approval prior to using school facilities. Teachers/staff members should see the Community School assistant principal for specific procedures for leasing the facility. Teachers and staff members are not permitted to use the school facility for personal use.

**LEAVE OF ABSENCE - TEMPORARY DUTY ELSEWHERE (TDE)**

Any leave requests for temporary duty elsewhere or leave of absence, must be approved in advance by the principal. Except in extenuating circumstances, employees must request leave for personal reasons 48 hours in advance through District eForms, Liquid Office. Personal leave requests may be denied for any day immediately preceding or following a holiday. The request will not be approved, except for reasons stated in the CTA Contract, Article V, Section B (2).

**LEAVING SCHOOL CAMPUS**

All school personnel must have the principal’s approval prior to signing out in the main office whenever leaving before 2:45 p.m. The sign-out book is located in Christina Kidd’s office. *All personnel must sign-out and sign-in upon their return to campus.* A planning period is for teacher planning, and is not to be used as a free period to leave campus except on rare emergencies. A plan period is under teacher contract:

According to the CTA Contract:

“When they are not scheduled for a prior specific activity, employees shall be permitted to leave school at the time their students do in order to keep necessary medical/dental appointments or other appointments approved by the principal. Prior arrangements shall be made with the principal. This provision may be used by employees, only when other arrangements are not practicable or not possible. The principal will act in a fair and reasonable manner when granting or denying permission for employees to leave school at the time their students leave.”

The office sign out must be completed. If a personal emergency requires that a teacher report late for work, the teacher should notify the main office.

**LESSON PLANS (Class Objectives)**

It is the teacher’s professional duty to maintain his/her lesson plans and to inform the administration if for some reason advance planning cannot be achieved. A request to review a teacher’s plans may occur at anytime. Lesson plans will be reviewed on a regular basis by the department chair and/or administration.

To allow for comfort and ease of planning, a specific format is not required. However, the lesson-plan format should contain a minimum of the following four components: benchmarks, objectives, outcomes, or targets; strategies; date(s) on which instruction is given; and date/type of evaluation. Teachers needing assistance with establishing a format should see their Department Chair or designated assistant principal.
LOCKS/LOCKERS - STUDENTS

Locks attached to lockers are available through Student Services for a fee of $10.00 that may be utilized for the school year. Directions for the distribution of lockers are distributed at the beginning of each school year. Cars may not be used as lockers since students may not go to cars during the school day. Students are not permitted to share lockers. The school is not responsible for any loss of/or damage to the contents of a locker. It is the student’s responsibility to report any malfunction of a lock or locker to Student Services immediately. Any locks placed on lockers not issued through Student Services will be removed without notification. All student lockers are subject to search without warning pursuant to Florida law. Teachers are asked not to allow students to go to lockers at the end of a class period. They are also encouraged to monitor the use of textbooks in the classroom and discourage students from going to a locker to retrieve materials for a class.

LOST AND FOUND

All lost and found items, including textbooks, are to be brought to Student Services. Items remaining after 3:00 p.m. on the last day of school for students will be donated to a non-profit organization. If a teacher confiscates a prohibited item from a student, the teacher must take the item to Student Services as soon as possible and no later than the end of the school day. Teachers will be held responsible for confiscated items lost/stolen while in their possession.

LUNCH PROGRAM

Teachers are asked to review the lunchroom procedures with their students during 4th period, at the beginning of the school year. Teachers are NOT to eat or allow students to eat in the classroom. Throughout the year, the lunch schedule will be modified (i.e. testing, exams, etc.) and it is imperative that teachers review these bell schedules with their students and follow the schedule meticulously.

MAILBOXES

All faculty members should check their respective mailboxes before and after school daily. Teachers are not to permit students to get items from the teachers’ mailroom or teachers’ workroom.

MAKE-UP WORK

Students will be permitted to make up work when they are absent. All students are expected to make up class work missed during an absence. The student has one (1) day to make up the work for each day absent, not including the day of return, unless there are unusual circumstances that indicate an extension. An extension for make up work must be approved by the student’s administrator. Work, tests and projects assigned prior to the absence are due the day the student returns to school. ISS/OSS make-up work must be returned the day the student returns to class.

MEDIA CENTER

The Jupiter High School Library Media Center’s mission is to ensure that students and staff are effective users of ideas and information; students are empowered to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

MEDIA CENTER TIPS FOR A SUCCESSFUL SCHOOL YEAR

- HOURS OPEN: 7:00 AM – 3:30 PM. PX 27920. E-mail 0081MediaCenter
- The Media Center Staff are here to assist you with any information requests. Christine Griffith, Media Clerk; Patricia Potts, and Madeline Miller, Media Specialists
- Teacher (not sub) may send up to 5 students with an assignment. Students check in at the circulation desk with Student Agenda signed by their teacher.
- Teachers may schedule in advance whole class use of the Media Center and Computer Labs. Check the
The Media Center is open before and after school, and during lunch for your information needs. Please respect the rights of other library users. No food, drinks, or cell phones heard.

- Student IDs are used for book checkout/computer use. Student and Faculty ID’s are issued in the Media Center. Students receive their first ID for free, after that there is a $5 replacement fee.
- To find library materials, check the Destiny Web Catalog. Choose Jupiter Community High School then Catalog.
- 10 Books can be checked out for 4 weeks at a time. Overdue fine is 10 cents per school day, to a maximum of $3 per book.
- 174 computers / 24,000 books available for research needs.
- Use the Learning Tools for High School Students on the School District Website or District Portal for research and reference tools.
- Printer, copier, scanner available. Two sheets free per visit, 10 cents each additional sheet.

- AV Equipment including CD/VCR/DVD players, Cameras, TVs are available for checkout.
- The Florida Teens Read program is list of 15 titles that are chosen each year specifically to engage high school students and reflect their interests as well as represent a variety of genres, formats, reading levels, viewpoints, and ethnic and cultural perspectives. Teens are encouraged to read at least three of the titles on the current list. From April 1 to April 30 students vote for their favorite book and Jupiter High School participates in the SDPBC online Battle of the Books held each year.
- The Media Center’s TV Production Class produces the JHS Morning News on JHS TV Channel 3. The purpose of the JHS TV 3 News Channel is to provide for effective school wide communication. Please follow these Announcement Guidelines to have your school, department, club, activity, or sport events broadcasted.
- COLLECTION DEVELOPMENT POLICY: SDPBC Policy 8.12 (6.a) stipulates: “Each school shall, in conjunction with the "Library Bill of Rights" (ALA) and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development policy.” The JHS Collection Development Policy is available on the JHS Media Center Edline Page.

DVD, Video Tape, and Film Use

Videotapes and DVD’s are on a networked school library system and film lists will be available. These are also available through the Media Center and may be shown as a supplement to the educational program. Classroom preparation for the videotapes, DVD’s, etc. should be similar to other audio/visual materials. Audio/visual materials should be chosen carefully, with the educational purpose emphasized when they are introduced. Preview of the material is vital for this planning. Class discussion, as well as a written or oral check test, may aid in clarifying certain points after viewing.

The School Board and the CTA agree that academic freedom is essential to the fulfillment of the purpose of the Palm Beach County School District. The parties have agreed that employees shall be guaranteed freedom in classroom presentation and discussions, and may introduce socially, politically, religiously, or otherwise controversial material, provided that such material is relevant to the course content, appropriate to the student group, and shall increase students’ awareness of roles as responsible citizens.

 Teachers are required to communicate with parents whenever sensitive or “rated” material will be shown in the classroom (Omniform 1994). Any student whose parent/guardian does not wish his/her student to view the material must be provided supervised, comparable instruction during viewing time. All videos must be relevant to the course, must be approved by the department chairperson, and must be listed on the course syllabus published on EDLINE. Teachers are reminded to use only clips from videos, and all videos must be addressed in the lesson plans, course outline, and accompanied by a relevant study guide, activity, etc. Teachers are advised to use prudence and common
sense when selecting video materials for classroom use when these materials have not been purchased for use by the School District of Palm Beach County.

School Board Policy 8.121 and Administrative Directive D-8.143 address the issue of use and reproduction of copyrighted materials. The administrative directive is specific and lengthy and states in part, “Off-air recording is carefully restricted”. The guidelines of limitations require that teacher requests for off air use be spontaneous, that the use be limited to face-to-face instruction in the classroom, that erasure of the copy occur within ten (10) calendar days from date of recording, and that the copyright symbol or statement must appear on the recording."

The Directive also states, "Rented videotapes...are prohibited from classroom or other school broadcast". The policy at Jupiter High School is that teachers requesting television sets with video recorder/DVD player must use materials from the School Board film library or the Media Center. Use of any other video tapes must be cleared through the principal.

**MEDIA COVERAGE**

All contact from the Media for coverage must go through the principal’s office. School activities and events are occasionally covered by the news media. This is often beneficial to the school in order to keep the public informed about education and to bring recognition to deserving staff and students. If a parent does not want his child involved in any news media, the parent must have returned the News Coverage of School Activities Form. Prior to allowing the media to interview or film students, the teacher must have obtained a signed, parent-release form.

**MEDICATION**

Any student who needs medication during school hours must submit a completed Physician’s Authorization for Medication for a Student at School Form which details the name of the drug, dosage, and time of administration. Each medication must be in its original container and have the pharmacy label. This form requires a physician’s signature and contains a statement of parental permission, which must be signed by the parent/guardian. Each medication necessitates a separate form.

School personnel are not responsible, nor should they attempt to administer medication to a student on campus. When a student will need medication on a field trip, the parent/guardian must get a separate authorization form just for that time period, and the teacher must have the form and medication in his/her possession at all times. Each medication must be in its original bottle and have a pharmacy label. If a teacher is planning a field trip, the teacher must notify the school nurse at least one week in advance in order to obtain proper documentation and instructions from the nurse.

Over-the-counter medications (Tylenol, Motrin, Midol, etc.) also need an authorization form from the doctor, but may be in the original bottle without a prescription label from the pharmacy. The form and medication will be kept in the clinic, since it is against school policy for any student to carry on his/her person or in a carry-all any medication. A physician must also authorize the exceptions to this policy and the authorization form must be filed in the clinic.

In order for a student to carry emergency medication on his/her person, the student must have a Physician Authorization Form for Student Medication filed in the clinic. These emergency medications include inhalers for asthma. Epi pens for severe allergic reactions, diabetic equipment for glucose testing (Insulin and syringes/needles must be kept in the clinic. A student needing to test his/her glucose levels is allowed to do so in the classroom in a discreet manner.

Teachers will be informed of students who have special medication needs. Teachers are requested to refer any questions to the school nurses.
MID-TERM PROGRESS REPORT GUIDELINES
All students will receive a mid-nine week student progress report each marking period. In accordance with the District Pupil Progression Plan, if a student receives a passing grade on the mid-term progress report and begins to fail thereafter, a teacher must notify the parents/guardians so they are aware of this failure.

OPEN HOUSE
All teachers are required to attend Curriculum Night/Open House on Wednesday, August 30, 2017 at 6:00 p.m.

NON-DISCRIMINATION POLICY
The School District of Palm Beach County is an Equal Education Opportunity Provider and Employer. For more information, staff should go to the district website, www.palmbeachschools.org., and see School Board Policy 6Gx50-5.001, PROTECTING STUDENTS FROM HARASSMENT AND DISCRIMINATION. Copies of the policy will also be posted in Student Services and Guidance. The District Equity Coordinator contact is Dr. Frank Rodriguez, Assistant Superintendent for Quality Assurance, (561) 434-8851.

PARENT CONFERENCES
Parent conferences are scheduled through the guidance office. Conferences are scheduled for Thursday afternoons at 2:45 p.m. in the Media Center. Teachers will receive notice via email if they are scheduled for a conference on the upcoming Thursday.

Parent conferences are an excellent tool to improve student behavior and performance. Suggestions for a productive conference are to be positive and helpful, specific about behavior and performance, discuss student’s strengths and weaknesses, and summarize at the end of the conference. Teachers unable to attend a conference are required to contact the parent/guardian. The guidance counselor should be provided with grades and attendance.

PARKING
Teachers are requested to park only in assigned parking lots. Teachers should not park in fire lanes, etc. and should display a Jupiter H.S. parking decal from the rearview mirror while on campus.

PAY CHECKS
Teachers wishing to have direct deposit should go onto self service on Peoplesoft. Teachers who have questions about pay checks should also see the payroll contact.

PERSONAL BUSINESS ON SCHOOL TIME
No employee of the School Board may conduct personal business on school time. School Board equipment or supplies shall not be used to conduct personal business or any other activity not connected with the school district.

PERSONAL PROPERTY, USE OF
The principal may grant permission for employees to bring personal property to school, such as television sets, computers, fans, etc. If permission is granted, the employee shall accept total responsibility for the repair or replacement of any such personal property that may be damaged or stolen. D-3.87.

PROFESSIONAL CONDUCT
A. When interacting with students, teachers are asked to:
   1. Maintain a professional relationship with the students;
   2. Keep the classroom door open when talking with students and always have a witness in the room if a conversation is of a sensitive nature;
   3. Refer students to the appropriate resource person for counseling and/or discussions about personal matters;
4. Do not flirt with students;
5. Do not discuss personal matters with students;
6. When transporting students, coordinate transportation ahead of time and use school or mass transportation if possible;
7. Do not leave students unsupervised in the classroom, a computer lab, etc. at ANY time;
8. Keep hands and other parts of your body to yourself and never touch students;
9. Use verbal praise and reinforcement and do not ridicule or make sarcastic remarks to students;
10. Establish and follow a consistent behavior plan;
11. Treat each student with respect;
12. Know school policies and district and state laws governing punishment;
13. Chaperone only school-sponsored functions;
14. Do not socialize with students;
15. Do not drink alcoholic beverages in front of students;
16. Do not take children home with you or drive a student home in your car without parent permission;
17. Do not make telephone calls or write notes of a personal nature to students;
18. Do not harass students; respect their differences;
19. Do not accept expensive, personal gifts from parents/students;
20. Do not allow students to use school keys;
21. Do not send students into the faculty parking lot to take materials to and from your car;
22. Do not communicate with students via non-school approved websites (Facebook, etc.).

B. When working with the community, teachers are reminded to:
1. Keep co-workers and supervisors informed;
2. Work and communicate as a team;
3. Be an ambassador for the school and share the good things we do;
4. Communicate with parents and document communication;
5. Dress and act professionally;
6. Use common sense and good judgment;
7. Ask yourself how someone else could perceive your comments or actions;
8. Ask yourself if your comments or actions could be taken out-of-context or misinterpreted;
9. Avoid putting yourself in a position where you have to defend, explain, or justify your behavior or actions;
10. Avoid putting yourself in a position where it's your word against another person's word;
11. Maintain a professional reputation in the community;
12. Be discreet;
13. Review and follow the Code of Ethics.

PROPERTY - SCHOOL BOARD (USE)
Teachers wanting to use school property outside of the school must have the approval of the principal. Requests should be submitted in writing to the principal for administrative approval. Request forms may be obtained in the Media Center. In no case should School Board property be converted to personal use. (D – 6.06)

RECORDS (STUDENT) - PRIVACY ACT
(See DISTRICT STUDENT AND FAMILY HANDBOOK)

RECORDS (STUDENT) - REQUESTS
Any requests for directory information including name, birthday, school address, home address, telephone number or dates of attendance about a specific student, as well as requests for lists of students, must be released by the principal through the district office of Pupil Personnel Services and sent to that office in writing. Parents have the right to refuse
the release of such information, but must state their refusal in writing to the Coordinator of Pupil Personnel Services. (Ref. D.-5.05 (12) (a) - STUDENT RECORDS; D-5.31 - REQUESTS FOR LISTS OF STUDENTS.

REMOVAL OF STUDENTS FROM THE CLASSROOM
Pursuant to s.232.271, F.S., any teacher has the authority to remove a student from his/her classroom for repeated disruptive behavior or a violent incident. The major provisions of this statute are as follows:

- Teachers who invoke the provisions of the statute must document that a student’s behavior repeatedly interfered with the learning process;
- Principals may not return a student to that class without permission of the teacher or the direction of a placement review committee;
- The Placement Committee must consist of at least two teachers selected by the faculty (and not to include the teacher excluding the student from class) and at least one person appointed by the principal;
- If the excluded student is an ESOL, ESE, or 504 students, the Placement Committee will consist of additional persons necessary to serve as an IEP, LEP, or 504 committee to revise the student’s educational plan;
- Teachers must use the approved discipline referral form;
- Teachers removing more than 25% of their students must participate in professional development activities related to classroom behavior management skills.

REPORT CARD DISTRIBUTION DATES
1st Quarter—November 1, 2017  
2nd Quarter—January 24, 2018  
3rd Quarter—April 11, 2018  
4th Quarter—Mailed after June 21, 2018

REPORT CARDS AND GRADES
Parents should remember that students must make scholastic, emotional, and physical adjustments between the middle and high schools. A "C" is a satisfactory grade, which is expected of the majority of students. While "D" is a passing grade, it is a danger signal. Teachers are required to notify parents once a student’s grade falls to an “F.” Teachers should document parent contact regarding student grades on a parent contact log. Remember, students must maintain a 2.0 GPA in order to graduate. Earning all D’s does not meet the requirement.

EDLINE is the most up-to-date way to monitor student progress. Weekly progress reports are also available to any parent if the parent does not have a computer available.

According to the SDPBC Student Progression Plan, parents or guardians of a student who is in danger of failing a course or not meeting promotion requirements must be notified at mid-term or at any time thereafter when a student is in danger of not meeting the course/promotion/graduation requirements.

GENERAL RULES OF GRADING:
Grades are based on the following:

1. Completion of assigned work;
2. Quality of completed work;
3. Promptness in completing work.
4. Credit for grades may only be given for academic work. No credit towards a grade may be given for behavior, attendance, etc.

Quality of work will be assessed by a combination of procedures including but not limited to:

1. Teacher observations (oral presentations or reports, speeches, recitations, impromptu speaking, student participation, and demonstrations);
2. Classroom assignments (written assignments, reports, term or research papers, models, projects, exhibits,
posters, computer programs, and homework);

3. Examinations (including: essay, multiple choice, fill in the blank, oral tests, and skill tests requiring demonstration);


A **minimum of two grades per week** should be recorded to justify the marking-period grade. A marking-period grade is not based solely on a single project. A minimum of two grades per week should be recorded to justify the marking-period grade. Teachers do not obtain grade change forms anymore. They do it all on SIS. See Rita Write for assistance.

An “I” (Incomplete) in any marking period, unless changed, remains on the report card, and the final average will compute to an “F”. Academic performance and behavior must be evaluated independently. Teachers may not use behavior as a criteria for grades.

Students enrolled in exceptional student education programs (except for gifted) should have the opportunity to earn grades that are equivalent to the grades earned by non-disabled students. No student should be denied the opportunity to earn above-average grades because of placement in an Exceptional Student Education Program.

Alternative assessments, including performance assessments, may be used to document progress for the ESE student. Criteria and evaluation procedures will be identified and discussed with the student and the parent(s)/guardian(s) upon entry to the program and/or at the beginning of each grading period.

At the secondary level, teachers record their best judgment of how student’s behavior affects learning in the classroom. The following are the general descriptions used in secondary schools.

- 4  Student’s behavior very constructive to learning.
- 3  Student’s behavior generally supportive of learning.
- 2  Student’s behavior detrimental to own learning.
- 1  Student’s behavior detrimental to own learning and/or learning of others.

Student conduct indicators are separate from the grade earned for the marking period. These conduct indicators reflect the student’s overall conduct in all class activities and cannot be cause for lowering an academic grade.

**ROOMS**

Teachers should always lock doors and turn off lights when they are not in the room. Teachers are expected to assist the custodians in keeping their classrooms clean and orderly. For safety reasons, teachers may not cover the windows of their classroom doors.

Adult Education classes are held at Jupiter High School throughout the year. They are held on Monday through Thursday, during the afternoon and evening hours. Also, numerous community agencies and organizations use our facility during the week and on weekends. All rooms may be used. Adult Education teachers and other users have their own supplies and materials. Teachers should leave sufficient space on a table and the board for their use. Also, teachers are requested to secure valuables, gradebooks, and student work. Teachers should also log-off the computer at the end of each day.

**SCHEDULE CORRECTIONS**

As per restrictions stemming from the Florida Class Size Amendment, selected core classes must be capped at 25 students per class. In an effort to meet this goal, elective schedule changes will not be granted at any time throughout the school year. Schedule changes will only be made with administrative approval for extenuating circumstances,
including the following:

- Student is in the wrong level or is unqualified for the class due to unsuccessful completion of a prerequisite;
- Student has already completed the course and has credit for it (e.g. summer school);

Schedule change requests are initiated through the guidance counselor and must be approved by administration. Students must remain in their current schedule and continue participation until officially notified of an approved schedule change. Teachers should not advise or suggest to students to transfer out of a class or tell a student it is alright to change a schedule and enter their section.

SCHOOL ADVISORY COUNCILS (SAC)
A School Advisory Council (SAC) is established in every school to assist in assessing needs, developing a vision and a mission statement, prioritizing resources, establishing goals and objectives, identifying roadblocks, and seeking waivers. SAC provides opportunities for developing skills in school-based team building, decision-making, and problem solving. The schedule of SAC meetings are posted on Edline and the School District of Palm Beach County home page. Meetings will be advertised on the marquee and the school website.

SCHOOL-BASED COUNSELING SERVICES
Substance abuse intervention services are provided to at-risk youth through DATA (Drug Abuse Treatment Association). DATA’s on-site counselor provides service to willing students referred by administrators, parents, teachers, counselors, and other school personnel. These services include assessment; intervention treatment planning; individual, group, and family counseling; and substance-abuse education. Counselors also work with students suffering from grief, anger, family issues, stress, and self-esteem in addition to addressing their substance abuse risk. They assist the staff with crisis intervention and refer students in need of more intensive services to the appropriate agencies. DATA’s mission is to provide skills and competencies to these adolescents to help them live drug-free lives, while reducing risk factors. Counselors work with the client’s strengths and support systems to help them grow to become responsible members of their school and community. If a student is in need of these services, please refer him to the DATA counselor in the guidance office.

SCHOOL BOARD POLICY
Teachers are responsible for following all state laws and district policies governing the operation of the school and district. School Board Policies and Administrative Directives are available in the Principal’s Office, the Media Center, and online at http://www.boarddocs.com/fl/palmbeach/Board.nsf/Public. Teachers are encouraged to use these three reference sources whenever a question about policy or directives arises.

SEMESTER EXAMINATIONS
No student is to be administered early exams. Students are required to take a written examination at the end of each semester. All examinations are considered an integral part of the school program and are a required day of attendance. Failure to take an examination will result in the examination grade being an “F”. The exception to this rule is graduating seniors who immediately prior to graduation may be exempt from semester exams, provided they have passed the 3rd and 4th nine weeks and have met attendance requirements. The exam-exemption policy only applies to seniors who will graduate at the end of the second semester. Any senior who plans to return for summer school or who will attend school the following year should not be exempted from ANY exams.

State law requires that if a student is absent more than 10% of the days in any class he/she must pass the semester examination and have a passing grade for one nine weeks in the semester in order to receive credit for that class.

SENSITIVE TOPICS IN SCHOOL PROGRAMS (P-5712-I-SE, P-7280-I)
Teachers should submit all sensitive instructional programs to their supervising principal for approval before using them in the classroom. If materials are identified as “sensitive,” teachers are to submit a sensitive topic letter to the
assistant principal before sending it home to parents. Materials and services for drug education not included in the Drug Education Resource List must be directed to the District Drug Education Committee (D-5.131). Students may be excused from class with an alternative plan and performance standard agreement signed by the parents (D-8.0781 (1).

**SEXUAL HARASSMENT - STUDENTS (SB Policy 5.81)**

Any student who alleges sexual harassment by another student should file a complaint orally or in writing to the principal stating that there has been a discriminatory or harassing action or inaction. The principal will be responsible for scheduling and completing a discussion of the allegations with the student within five (5) school days following receipt of the communication. The student should complete a “Sexual Harassment Complaint” form prior to meeting with the principal. The principal will conduct an investigation of the charges made in the complaint and attempt to resolve the matter. (Authority: 230.22 (1); 228.093 (3) (d) F.S.).

Staff members who feel that they are being sexually harassed by another staff member, should notify the principal immediately. The principal will lead the investigation of the complaint.

**SOLICITATION OF EMPLOYEES BY AGENTS AND SALESPERSONS**

Tax-sheltered Sales Representatives may not visit schools during any portion of the workday without the permission of the principal.

**STAFF DEVELOPMENT**

All staff members are encouraged to continue their professional and personal growth. The district provides numerous opportunities that are based on changing the District and school cultures and addressing the needs identified in the School Improvement Plan. Staff development offerings are centralized in eLearning Management in PeopleSoft giving all employees access to registration, training and tracking of professional development. Administration, department chairs and the Professional Development Team will obtain input from the faculty, staff, and principal to determine what type of staff development activities are needed or desired for the two Professional Development days.

In addition, staff members are encouraged to attend professional conferences and share newly gained skills with their peers.

**STUDENT TEACHERS (INTERNS)**

Student teachers from universities are an integral part of developing future teachers. Student teachers must be approved by administration prior to observations or student teaching. Teachers who supervise student teachers are to obtain a copy of the Student Teaching Guidelines from the assistant principal. Since the student teacher is not as yet a fully prepared or certified member of the education profession, he/she should be expected to perform as a teacher only under adequate supervision. When his/her supervising teacher is absent from the school, a fully certified substitute must be employed to supervise. If the student teacher is a certified substitute, he/she should not be left in control when the supervising teacher is absent. Furthermore, he/she is not to receive remuneration.

A certified teacher may only supervise one student teacher each year. To supervise a student teacher, a regular classroom teacher must have a Continuing Contract or Professional Service Contract, be certified in the teaching area, be recommended by the principal, meet any university requirements, and remain in the classroom at all times with the student teacher.

University students who request to be videotaped must have the principal’s permission and have signed written parental releases for the affected students. The release must be on file with the teacher. Any student requesting to be with a teacher for field experience must go through the district for placement.
SUPervision in Classrooms
Teachers must not leave their students unsupervised for any reason. However, in the event of an emergency, the teacher should notify the administration and a teacher on plan/duty will be asked to supervise the class until the regular teacher or a substitute returns. The main office must be notified of the situation prior to the teacher’s departure from the classroom. The main office staff/administration is not responsible for covering a teacher’s class when a teacher leaves for a doctor’s appointment, etc. unless it is an “emergency” situation.

Suspension
When a student is suspended, the office of Student Services will notify both teachers and parents in writing of the dates for which the student is suspended. A student who receives out-of-school suspension must be assigned homework that will cover content and skills taught during the duration of suspension. Students assigned to ISS or OSS must receive opportunities to complete their regular assignments, including school work. Length of suspension is the time allotted.

Students are permitted to make-up, for full credit, any academic work missed during the current school year while on an out-of-school suspension. Missed class assignments, homework, quizzes, tests, and exams shall be made up in a timely manner for the student to receive full credit. However, the absences will be coded as a suspension. Students who are assigned in-school suspension are expected to be in school, teachers must provide any and all classwork that students must complete. Work must be turned in daily in order to receive full credit. These absences will be coded as in-school suspension.

**Note: It is the student's responsibility to make specific arrangements with each teacher for completing make-up work. At a minimum, the student shall have the number of days while suspended to complete and hand in make-up work for credit. A zero will be assigned for any work not made up in a timely manner.

Substitutes – Preparing for a Substitute
Each teacher is responsible for making the preparations for a substitute’s lesson plan. The secretary in the main office will provide every substitute with a bell schedule, teacher schedule, school map, and substitute guidelines. Teachers are required to provide relevant lessons, necessary materials, and up-to-date seating charts for substitutes during their absence(s).

Substitute Emergency Lesson Plans
Teachers should place the following information in a substitute folder:

- Classroom procedures;
- Class schedule (including room);
- Duty posts;
- Location of normal supplies or materials;
- Classroom rules and regulations;
- Class lists, seating charts, etc.;
- The name of someone in the building or department who is helpful;
- Any special concerns or instructions;
- Emergency lesson plans, which cover 3 days of work.

Plans should be of benefit to students and occupy them for an entire period. After plans are used in an emergency, new ones should be placed in the folder. The emergency plans will be used in the event that the teacher cannot report to school and is unable to communicate lesson plans. Up-to-date lesson plans must be available at all times and on file with each department chairperson. Movies are not be used as lesson plans.

Substitute Teachers
All requests for substitutes must be handled by the automated substitute calling system at 561-594-1116 or through the website https://palmbeach.eschoolsolutions.com. If you need to contact the help desk the phone number is (A-L 561-434-8706 or M-Z 561-434-8704.) Teachers should keep their PIN number and teacher ID number at home for use when calling for a substitute.

Teachers are requested to call for a substitute as early as possible. If an emergency arises and the teacher is unable to attend school that day, he/she must call the system before 6:00 a.m. If the teacher cannot get the Sub Locator, the teacher is to notify the front office secretary/substitute coordinator, at 743-6066 or 744-7902; between 6:15 a.m. and 6:30 a.m. Teachers should have lesson plans and seating charts ready for a planned absence and give notice to the secretaries, indicating the location of the plans. In case of an emergency, plans must be available with the appropriate department chairperson.

**TARDY PROCEDURE (Additional information will be distributed during pre-school.)**

All students are expected to be in class on time. A tardy is defined as not being in the classroom when the tardy bell rings. When a student is tardy during periods 1—7, the teacher is expected not to allow the student to enter the classroom until the student receives an unexcused tardy pass from administration.

When students misses 50% or more of the instructional day or of the identified instructional class period due to late arrival or tardiness, the student shall be considered absent. Accumulated Tardiness or Early Dismissal will result in a documented unexcused absence on the 5th (10th, 15th) instance of tardiness or early dismissal.

**TESTING PROGRAM**

Standardized testing is an important part of the school and individual assessment program. Throughout the year, teachers in all schools will be requested to participate in the various test administrations. At the high school level the following tests are administered.

- **ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE):** These tests are for college equivalency credit.
- **ADVANCED PLACEMENT EXAMINATIONS:** These tests are for college equivalency credit.
- **ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB):** This is a multiple aptitude test offered by the Department of Defense to all students in grade 11. It is used for educational and career exploration, counseling, and decision-making.
- **AMERICAN COLLEGE TESTING PROGRAM (ACT):** This test is used for college admission, college guidance, and scholarships. It is recommended for all juniors and seniors considering attending college.
- **COMPREHENSIVE ENGLISH LANGUAGE LEARNING ASSESSMENT (CELLA):** This test is administered to all ESOL students. CELLA assesses student performance in reading, writing, speaking, listening, and comprehension.
- **DISTRICT EXAMS:** These tests are administered to all students enrolled in selected courses. Semester Exams will be administered during the regular semester exam window.
- **FLORIDA STANDARDS ASSESSMENT (FSA):** This test is a student achievement test designed to measure high academic standards in reading, mathematics, writing, and science.
- **FLORIDA COMPETENCY TEST ON PERSONAL FITNESS:** Passing this test satisfies one high school credit in physical education. To be eligible for the test a student must participate in two years of interscholastic sports.
- **PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT):** This test is for any student considering college or wishing to compete in the National Merit Scholarship Program.
• **SCHOLASTIC APTITUDE TEST (SAT):** This test is used for college admission, college guidance, and scholarships. It is recommended for all juniors and seniors considering college. *TBD - Common Assessments for All Courses*

**TEXT MESSAGING / CELL PHONE USAGE**
Do not share your cell phone number with students or call and/or text message your students on their personal cell phones. Under Sunshine State Standards like email, text messages are not necessarily “private” messages, and may be considered a student record or public record.

**TEXTBOOKS**
Teachers are responsible for maintaining accurate textbook inventory and inventory of individual student textbook records through the use of Destiny, textbook cards, and the Jupiter High School textbook inventory procedures issued annually to all teachers. Teachers are requested to contact parents and guardians immediately when they become aware that a textbook has been lost or damaged beyond use.

Under Florida State law, parents and guardians are liable for book fines of their students. Textbooks issued to individual students must have the teacher's last name, student's first and last names, book number, and school year (2016-2017) written legibly in ink on the inside cover. Upon being issued a textbook, the student is responsible for that book whether misplaced, lost, abandoned, or damaged by misuse or other means. Students must fill out a textbook card, documenting the condition of the book, upon being issued a book.

Regular book checks will be conducted by all teachers throughout the school year. Students must have their textbooks in class for each regular textbook check. At a minimum, books will be checked by all classroom teachers during each nine weeks and before semester exams. Students failing to have their book will be placed on the obligation list until the book is produced or the fine is paid.

Prior to the 4th nine weeks, students who do not produce their book for two consecutive book checks will be placed on the Textbook Obligation List. Efforts will begin to collect money for the book. Students failing to produce their textbook during the 4th nine weeks book check will automatically be placed on the Textbook Obligation List. If the student fails to produce or pay for the book after the school has made reasonable efforts to resolve the issue, steps found in District Policy 8.122 will be followed.

Students must return textbooks in satisfactory condition to the issuing teachers at the end of the course. Students who fail to do so will incur School District book fines. Students reported by their teachers for lost or damaged books are added to the student textbook obligation list. Students clear their names by returning books to their classroom teachers or by paying the book fine in Student Services. No textbook will be issued to a student who has outstanding textbook obligations (District Policy 8.122).

**Consequences for lack of payment (District Policy 8.122):**
If reasonable efforts by the principal/designee to collect the obligation described are unsuccessful, the principal shall impose consequences as follows:

**Suspension from Extracurricular Activities:** As stated in Fla. Stat. # 1006.28(3)(b), the student will be suspended from participation in extracurricular activities (if the student is involved in such activities) until such time as the parent/guardian has paid for such loss, destruction, or unnecessary damage as required by Fla. Stat. # 1006.28(3)(b); or alternatively, the student may elect to satisfy the obligation through community service hours pursuant to subparagraph B, below.
**Community Service Hours:** If the student is not suspended from extracurricular activities to encourage the parent/guardian to satisfy the obligation (because the student is not involved in such activities or the student has elected to perform community service hours), the principal may require the student to satisfy the debt through age-appropriate community service activities at the school site, as stated in Fla. Stat. # 1006.28(3)(b).

**VOICEMAIL**
Teachers are expected to check voicemail daily and respond to parents in a timely manner. Teachers are requested to respond no later than the following school day. The same expectation applies to e-mail. Teachers are required to check their mailboxes before and after school each day.

**VOLUNTEERS**
Volunteers assist teachers in a multitude of ways. At the beginning of the school year, the assistant principal will distribute information and guidelines to teachers about Jupiter High School’s volunteer program. Teachers are encouraged to review this material to determine if they would be interested in requesting the assistance of volunteers in their classes.

Objectives of volunteers assisting students and teachers:
- To help provide the best education for students;
- To assist teachers;
- To increase student motivation;
- To enrich and augment the school program;
- To strengthen school-community relations.

Activities for volunteers:
- Act as listeners for students who need additional reading help;
- Conduct special drills in mathematics, spelling, etc. for students needing help in these areas;
- Type materials needed;
- Help with arts and crafts, music, physical education, dancing, sewing classes, etc.;
- Assist in decorating rooms - changing bulletin boards, etc.;
- Assist with clerical chores - alphabetize, file, type, duplicate material, grade papers;
- Speak about travels, careers, and experiences;
- Help students with resource materials in the Media Center;
- Serve on a "homework hotline" team;
- Accompany students on choral, band, athletic or club trips;
- Display special collections (stamps, dolls, models, photographs).

Policy and procedures for school volunteers:
- School volunteers work only with teachers who request assistance;
- School volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, evaluate student progress, or discipline students;
- School volunteers do not assist in their own child's classroom;
- Volunteers will participate in an orientation program;
- Volunteers may observe a class before they actually decide to work with a teacher.

Responsibilities of the teacher who utilizes volunteers:
- Provide meaningful tasks so that the volunteer feels that his/her time is spent meaningfully and that the tasks actually relieve the teacher of work;
- Plan for the volunteer's assistance by maximizing the volunteer's time (A volunteer should be able to start
work without waiting for verbal instruction or directions from the teacher.);

- Provide alternatives for the volunteer when teacher and/or student(s) are absent;
- Plan activities for the volunteer that includes the task to be performed, name of student (in writing), location of materials, and a place to work.

If a teacher has the assistance of a volunteer, he/she should:
  - Create an atmosphere in which the volunteer is comfortable asking questions;
  - Establish rapport necessary for the volunteer to discuss assignment or classroom policies.

Volunteers must conform to all school and district policies including confidentiality. Teachers who wish to have a volunteer with whom to work should complete the necessary form placed in teachers’ mailboxes prior to the start of school and return it to the main office.