



All Hillsborough County Public Schools are fully accredited by the Southern Association of Colleges and Schools (SACS)/AdvancED. The district has maintained a productive relationship with (SACS)/AdvancED since 1914, and we have been recognized for our pursuit of excellence in education and dedication to the goal of achieving success for all students. SACS/AdvancED District Accreditation assures that all people, processes, departments, and operations in the school system work in concert to increase student learning and organizational effectiveness.



**Hillsborough County**  
**PUBLIC SCHOOLS**  
*Excellence in Education*

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The Hillsborough County School Board is in the process of updating its policies and procedures.

## Strategic Plan

Mission

To provide an education that enables each student to excel as a successful and responsible citizen.

Vision

To become the nation's leader in developing successful students.

Values

**Achievement**

**Respect**

**Effective  
Communication**

**Accountability**

**Equality and  
Opportunity**

**Continuous  
Improvement**

**Family and  
Community  
Engagement**

**Citizenship**

Strategic Objective

**Student Achievement**

1.1 Improve student achievement

1.2 Demonstrate consistent and effective teaching methods

1.3 Challenge motivate and support all students with an appropriate curriculum

**Human Resources**

2.1 Recruit, develop, reward and retain a highly effective, diverse workforce

2.2 Align the performance management system with the district's priorities

**Financial Management**

3.1 Align financial resources to support the district's strategic goals

3.2 Demonstrate best financial practices

**Health and Safety**

4.1 Promote a culture of safety and respect that is free from harassment, bullying, and aggression, while demonstrating best practice in all areas of safety

# FACULTY HANDBOOK

## FOREWARD

This handbook serves as a supplement to the School Board Policy Manual. It is intended to provide necessary information to teachers in a brief and to the point source. The handbook will also help to remedy inconsistencies from school to school.

It is the responsibility of each teacher to read and become familiar with the information. Additions, deletions and corrections will be made as deemed necessary. Suggestions for the improvement of this publication are welcome.

The School Board does not discriminate on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, gender identity, or social and family background in its programs, harassment and bullying policies, and activities, including employment opportunities.



## NOTICE

HCPS collects Social Security numbers for the purposes of creating a unique numerical identification within the HCPS system and for required reporting to the Department of Education.

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# **SCHOOL FACULTY AND STAFF**

## **THE PRINCIPAL (HCPS POLICY 1120)**

The Principal is the administrative and instructional leader of the school and:

- ❖ is responsible for the operation of the entire school unit and is the final authority on all matters relating to school personnel, financial affairs, equipment, building, grounds, curriculum and instruction;
- ❖ recommends the appointment of faculty and staff members, guides and supervises instructional units, office procedures, extracurricular programs, and the athletic program;
- ❖ represents the school in professional meetings locally and on the state and national levels.
- ❖ has the authority and approves all organizations and activities;
- ❖ has power to delegate authority as seen fit but is responsible for seeing that instructions are carried out;
- ❖ works closely with the Superintendent and the staff and sees that policies adopted by the School Board are carried out within the school;
- ❖ assumes any other duties as assigned.

## **ASSISTANT PRINCIPAL II (CURRICULUM/ADMINISTRATION/MANAGEMENT)**

All Assistant Principal II's are directly responsible to the Principal and will, with the assistance of the department heads, provide leadership in curriculum study and development, coordination of in-service training, and the supervision of intern and teacher-aide programs.

The Assistant Principal II's will:

- ❖ assist in teacher evaluations, classroom supervision, and the preparation of accreditation reports;
- ❖ construct the master schedule;
- ❖ supervise the securing of substitute teachers, the covering of classes, and the maintenance of balanced classes;
- ❖ supervise and coordinate student activity programs and assemblies;
- ❖ keep an up-to-date calendar and schedule school events;
- ❖ supervise graduation activities;
- ❖ assist in supervising after-school and evening functions;
- ❖ supervise the custodial and lunchroom staff;
- ❖ supervise data processing operations, maintenance of property, instructional materials/textbooks and inventory records, and the issuance of bulletins and announcements;
- ❖ hold conferences with students, teachers and parents, relative to educational progress and problems;
- ❖ be acting principal in the absence of the Principal;
- ❖ assume any other duties as assigned.

## **ASSISTANT PRINCIPAL I (STUDENT AFFAIRS)**

The Assistant Principal for Student Affairs, as a member of the administrative staff of the school, will have authority commensurate with individual responsibilities in the area of administration, policy making, curriculum development, teacher evaluation, student activities and welfare, in-service training of teachers and public relations.

The Assistant Principal for Student Affairs will:

- ❖ be directly responsible to the Principal and shall be acting principal during the absence of the Principal and Assistant Principal II;
- ❖ assist in preparation of the master schedule and assist in student registration and scheduling, pupil accounting, and determining reasons for pupil absence and truancy;
- ❖ assume any other duties as assigned.

## **COMMUNITY SCHOOL ADMINISTRATOR**

The Community School Administrator will assume responsibility for the administration and supervision of the Adult and Community Education program.

The Community School Administrator will:

- ❖ maintain discipline and safety for students and all others using the facility during adult evening sessions;
- ❖ administer the adult instructional programs that allow learners to complete educational requirements and transition into a postsecondary education program or into the general workplace;
- ❖ select, supervise, and evaluate personnel assigned to the Adult and Community Education site with concurrence of the Principal;
- ❖ be responsible for the Adult and Community school site reporting, financial accountability, instructional unit management, instructional materials/textbooks and inventory records and property;
- ❖ be responsible for inventory and permanent record cards, monthly reports, membership reports, class schedules, and monies collected transmittal forms for audit purposes;
- ❖ assume responsibility for implementation and verification of assessment procedures and outcomes relative to adult students;
- ❖ promote programs and activities designed to enhance community involvement at the site;
- ❖ assume any other duties as assigned.

### **ASSISTANT PRINCIPAL FOR ELEMENTARY INSTRUCTION**

The Assistant Principal for Elementary Instruction will provide leadership in curriculum under the direction of the Principal, resulting in improved instructional practices and increased student achievement.

The Assistant Principal for Elementary Instruction will provide assistance to teachers in meeting students' educational needs by performing the following functions:

- ❖ organizing and coordinating the K-5 instructional program;
- ❖ monitoring and implementing the curriculum, including supervising instructional materials/textbooks and inventory record;
- ❖ supporting the instructional program through the evaluation process;
- ❖ assisting in administrative responsibilities under the direction of the Principal;
- ❖ assume any other duties as assigned.

### **ART – ADMINISTRATIVE RESOURCE TEACHER**

Under the direction of the Principal, the Administrative Resource Teacher assumes appropriate administrative duties to assist with curriculum, personnel, school operations, student management, and assume any other duties assigned.

### **POSITIONS ASSISTING THE PRINCIPAL AND FACULTY IN THE OPERATION OF THE SCHOOL INCLUDE:**

- ❖ Team Leader / Grade Level Chairman (K-5);
- ❖ Elementary Safety Sponsor (K-5);
- ❖ Team Leader (6-8);
- ❖ Subject Area Leader (6-8);
- ❖ Department Head (9-12).

### **GUIDANCE DEPARTMENT**

A comprehensive school counseling program is an integral part of the educational process. It fosters the academic, career, and personal/social development of students so that they become productive and responsible citizens in a diverse and global community.

School counselors interact not only with students, but also with parents, teachers, administrators, and outside agencies and organizations in order to provide the best educational environment and opportunities for all students. School counselors are committed partners in student achievement.

School counselors focus on the following major areas of service:

- ❖ Academic Achievement
- ❖ Career Development
- ❖ Personal/Social Development
- ❖ Community/Parent Involvement

## **TEACHERS (HCPS POLICY 3120)**

- ❖ Each teacher is under the direction of the Superintendent and is immediately responsible to the Principal for carrying out policies of the School Board as they relate to the functioning of the school, the classroom, and the immediate contact with pupils and parents.
- ❖ The teacher is subject to assignment by the Principal as outlined by contract for teaching duties and other duties such as homeroom, hall, lunchroom, playground, school activities, club and bus.
- ❖ Each teacher, as a professional, should adhere to the highest ethical standards in private and professional life.
- ❖ Teachers will assume any other duties as assigned.

## **ASSISTANT TEACHERS (HCPS POLICY 4120)**

- ❖ The Assistant Teacher's job tasks must be related to direct instruction of students and/or related to the preparation of instructional materials to be implemented with students during tutoring sessions.
- ❖ All instructional tasks must be with or under the supervision of the content area teacher(s). No tasks shall be related to guidance functions, administrative functions, monitoring functions or other non-tutoring functions.
- ❖ Assistant Teachers will assume any other duties as assigned.

## **INTERNS (HCPS POLICY 3120.06)**

- ❖ Interns will be assigned within the eight areas of the county to approximate the proportion that exists between the members of teachers in the eight areas.
- ❖ Student interns shall be assigned to non-probationary teachers except for special programs approved in advance.
- ❖ So that the internship is a meaningful experience for the intern, directing teacher and students, the directing teacher and intern will follow the specified guidelines provided by the university.
- ❖ Interns will assume any other duties as assigned.

## **SCHOOL RESOURCE OFFICER/DEPUTY/SCHOOL SECURITY OFFICER (HCPS POLICY 5540)**

- ❖ A School Resource Officer will work with students, parents, and staff in early identification of any potential problems.
- ❖ The officer will strive to develop, among students, an understanding of the law enforcement program through formal classroom instruction designed to inform and enlighten participants.
- ❖ Officers will assume any other duties as assigned.

## **STUDENT NUTRITION SERVICES (SNS)**

- ❖ The primary function of Student Nutrition Services (SNS) is to provide healthy meals to students, empowering them to be focused and ready to learn. SNS operates a nationally recognized program that is both cost effective and efficient.

Positions in the School include:

SNS Manager (K-12)

SNS Production Coordinator (K-12)

SNS Assistants (K-12)

## **STUDENT ATTENDANCE (HCPS POLICY 5200)**

### **Students have the right to:**

- ❖ physically attend a public school within their attendance area;
- ❖ attend a Technical or Special Education Center when they qualify and are accepted for enrollment;
- ❖ participate in one of the other choice options – Magnet, School Choice, Charter, etc.;
- ❖ receive information concerning attendance policies at their school to include excused and unexcused absences and tardies;
- ❖ make up any work missed because of excused absences;
- ❖ request a transfer to another school outside their attendance area when there are severe hardships. All appeals must be submitted to the Office of Student Planning and Placement;
- ❖ homebound instruction if not attending school due to extended illness (longer than 30 days).

### **Students have the responsibility to:**

- ❖ attend classes daily and on time unless circumstances beyond their control prohibit;
- ❖ request make-up work from their teachers after the absences have been adequately explained;
- ❖ attend school until the age of 16. Students ages 16-18 who desire to leave school prior to graduation may do so only upon completion and filing with school an “Intent to Terminate Enrollment” form and an exit interview;
- ❖ abide by School Board attendance policies;
- ❖ make an application for services with the Exceptional Student Education office if they are eligible for homebound instruction.

### **Parents have the responsibility to:**

- ❖ notify school personnel about their child’s absence from school on the day of the absence;
- ❖ notify the school of any change of address, phone numbers, and emergency contact numbers;
- ❖ make application to the Exceptional Student Education office if a student is eligible for homebound instruction;
- ❖ notify school personnel if the family is moving out of town or out of the school’s attendance boundary;
- ❖ be aware of Student Academic calendar and coordinate trips, vacations, and personal business to support attendance on school days.

In the preparation of cases for prosecution under the Compulsory School Attendance Act: Florida Statute Section 1003, the school system is authorized to release pertinent school data in interpretative form to the State Attorney’s Office, to the Office of Youth Services, and to the Circuit Court, Juvenile Division, without parent consent.

## **EXCUSED STUDENT ABSENCES**

Examples include:

- an illness of the student or a medical or dental appointment; six (6) or more absences within a nine-week grading period, may require a doctor’s statement by school officials;
- an accident resulting in injury to the student;
- a death in the student’s immediate family;
- an observance of an established religious holiday. Documentation of the religious affiliation of the student may be required by school officials. If the religious holiday observance cannot be identified as a traditionally well-known day, school officials should require a note from the parent and a letter from the leader of the faith organization stating that the day, if celebrated, would result in an absence. If the letters are submitted, the absence should be excused and also recognized as an established religious holiday that does not impact any attendance incentives;
- pre-planned absence for a personal reason that is acceptable to the Principal or designee. A parent must make the request in writing to the Principal or designee at least three(3) days prior to the date of the absence. The parent will be notified of the decision. Vacations, other than on non-student days, must be pre-approved.
- a subpoena by a law enforcement agency or a required court appearance;
- an emergency for a reason acceptable to the Principal/designee for an emergency such as:

- ♦ severe weather conditions;
- ♦ a major personal or family problem;
- ♦ fire, flood, or other major damage to the home;
- ♦ an accident on the way to school; or
- ♦ a breakdown of the school bus (failure to pick up the student).
- under certain conditions, students may apply to be released for a maximum of one hour per day for religious instruction at an off-campus site. For further information, the parent should contact the Principal;
- college visits by senior students only if a visit is required for admission and is documented on the college letterhead.

## **UNEXCUSED STUDENT ABSENCES**

Unexcused absences include absences that:

- are caused by truancy of the student;
- are caused by an out-of-school suspension (students in grades 6-12 see section on Alternative To Out-of-School Suspension - ATOSS);

## **STUDENT TARDINESS (HCPS POLICY 5230)**

A student is tardy when the student arrives after the beginning of the school day or when he/she is not in his/her assigned seat or station when the tardy bell rings. A student's tardiness shall be excused when the reason given is acceptable to the Principal or designee. Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences.

A student has the responsibility to be in class on time. A student failing to make an effort to attend class shall be considered truant and subject to disciplinary action. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action.

### **Student Consequences for tardiness in a grading period include:**

- ❖ first unexcused tardy within a grading period, the student is notified by the teacher;
- ❖ second unexcused tardy within a grading period, the student is issued a warning by the teacher that each additional unexcused tardy will result in a referral to the Assistant Principal, and the teacher will notify the parent or guardian;
- ❖ three or more unexcused tardies within a grading period, the student is referred to the Assistant Principal for willful disobedience; disciplinary action shall result, and the school shall notify the parent or guardian.

Consequences may vary at individual schools according to School Board approved School Improvement Plan.

## **SIGN-OUT PROCEDURES (PRE-APPROVED AND EMERGENCY)**

Once students arrive on campus, they may not leave without permission from an administrator or designee. In the event a student must leave early, the parent/guardian must make the request in person in the main office. A picture ID must be presented.

### **Excused sign-outs include:**

- ❖ medical or dental appointments (doctor's statement may be required);
- ❖ deaths or funerals;
- ❖ emergency situations acceptable to the Principal or designee;
- ❖ court appearance (subpoena required);
- ❖ personal reasons acceptable to the Principal or designee;

### **Unexcused sign-outs include the following:**

- ❖ forgotten items (for instance, books, lunch, money, homework, projects, admits);
- ❖ violation of dress code (to obtain appropriate dress);
- ❖ non-educational appointments.

## **DISTRICT ATTENDANCE INCENTIVES**

Since regular attendance and participation in classroom activities are important parts of the credit earned in any course, each elementary and secondary school shall annually develop and submit to the Area Leadership Director's Office a written school attendance improvement plan. The plan must comply with all School Board policies.

## **STUDENT ATTENDANCE K-5**

- ❖ The automated student attendance procedure requires that the homeroom teacher take daily student attendance on the EASI online attendance system.
- ❖ Online attendance must be completed daily by the deadline time established by the school.

### **Make-Up Work**

Parents should contact the school and request make-up work at least 24 hours in advance.

### **Off-Campus Activities**

Students attending school-sanctioned off-campus activities will be permitted to make up work missed.

## **STUDENT ATTENDANCE 6-12**

- ❖ The state requires all schools have a daily attendance check. Teachers are responsible for the accuracy of period and daily attendance records.
- ❖ All teachers must take attendance every period and make ongoing necessary corrections to ensure accuracy.
- ❖ Absent students shall be recorded.
- ❖ Students in grades 6-12 not in class at least one half of the class period shall be counted absent from that class. Students in grades 6-12 in attendance for any part of the day are counted present for the day, but shall be counted absent for any class missed.

### **Make-Up Work**

A student who has been absent and whose absence is EXCUSED is permitted to make up the work missed, provided that the student makes arrangements with teachers within three days of the student's return to school. The student is responsible for making these arrangements. Make-up work must be submitted within the deadline(s) set by the teacher(s).

### **Membership**

A full-time student is defined as one who attends school each day for seven courses; however, the seven courses can be comprised of any combination of on-site, Florida/Hillsborough Virtual, and dual enrollment classes. To be considered a high school student in Hillsborough County Public Schools, he/she must attend a Hillsborough County public high school for least one on-site high school course each year.

Part-time enrollment for Hillsborough County students is an option limited to students co-enrolled in hospital/homebound, home school, or fifth year senior.

### **School Business**

Students on school business shall be counted present and be allowed to make up work missed.

#### **Examples of school business are:**

- ❖ an academic activity directly related to the instructional outcomes of one or more courses;
- ❖ participation in a regularly scheduled, school-sponsored athletic event;
- ❖ a summons to one of the school offices;
- ❖ other approved activities such as Student Council, National Honor Society, PTSA, pep rallies, class meetings, club meetings, senior graduation activities or an event that is designated by the Principal at which you represent your school and is approved by the Area Leadership Director.

With the exception of non-traditional program options, students in grades 9-12 must be enrolled in a high school for a minimum of three full school years to receive a diploma from a Hillsborough County Public High School. In addition, students must attend a Hillsborough County Public High School for at least one semester full time in order to receive a diploma.

### **Senior Day Activities (HCPS Policy 8220)**

Senior Day activities shall be limited to no more than one day each spring. Activities lasting no longer than two class periods may be approved. No school time may be used for field trips relating to Senior Day activities.

### **Unexcused Absences Sanctions**

- ❖ A student suspended out-of-school shall receive a grade of “zero” for tests and/or graded work missed.
- ❖ A student who receives an unexcused absence may be allowed to make up tests and/or graded work missed during the absence at the discretion of the classroom teacher. Middle school students **may** receive, and high school students **must** receive a 10% deduction from the grade of the make-up assignment. The student is responsible for making arrangements with the teacher within three days of his/her return to school. Make-up work must be submitted within the deadline(s) set by teacher(s).
- ❖ A student found truant will be referred to Student Affairs.

### **Florida Driver’s License Law for Students (HCPS POLICY 2432, 5515)**

In 1997, the Florida Legislature began requiring schools to report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex, and Social Security numbers of minors who accumulate 15 unexcused absences in a period of 90 calendar days, which is a “rolling” number, thus making the student ineligible for driving privileges. The legislation further provides that those minors who fail to satisfy attendance requirements shall be ineligible for driving privileges. If the minor does not have a license, he or she shall not be issued one upon application. The process of reinstatement is available in the Office of the Assistant Principal for Student Affairs. Persons ages 14 until their 18th birthday cannot get or keep their driver’s privilege or license unless they are in school, have successfully completed school, earned their GED certificate, or have a hardship waiver. A student who has had their license suspended due to unexcused absences can apply for reinstatement once they have attended school for 30 consecutive days without an unexcused absence and have completed the necessary paperwork through the Office of Student Affairs. Reinstatement is delayed a day for each excused absence during that 30-day period. For more detailed information see: F.S. 322.091 and 1003.27.

### **WITHDRAWALS FROM SCHOOL (HCPS POLICY 5130)**

A student who wishes to withdraw from school must report to the appropriate office with a note from the enrolling parent and receive a clearance from that office. The withdrawal form must be signed by all of his or her teachers and required staff. These signatures indicate that the student is clear with reference to textbooks, library books and any other school equipment that might have been in his or her possession.

If a student between the ages of 16 and 18 withdraws and does not plan to re-enroll at another site or plans on attending an adult school, the student **MUST** have a signed, completed exit interview on file with the school district. The Assistant Principal in the Office of Student Affairs at the student’s home school will initiate the exit interview and guidance personnel will assist with the completion.

### **RE-ENTRY OF STUDENTS GRADES 9-12**

A student 18 years of age or older who has interrupted his or her education and who subsequently desires to enter Hillsborough County Public Schools shall physically enroll either in the Adult Day School or an Adult Evening School.

The student may not enroll in a regular high school. In extenuating circumstances, a Principal may recommend an exception to this policy to the Assistant Superintendent for Administration.

## GENERAL INFORMATION

### ABSENCE OF TEACHER (HCPS POLICY 3120.04)

- ❖ Teachers should call the SEMS at 272-4075 and follow the appropriate steps (listed in the Teacher Quick Reference Guide) to report the absence and request a substitute.
- ❖ An employee calling the SEMS requesting a substitute within one hour of his/her scheduled reporting time MUST also notify his or her school site so that coverage can be guaranteed.
- ❖ If an employee wishes to cancel an absence, he/she must cancel the absence by 5:00 a.m. the day of the job to allow the Help Desk adequate time to contact the assigned substitute. If an employee fails to notify SEMS by the 5:00 a.m. deadline and a substitute reports, the substitute, not the teacher, will be entitled to a day's salary.
- ❖ The absent teacher must see that lesson plans, seating charts and materials are available for the substitute teacher. A substitute folder must be turned in by each teacher to the appropriate person. The folder will be kept up-to-date.
- ❖ Claim forms for sick and personal time are available on line on the district website in Employee Self Serve. Claim forms shall be submitted to the site administrator or their designee immediately upon return of the teacher to duty or during the course of their illness, as may be needed. Request for Leave of Absence forms are available at the site and must be completed when short term leaves are approved. The Request for Leave of Absence form must be completed and submitted to Human Resources three workdays prior to the effective date of planned leave.
- ❖ If an emergency arises and a teacher must be away from one or more classes, the teacher must report to the Principal or the Assistant Principal who will have an in-school teacher assigned to the class during the period or periods the regular teacher is absent.
- ❖ Compensatory time will be granted in accordance with the present policy established between the School Board and the Classroom Teachers Association and with prior approval of the Principal.
- ❖ Teachers may take compensatory time before or after the student day, during the teacher's conference period, and/or during the teacher workdays. Prior notification to the Principal or designee must be received. Principal approval is required if there is a planned activity during requested time.

### ACCIDENT REPORTS (HCPS POLICY 5340, 8442)

- ❖ All school personnel injuries MUST be reported to the secretary, and a First Report of Injury and Illness needs to be sent to the Worker's Compensation Office. If the injury is deemed medically necessary (if a doctor's attention is needed), please follow the instructions in the Worker's Compensation Handbook and contact the Worker's Compensation office immediately.
- ❖ All employees of Hillsborough County Public Schools are covered by Worker's Compensation Insurance.
- ❖ All student injuries must be reported to the appropriate school personnel. The personnel in charge must complete a "Student Injury Report" and be kept on file. If the injury is a life-threatening situation, the District Safety office needs to be notified immediately.
- ❖ All visitor injuries must be reported to the appropriate school personnel. The personnel in charge must complete a "Visitor Injury Report" and be kept on file.
- ❖ Personnel who come in contact with bodily fluid should follow the procedures set forth by Risk Management.

### ADDRESS AND TELEPHONES

- ❖ It is the faculty/staff's responsibility to keep the school and county office informed at all times of his or her correct address and telephone number.

### ADMINISTRATIVE INFORMATION (HCPS POLICY 1030.01, 3112)

The Administrative Bulletin is published weekly and posted on the district's website. The Administrative Bulletin shall also be posted at each site and made available in the teachers' workroom/planning areas. It is every teacher's responsibility to read the bulletin.

A copy of the district's Bylaws and Policies are available on the district website, [www.sdhc.k12.fl.us](http://www.sdhc.k12.fl.us).

### ASSEMBLIES (HCPS POLICY 8220)

- ❖ The assembly programs are designed primarily to promote school spirit and have academic value.
- ❖ To maintain an organized program and receptive audience, teachers will sit with their students throughout the program.

## **ASSESSMENT AND ACCOUNTABILITY (HCPS POLICY 2623)**

The Assessment and Accountability Office provides services to students as well as the school district. Through the Assessment and Accountability Office, the county-wide test program and all state-mandated programs are administered.

Data from testing enables a teacher to chart a student's achievement progress over a period of years and to compare his or her score with a national group of similar students.

Assessment information should be used as the initial screening of students for special classes.

Assessment personnel provide consultative services in data collection and analysis for special projects and studies.

Hillsborough County Public School staff who handle and/or maintain the security of state and district assessments must sign the Test Administration and Security Agreement document (SB90750). In addition, any staff member handling FCAT and End-of Course Assessments in any way must also sign the Prohibited Activities Form and return it to the Assessment Office at the conclusion of spring testing. These documents provide an outline of what unacceptable behaviors are in regards to secure testing. If a staff member is in violation of the security procedures in place, the Office of Assessment must be notified as soon as possible.

## **ATTENDANCE AT SCHOOL ACTIVITIES**

Every member of the faculty is encouraged to support and attend as many of the school activities as possible. Extracurricular passes are available through the appropriate administrator.

## **BORROWING AND LENDING SCHOOL PROPERTY (HCPS POLICY 7320, 7440.02, 7530)**

- ❖ The school will not be responsible for anything borrowed by a teacher from a student, a parent, or anyone else. If a teacher borrows anything from anyone for use in school activities, the teacher must be personally responsible for the article.
- ❖ Teachers are not to lend any article that is school property to anyone. Students needing to take school instruments or equipment home for instructional reasons must sign for such items using the appropriate form signed by parent/guardian. Teachers are responsible for all school property assigned to them.
- ❖ Students should not be asked to bring expensive or valuable articles to class.
- ❖ Teachers will not use shop tools, equipment, or other school property for their private use.
- ❖ If it becomes necessary for a teacher to take home school equipment, the teacher must sign out the equipment through the administration, using the appropriate form and filed with the person in charge of inventory at the school site. Completion of the proper form is the teacher's responsibility.

## **BULLETINS AND INTERCOM ANNOUNCEMENTS**

Each school should publish a daily absentee bulletin. Special bulletins shall be issued when the need occurs. Any announcement of general interest to the teachers should be made at the scheduled faculty meeting.

Announcements of general interest to the student body should be made over the intercom. Teachers should repeat, clarify and stress important announcements to their students.

Teachers who have announcements should give them to the main office secretary in writing. Announcements should be signed by the teacher and approved by the Principal or his or her designee.

## BULLYING AND HARASSMENT

### **BULLYING (HCPS Policy 3362, 3380, 5517, 5517.01)**

Bullying is a form of aggression and occurs when a person(s) who perceives a power imbalance, willfully subjects another person (victim), whoever he/she may be, to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort) at any school site or School Board-sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team.

Students who engage in such conduct will be subject to a range of punishment to include verbal or written reprimand, in-school or out-of-school suspension, change of placement and/or expulsion.

It is the policy of Hillsborough County Public Schools that all of its students and employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying or harassment of any type. Conduct that constitutes bullying or harassment, as defined herein, is prohibited.

#### **Definitions:**

**“Bullying”** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to:

- a. teasing
- b. social exclusion
- c. threat
- d. intimidation
- e. stalking
- f. cyberbullying
- g. cyberstalking
- h. physical violence
- i. theft
- j. sexual, religious, or racial harassment
- k. public humiliation
- l. destruction

#### **Examples or types of bullying include, but are not limited to:**

- **physical** - punching, shoving, poking, strangling, hair-pulling, beating, biting or excessive tickling;
- **verbal** - hurtful name-calling, teasing or gossip;
- **emotional (psychological)** - rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing or peer pressure;
- **sexual** - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault . In many cases, gender and cross-gender sexual harassment may also qualify as **bullying**;
- **cyber-bullying** - the use of information and communication technologies such as email, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student’s ability to receive an education.

**“Harassment”** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or employee that:

- a. places a student or employee in reasonable fear of harm to his or her person or damage to his or her property; or
- b. has the effect of substantially interfering with a student’s/employee’s performance, opportunities, or benefits; or
- c. has the effect of substantially disrupting the orderly operation of a school.

*Bullying and harassment also encompasses:*

- a. Retaliation against a student or employee by another student or employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- b. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or employee by:
  1. incitement or coercion;
  2. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
  3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

“**Harassment**” or “**bullying**” also includes electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) directed toward a student(s) or staff member(s) that causes mental or physical harm or is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

**Cyberstalking** as defined in s.784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

### **Expected Behavior**

Hillsborough County Public Schools expects students and employees to conduct themselves appropriately for their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. The school district believes that standards for student/employee behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others. Students learn by example. Therefore, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect; and will not tolerate bullying or harassment.

The school district upholds that school-related bullying or harassment of any student or employee is prohibited:

- a. during any education program or activity conducted by a school site’s education institution;
- b. during any school-related or school-sponsored program or activity;
- c. on a school bus or bus stop of a school sites educational institution; or
- d. through the use of data or computer software that is accessed through a computer, computer system, or computer network of a school sites education institution.

**Bullying** may be limited to a single incident. However, in most cases, bullying is characterized by repeated harmful actions on the part of the bully(ies).

An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

**Retaliation** is defined in the dictionary as meaning “to pay back (an injury) in kind.” When a person is accused of having engaged in an inappropriate fashion, especially **bullying**, the common reaction of that person is to be angry and want to pay the victim back (retaliate). Retaliation must **not occur**.

Some examples of retaliations are:

- attempting to discuss the matter in any way while it is under investigation;
- spreading rumors;
- following the person;
- becoming physical in any way;
- destroying property;
- using the telephone or any other electronic or written form of communication to retaliate in any way;
- ostracizing.

Therefore, allegations of **bullying** will be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report an incident(s) of **bullying**.

IF YOU ARE THE VICTIM OF **BULLYING**:

- o Clearly tell the “bully(ies)” to stop.

- o Don't ignore the incident. Immediately report the incident to your supervisor.
- o If the bullying continues after you have clearly told the bully(ies) to stop, make a written record of the incident including date, time, witness or witnesses and parties involved in the incident.
- o Avoid being alone with the person(s) who has attempted to bully you in the past.
- o If you are the victim of bullying and you feel uncomfortable reporting this fact to your immediate supervisor, contact someone on the following list:
  - Area Leadership Director for your school (The phone number is available at your school);
  - Assistant Superintendent of Administration, 272-4000.

**TO MINIMIZE THE RISK OF BEING ACCUSED OF BULLYING**

**DO:**

- Keep your hands to yourself.
- Remember that NO one has a right to harm another person in any way.
- Think before you speak.
- Immediately apologize if you accidentally say or do something that has made another person feel oppressed.
- Report all incidents of bullying behavior you have witnessed to appropriate school administration.

**DON'T:**

- Touch anyone without his or her permission and especially in an inappropriate way.
- Keep interacting with a person after he or she has perceived your behavior toward him or her as being "inappropriate" and has clearly told you to "stop."
- Make remarks that may cause another person to feel "oppressed" (stressful, scared, intimidated).

**HARASSMENT: (HCPS Policy 3362, 3380, 5517.01)**

Harassment is when a person continually teases, annoys, threatens or insults another person in either a verbal, physical or written manner. Sexual harassment is when a person bothers another person using sexual words, pictures, gestures, or conduct that the other person would find offensive. Sexual harassment can also occur when a person is forced by his or her location or situation to see or overhear sexual comments, gestures, or conduct that he or she finds offensive. Harassment is specifically prohibited by state and federal law, and instances of harassment may result in both civil and criminal liability on the part of the individual harasser, as well as the School Board. The Board will not tolerate harassment activity by any of its students or employees.

Harassment occurs when a person subjects another person to any unwelcome conduct on account of sex (or race, origin, religion, etc.) on school property or at a school-sponsored event. Persons who engage in such conduct will be subject to a range of punishment. The School Board will not tolerate harassment at any of its sites or activities.

**Sexual harassment includes but is not limited to the following:**

- o verbal harassment or abuse of a sexual nature;
- o subtle pressure for sexual activity;
- o repeated remarks to a person with sexual or demeaning implication (for example, a person's body, clothes or sexual involvement, display of sexually suggestive objects, pictures or written materials);
- o discrimination because of real or perceived sexual orientation/gender identity or expression thereof.

Harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Personnel, at all levels, are responsible for taking corrective action to prevent harassment at any of the School Board's sites or activities. An individual has the legal right at any time to raise the issue of harassment with appropriate site and/or district personnel without fear of reprisal. Incidents of harassment shall be reported to the Office of Employee Relations, 272-4227. Allegations of harassment will be promptly investigated, giving due regard to the need for confidentiality. Information relative to the prevention and correction of harassment shall be provided in writing to personnel and students.

A person is being harassed if one or more of the following are occurring, and this behavior is unwanted and unwelcome:

- o sexual comments, jokes or gestures;
- o suggestive comments;
- o being "sexually rated" by an individual, for example, on a scale from 1 to 10;
- o being pressured to go out with someone;
- o being the recipient of whistles, jeers, or catcalls;
- o being touched, grabbed, or pinched in a sexual way;

- o being intentionally brushed up against in a sexual way;
- o spreading sexual rumors about a person;
- o having clothing pulled in a sexual way;
- o being shown, given, or left sexual pictures, photographs, illustrations, messages or notes;
- o being forced (because of their location) to view centerfolds, photographs, posters, or drawings of a sexual nature;
- o having one's way blocked in a sexual way;
- o others placing messages or graffiti written about that person on a computer screen, bathroom walls, in locker rooms, or any other public site;
- o being forced to kiss someone;
- o being forced to do something sexual other than kissing;
- o being called gay, lesbian, or any other term that denigrates sexual identity;
- o having clothing pulled off or down;
- o being spied on while dressing or showering;
- o requesting sexual favors;
- o continually teases, annoys, threatens or insults another person in either a verbal, physical or written manner;
- o teasing annoying, threatening or insulting.

Those being harassed should take the following steps:

- o **Clearly** tell the harasser to stop.
- o If the harassment continues, make a written record of the incident including date, time, witness or witnesses, and parties involved in the incident.
- o Report the incident immediately to your supervisor.
- o If harassment continues and you feel uncomfortable reporting this fact to your supervisor, contact someone on the following list:
  - Area Leadership Director for your school (The phone number is available at your school);
  - Assistant Superintendent of Administration, 272-4000.

**Confidentiality** must be maintained as much as possible during any harassment investigation. Confidentiality is maintained when the identity of the people involved or the circumstances surrounding the incident are kept private. For example, you do not maintain confidentiality if you tell your friends that John Doe or Jane Doe harassed you.

**Retaliation** is defined in the dictionary as meaning "to pay back (an injury) in kind." When a person is alleged to have engaged in any harassment, the common reaction of that person is to be angry and want to pay him or her back (retaliate). Retaliation must not occur.

Some examples of retaliation are:

- o attempting to discuss the matter in any way while it is under investigation;
- o spreading rumors;
- o following the person;
- o becoming physical in any way;
- o destroying property;
- o using the telephone, mail or a computer to retaliate in any way.

#### **TO MINIMIZE THE RISK OF BEING ACCUSED OF HARASSMENT**

##### **DO:**

- o Keep your hands to yourself.
- o Think before you speak.
- o Avoid/minimize contact with harasser.

##### **DON'T:**

- o Touch anyone in an inappropriate way.
- o Keep asking a person to go out with you after he/she has said "No."
- o Be in a room alone with a person with the door closed.
- o Make remarks that have sexual overtones or implications.

**IF YOU HAVE BEEN HARASSED:**

**DO:**

- o Tell your problem to your supervisor who can help you figure out what to do to resolve the situation.
- o Avoid being alone with the person who has harassed you.

**DON'T:**

- o Think that if you just ignore the problem, it will go away.

# Civility

In order to provide a safe, caring and orderly environment, Hillsborough County Public Schools expects **Civility** from **All** who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that **all** need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

## Unacceptable Behavior

- Behaviors which interfere with or threaten to interfere with school activities
- Using loud offensive language or profanity
- Intimidating, harassing, bullying and inappropriate display of temper
- Threatening verbal or physical harm
- Threatening, abusive, or obscene telephone conversations, written communication, electronic mail or voice mail

## Student Recourse

Any student subjected to unacceptable behavior may bring his or her concerns to the attention of a school district employee who will follow established procedures for review and resolution of the reported incident.

## Parents & Members of the Public Recourse

Any individual subjected to unacceptable behavior may bring his or her concerns to the attention of an immediate supervisor who will follow established procedures for review and resolution of the reported incident.

## District Employee Recourse

Any employee subjected to unacceptable behavior may bring his or her concerns to the attention of the authorities / immediate supervisor who will follow established procedures for review and resolution of the reported incident.

This **CIVILITY** statement was developed after garnering input from district employees, students, parents and members of the public. Compliance with this endeavor shall foster a safe, harassment free educational community and shall provide all students the opportunity to acquire the knowledge and skills necessary to realize their potential.

## **BUSINESS AFFAIRS (HCPS POLICY 5830, 6152, 6610)**

### **Money Collected**

Teachers should NOT, at any time, keep money in the desk or elsewhere in the classroom. In addition, TEACHERS SHOULD NEVER SEND MONEY TO THE OFFICE WITH STUDENTS.

All fees collected or funds raised through school activities, or in which students or teachers are involved, should be deposited and disbursed through the school's internal accounting system daily.

Some charges may be made for lock rental, band uniform rental, shop and art materials. These collections should be handled by the bookkeeper. Detailed instructions for collection shall be provided by the bookkeeper.

No teacher, student, or organization should solicit or collect contributions of money for gifts, flowers, donations or any other purpose without the consent of the administration. Students wishing to collect funds must discuss the project with the Principal. Teachers must obtain the approval of the Principal.

Monies Collected Form (under \$50) or Receipt Book (over \$50) must accompany the money collected when given to the bookkeeper at the end of each day. The total of these forms must agree with the amount of collected money.

\* Note: For more information, please refer to the School Bookkeeper's Handbook located in IDEAS - Business News - On-Line Manuals.

Students, faculty and staff may prepay for meals and/or food items by utilizing the MyPaymentPlus.com website. Monies collected by the SNS Manager will also be placed in an individual's account to be used for meals. Accounts for faculty and staff are identified by the individual's Lawson number. Faculty and staff may not charge meals to their accounts. Faculty and staff accounts may not have negative balances.

Refunds no longer occur through the cafeteria. A "Refund Request Form" must be filled out and sent to the Student Nutrition Services district office. Processing time for refunds is approximately two weeks.

Parents or guardians are notified of account charges so that the account does not have a negative balance. Student charges for lunch will remain on each account until paid.

### **Receipt Books**

A receipt book should be issued from the office to each teacher responsible for collecting any money from students. **RECEIPTS (OVER \$50) MUST BE GIVEN OR A MONIES COLLECTED (UNDER \$50) FORM USED FOR ALL MONEY COLLECTED.**

The receipts must be filled out completely and will state the date, amount, student's name, and purpose of collection. All receipts should be made in duplicate with the original given to the student and the carbon copy remaining in the receipt book. Receipt books should be available for checking at any time by the bookkeeper. When all receipts have been used, the book must be returned to the bookkeeper for checking by the county auditor. All books must be returned to the bookkeeper at the end of the term. A receipt must be secured for all monies turned in to the bookkeeper.

\* Note: For more information, please refer to the School Bookkeeper's Handbook located in IDEAS - Business News - On-line Manuals.

### **Disbursements**

A department leader, curriculum leader, or club sponsor may request funds by completing the Form SB 35800 (check requisition) and attaching to the original invoice. All invoices must be checked for accuracy and signed by the instructor making the purchase. When it is absolutely necessary to buy something for a club or department for which the teacher expects to be reimbursed and which cannot be charged, the teacher must secure a signed sales slip or invoice marked PAID before making a request for reimbursement. NO reimbursement may be made on purchases made without prior approval. No member of the administrative or instructional staff is authorized to contract for services without consent of the Principal.

Public schools are exempt from paying sales tax only if payment is made via a school check. If personal funds are used to purchase school items then sales tax must be paid and the employee will be reimbursed.

### **Security For Valuables**

Many problems can be created when a teacher loses money, keys, grade books, and other valuables that are left in desk drawers or in a classroom. Often, loss of these items can be prevented by the use of diligence on the teacher's part. Individuals who would never attempt to force a locked cabinet or a locked door when the classroom is not in use might be tempted to take valuables left unattended in a classroom. Many unnecessary problems can be avoided by PREVENTING A THEFT RATHER THAN TRYING TO CATCH A THIEF. Teachers should not leave valuables unattended.

## **CALENDAR OF ACTIVITIES (HCPS POLICY 8210)**

A calendar listing all school activities should be available in the main office.

Approval by the Principal or his or her designee is necessary before scheduling any event and before having it posted on the calendar by the secretary. Events should be entered well in advance of the desired date in order to avoid conflicts.

## **CARE OF BUILDING, FURNITURE AND EQUIPMENT (HCPS POLICY 5513, 6340, 7410, 7510)**

The school system maintenance department makes every effort to keep buildings in good repair and neat in appearance. Therefore, each teacher is responsible for the neatness and cleanliness of buildings and particularly his or her classroom. If this policy is stressed by the teacher, the students will learn to carry their share of responsibility for helping to keep the building in good condition. Teachers should see that lights and fans are turned off whenever a room is not in use. Windows should be closed and locked at the end of the day. Every effort should be made to protect and conserve all school equipment, and needed repairs should be reported immediately.

Inefficiency on the part of the custodial staff should be reported to the appropriate administrator.

Each room is equipped with the necessary furniture as far as circumstances permit. Furniture or equipment may not be moved from one room to another without the approval of the Principal or designee. The condition of furniture and equipment in each classroom is the direct responsibility of the teacher, and any damage or defacing of same must be reported in writing to the appropriate administrator with copies of damage report given to the department head.

Teachers may be issued keys at the beginning of the school year. Keys are tagged and must be returned to the main office prior to the teachers' leaving school at the end of the year or upon transfer or resignation during the school year. UNDER NO CIRCUMSTANCES IS A STUDENT TO USE A TEACHER'S KEY. Keys may not be duplicated without permission of the Principal.

## **CHILD ABUSE AND NEGLECT (HCPS POLICY 8462)**

Section 39.201(1)(a), Florida Statutes states "Any person who knows or has reasonable cause to suspect that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall report such knowledge or suspicion to the Abuse Hotline".

Section 39.201 (1)(b), Florida Statutes states "School teachers or other school official or personnel are required to report their name to the child abuse hotline".

Rule 6B-1.006 Florida Administrative Code, "The Principles of Professional Conduct of the Education Profession in Florida" states school personnel have an ethical obligation to promote the well being of all students and are obligated to make reasonable efforts to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

The Hillsborough County Sheriff's Office Child Protective Investigators are responsible for abuse investigations in Hillsborough County. The Child Protective investigators are not deputy sheriffs; however, a deputy may accompany the investigator during investigations. Schools are required to cooperate with the investigation by allowing the investigator to interview the student and/or take the student into protective custody.

School Social Work Services is our district contact for questions pertaining to investigations and child welfare agencies. The telephone number is 273-7090. Additional resource information can be found in Florida Department of Education's publication titled "Child Abuse Prevention Sourcebook for Florida School Personnel". It can be found online at <http://www.flode.org/ese/pub-home.asp>

## **CONFERENCES (PARENT-TEACHER) (HCPS POLICY 2261.01, 2416, 5420)**

### **Conferences (K-5)**

- ❖ During the school year, teachers are asked to schedule at least two conferences with every parent. Early attention should be given to conferences with parents or guardians of students who are performing below grade level.
- ❖ Teachers shall consider the following points when scheduling conferences:
  - o make full use of county designated conference days or evenings;
  - o schedule conferences before and after school, as time permits;
  - o use teacher planning time to make parental contacts;
  - o a record shall be kept of parent conferences (refer to the Elementary Report Card Handbook for instructions on completion of Request Appointment for Parent/Teacher Conference and Parent/Teacher Conference Documentation Form);
  - o it is mandatory to send a conference request mid-term for every student who is below level and/or receiving less than satisfactory grades;

- o the main office should be notified of the whereabouts of the teacher if not in his or her classroom;
- o if, for any reason, the teacher should be absent for a scheduled parent conference, he or she should send written notification to parents, notifying them of their absence, and providing an opportunity for the parent to reschedule.

### **Conferences (6-12)**

- ❖ During the school year, teachers are asked to take full advantage of regularly scheduled conference days or nights and conference periods which are set aside for parents' visitation.
- ❖ Designated conference times allow teachers to schedule conferences with parents in order to develop a solution to various problems and to assist both parents and teachers to an understanding of the student's mutual interests.
- ❖ Conferences should be with parents of all students.
- ❖ A record shall be kept of parent conferences.
- ❖ It is mandatory to send a conference request for every student who is failing.
- ❖ The main office should be notified of the whereabouts of the teacher if not in his or her classroom.
- ❖ If, for any reason, the teacher should be absent on the conference day, he or she should send written notification to parents, notifying them of absence, identifying his or her conference period time and requesting parents to contact the school during that time if there is a need.

### **Suggested Procedure for Conferences (K-12)**

1. Begin with a friendly greeting.
2. Allow the parent to do a fair share of the talking.
3. Accept information from the parent without passing judgment.
4. Guide the discussion of the child's school and social development.
5. Use anecdotal records and other data in the analysis of the child.
6. Plan with the parent or guardian to assure better study habits for the pupil at home.
7. Provide for future conferences and welcome future communication.
8. Close on a positive and friendly note.

### **Reporting on Conference Evenings (K-12)**

- ❖ After each official conference day, each school shall keep a full report on record to be reported to the county office twice a year after each semester.
- ❖ All teachers are requested to make individual reports, regarding the number of conferences and these numbers are summarized by the office into a final report.
- ❖ The following questions are to be considered in making this report:
  - o number of parent conferences held;
  - o number of written invitations issued;
  - o general evaluation of entire conference day.
- ❖ Daily Conference Period (6-12)
  - o Each teacher has a conference period scheduled daily to encourage parents to visit and discuss problems as the need arises.

### **CREDIT UNION (HCPS POLICY 6520)**

The Suncoast Schools Federal Credit Union is an organization established for the express purpose of making it possible for teachers either to borrow or save money within their own profession. All teachers and members of their immediate families are eligible for membership with a \$5.00 share enrollment.

### **CRISIS MANAGEMENT PLAN (HCPS POLICY 8405, 8410)**

- ❖ A crisis of major proportions occurring on a school campus might include tornadoes or severe weather conditions, fire, bomb threats, shooting, riots, gang violence, hostage situations or any other situation that may endanger students and/or staff.
- ❖ District level codes require that principals maintain and faculty and staff become proficient in the implementation of a predetermined crisis management plan. See the Comprehensive Emergency Management Plan (CEMP).

## **CUMULATIVE RECORDS (HCPS POLICY 8320, 8330, 8350)**

- ❖ These records are located in the guidance office and/or records room in each school. Information in the folders is confidential, and these folders should not be left unsecured.
- ❖ Teachers should make arrangements with the guidance counselors or appropriate office staff for check out and review.

## **DIRECT DEPOSIT (HCPS POLICY 1420, 6520)**

The district utilizes a mandatory direct deposit program that facilitates the deposit of compensation directly to the employee's specified financial institution. Another direct deposit option for employees is a pay card for those employees who do not have a bank account or prefer not to use their bank account for their paychecks. All direct deposit selections must be made through Employee Self Service. Employees who are not enrolled in direct deposit for three consecutive pay periods will be enrolled in the pay card program.

Note: Once termination actions are processed through Human Resources, direct deposit is stopped. Any remaining payments due to employees will be via a paper check and sent through U.S. mail to the address of record.

## **DISCIPLINE (K-12) (HCPS POLICY 5600)**

- ❖ Teachers hold the primary responsibility of maintaining discipline in their classrooms. In this process, teachers will counsel students and take whatever other measures are necessary to bring about better discipline.
- ❖ Teachers are encouraged to make frequent contact with parents. To assist the faculty in maintaining uniformity in the general conduct of the school, certain regulations have been established which all students are expected to follow.
- ❖ The Principal or his designee will assist teachers in maintaining classroom discipline and enforcing school rules and regulations.
- ❖ The policy of all schools is to provide the best possible education for the greatest number of students with the least amount of disorder and disruption. Rules are made not to punish students but to maintain a healthy learning atmosphere where all teachers can teach and all students can learn. The Principal or his designee will make every effort to help disruptive students adjust to and conform with school rules. If these efforts are not successful, the Principal or his designee will take firm actions for improving this situation, such as assigning work detail or detention, making parental contact, or imposing suspension.
- ❖ Teachers should be in the halls as students move from class to class.
- ❖ Immediate positive efforts to curb tardiness shall be made by teachers and administrative personnel.
- ❖ Teachers are not to hold students past the bell. Teachers shall maintain an accurate record of all tardies and counsel students regarding this matter.
- ❖ A Student Management Plan is required at each school site. It is the responsibility of the faculty and staff to review, support and implement the plan.

## **EXCEPTIONAL STUDENT EDUCATION (HCPS POLICY 2460)**

The School Board, as an expression of its commitment to provide a free, appropriate, public education (FAPE) for students with disabilities in accordance with State and Federal laws, rules, and regulations, shall develop and implement administrative procedures in accordance with the district's *Exceptional Student Education (ESE) Policies and Procedures (SP&P)* document. The SP&P document shall include at least the components listed below, shall provide administrative procedures for Exceptional Student Education Programs, and shall be revised when required by the Florida Department of Education (FLDOE), readopted, and submitted to the FLDOE.

- **Child Find** - Ongoing efforts will be made to identify, locate, and evaluate students, ages three through twenty-one, who reside within the district and have a confirmed or suspected disability in accordance with all Federal regulations and State standards.
- **Procedural Safeguards** - A student with a disability and his/her parent shall be provided with safeguards, as required by law, throughout the identification, evaluation, and placement process, and the provision of a free, appropriate, public education to the student. For any student with a disability who has been removed from his/her current educational placement for more than 10 days in one school year, the procedural safeguards describe additional procedures that must be followed when disciplining students with disabilities.
- **Multidisciplinary Evaluation** - A multidisciplinary evaluation for students with disabilities, or who are suspected of having disabilities, is conducted by ensuring that:

1. students are assessed in their native language or other mode of communication, and in the form that most accurately measures what the student knows and can do;
  2. tests are used for their validated purposes;
  3. students are assessed in all areas related to their suspected disability;
  4. testing is conducted by a multidisciplinary team using a variety of assessment tools and strategies;
  5. testing materials and procedures are not racially or culturally biased;
  6. tests are administered by trained and knowledgeable personnel in accordance with instructions provided by the producer of the assessments; and
  7. medical evaluation, when required as part of the multidisciplinary evaluation, shall be provided at no cost to the parent by a licensed physician designated by the Superintendent or his/her designee, when other no-cost resources are not available.
- **Individual Educational Plan** - An individual educational plan (IEP) will be developed for each student with a disability who needs special education and related services. The IEP shall be designed to meet the unique educational needs of the student and shall be developed in an IEP Team meeting. Parents of the child shall be provided prior written notice and strongly encouraged to participate in all IEP Team meetings and in all other meetings during which educational decisions will be made. The student's IEP shall be reviewed and revised as often as necessary, but at least annually.
  - **Least Restrictive Environment** - The education of students with disabilities shall occur in the least restrictive environment; special education programs and services shall be appropriate and designed to meet the unique needs of each student with a disability; to the maximum extent appropriate, students with disabilities, including students in public or private institutions or other care facilities, shall be educated with students who do not have disabilities; special classes, separate schooling, or other removal of students with disabilities from the regular educational environment, shall occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.
  - **Due Process** - Due process procedures allow differences of opinion between parents and this district or between agencies and this district, to be aired and resolved; and these procedures provide for utilization of case conferences and impartial hearings that involved the district's proposal or refusal to initiate or change the identification, evaluation, or educational placement of the student, or the provision of FAPE to the student. The impartial hearings shall be conducted by an administrative law judge from the Florida Division of Administrative Hearings and shall be considered final; however, any party who does not agree with the findings and decision in the due process hearing, including a hearing relating to disciplinary procedures, has the right to bring a civil action with respect to the matter that was the subject of the due process hearing. The action may be brought in a State court of competent jurisdiction or in a district court of the United States without regard to the amount in dispute.
  - **Participation in State and District Assessments** - Students with disabilities shall participate in State and districtwide assessment programs with allowable accommodations, if determined appropriate by the IEP (individual educational plan) Team and recorded on the student's IEP. Individual exemptions shall be determined only during an IEP Team meeting for a student with a significant cognitive disability and recorded on the IEP. Further, pursuant to State law, the IEP Team may determine that the Florida Comprehensive Achievement Test (FCAT) or End-Of-Course (EOC) examination cannot accurately measure the abilities of the student with disabilities and may, therefore, waive the use of the results of the FCAT and/or EOC examination for purposes of determining the student's course grade and/or completing the requirements for middle school promotion and/or graduation with a standard diploma.

## **EXTENSION OF TEACHING CERTIFICATE (HCPS POLICY 3120, 3120.05)**

Effective July 1, 1979, existing certificates may be extended only for a maximum of five years under state board rules prescribing such additional training, experience and competencies deemed necessary. Any training or experience that applicants claim must be college credit, inservice training, subject area exam, or a combination of those listed. Any college credit or inservice credit claimed by instructional personnel must be in the field or fields of certification listed on the certificate.

## **FACULTY MEETINGS**

Tuesday afternoons should be reserved for faculty meetings. All faculty members should attend faculty meetings unless permission is granted by the Principal to be excused. This permission must be obtained prior to the meeting. Teachers should report promptly to the designated meeting place promptly as scheduled. If a teacher desires to submit items for the faculty meeting agenda, he/she should notify the Principal no later than the day before the meeting date. Faculty discussion, suggestions and participation at meetings are encouraged and welcomed.

## **FIELD TRIPS (HCPS POLICY 2340)**

- ❖ The field trip is an organized learning experience which supplements, extends and enriches a specific area of the curriculum or which acts as a springboard for creative experiences and/or curriculum-oriented student projects. The field trip is not to be merely recreational in nature.
- ❖ All field trips must be approved by the Principal.
- ❖ Teachers responsible for field trips shall follow all procedures and regulations as outlined in the Hillsborough County Public School Field Trip Handbook.
- ❖ Student Nutrition Services should be involved in the process of planning field trips if school lunch is to be provided. Federal guidelines must be followed for student diet, maintaining proper food temperatures, and serving times.
- ❖ School Health Services should be involved in the process of planning field trips if medication procedures, and/or treatment is to be provided.

## **FOOD AND DRINKS (HCPS POLICY 8500, 8540)**

Food and drinks are not permitted in classrooms. Students should not be sent to purchase food or drinks for teachers.

## **GRADES AND PROGRESS REPORTING (HCPS POLICY 5410.01, 5420, 5440)**

Report cards are distributed quarterly. Elementary report cards are completed at each site. Updated information on completing student report cards is available in the Report Card Handbook, K-5. For grades 6-12, student's grade and attendance are recorded on optical scanning forms. These documents are then returned to IS and used for printing progress reports, transcripts and related reports. At the end of each grading period, instructions shall be given to teachers for filling out these forms. Progress reports for grades 6-12 are printed by IS for the information provided by the subject teacher on the student grade sheets. These sheets are disposed of and not returned to the school.

### **Progress Alerts (K-5)**

Elementary progress alerts are sent home at the mid-point of each grading period.

### **Scholarship Warnings (6-12)**

Teachers are to issue scholarship warnings (to include the time of the conference period of the teacher) to students who are failing or who are in danger of failing. Teachers are encouraged to issue scholarship warnings to students who are not working to their potential even though they may not be in danger of failing.

### **System of Grading (6-12)**

The grading system and honor roll requirements are listed in full in the Student Handbook. Teachers should become familiar with this information. Subject grades should show a true picture of work accomplished and must not be lowered as punishment for misconduct. A citizenship grade, if given by the school, should be recorded by each teacher for the conduct of each student in his/her class. Normal behavior would constitute a grade of A in conduct.

### **Change of Grade (HCPS POLICY 5421)**

- ❖ A subject teacher (6-12) who discovers after progress reports are distributed that a grade must be changed should do so on the data processing print-out sheet (Scholarship Report). These sheets showing student's name and grade earned will be given to the teachers shortly after the grade period ends.
- ❖ The changes will be sent to the data processing center and corrected progress reports issued.
- ❖ See the appropriate assistant principal with questions concerning grade changes.

### **Incomplete Grades (6-12) (HCPS POLICY 2623)**

When a teacher gives an incomplete grade, the grade becomes an F if the work is not made up during the first three weeks of the next grading period, unless special arrangements are made with the administration. There can be no incomplete grades given at the end of the second semester unless special arrangements have been made with the administration.

### **Recording Grades (HCPS POLICY 5421)**

Elementary schools follow grading practices outlined in the Elementary Report Card Handbook. Daily grades and tests are to be kept in a grade book by the subject teacher. The grade book is the teacher's official record of each student's work and class attendance. Attendance must be kept up to date and available upon request from the office.

Secondary schools follow a standardized system of recording and reporting grades. Daily grades and tests are to be

kept in a grade book by the subject teacher. The grade book is the teacher's official record of each student's work and class attendance. Attendance must be kept up to date and available upon request from the office.

The following state grade scale shall be used:

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

### **GRIEVANCE (HCPS POLICY 1470, 2260.02, 5710)**

When an individual feels he or she has a complaint of an alleged violation of federal, state or local laws applicable to the School Board including, but not limited to, claims of unlawful discrimination, harassment, retaliation, or violation of specific School Board policy(ies) or procedure(s), he or she shall discuss the complaint with the individual, the Principal of the school, the immediate supervisor, or that person's supervisor as soon as possible. Every effort shall be made to arrive at a satisfactory resolution of the problem on an informal basis *prior* to filing a formal grievance. If satisfactory resolution is not attained, a formal grievance may be filed. District Formal Grievance forms are available from any district office, or by contacting the Office of Employee Relations at (813) 272-4227.

### **GUIDANCE SERVICES AND STUDENT SERVICES (HCPS POLICY 2410)**

School counselors, school psychologists, educational diagnosticians, school social workers, school registered nurses, and health care workers make up these two departments. These services are available to all students—those in regular K-12 classes, as well as those needing specialized programs and services.

School counselors provide a comprehensive school counseling program that supports the academic and personal/social development of students. School counselors provide individual counseling, small group counseling, and large group guidance in the areas of academic advisement, career planning, and personal/social development. School counselors also work closely with parents, teachers, administrators, and the community to provide an optimal educational environment for all students.

The College and Career Counselor is available to assist students and parents with postsecondary planning. They provide a myriad of resources including assistance with career exploration, the college selection and application process, providing current information on available scholarship opportunities, offering assistance with the financial aid application process, and providing information regarding college entrance exams (SAT and ACT).

School psychologists help children and youth succeed academically, socially, and emotionally. They collaborate with parents, educators, and other professionals to create safe, healthy and supportive learning environments for all students. School psychologists support strong connections between home and school. Specific services provided by school psychologists include providing assistance in developing interventions to assist students in both regular and special education programs. They provide counseling and support activities that are tailored to meet special student needs, and they are available to support staff and parents through consultation activities. Psychologists also provide individualized psychoeducational evaluations and behavioral assessments in order to improve student achievement and social/emotional functioning.

School Social Work Services are provided for students who have special needs. The School Social Worker develops a case study involving social, academic, medical, and psychological information. After the study is completed, placement plans are considered when appropriate. Social workers maintain liaison with the home and school and utilize the services of community agencies as needed.

School Health Services are provided for all students. The services include mandated screenings and record reviews for immunizations, medication administration and medical procedures ordered by health care providers, and nursing health care assessments. The school nurse works with students, parents, school personnel, the Department of Health and other medical providers to provide the optimal level of health and safety to students while at school.

### **HOMELESS STUDENT ENROLLMENT PROCEDURES: (HCPS POLICY 5111.01)**

1. A homeless student (also referred to as a child and youth in transition) is defined under the Federal McKinney–Vento Homeless Assistance Act as lacking a fixed, regular and adequate nighttime residence, and includes:
  - a. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
  - b. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - c. children and youths who are living in cars, parks public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

- d. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in clauses (a) through (c).

Homeless unaccompanied youth are those students who meet the above definitions of homeless and not in the physical custody of parents. All unaccompanied youth are not considered homeless.

Every child has a right to a free and appropriate public education. Florida Statute 1003.21 requires that all children attend school regularly until they are 16 years old. Children in transition who fit federal definitions of homelessness have a right to:

- immediate school enrollment and attendance, even without birth records, school records, immunizations, and/or health physicals (F.S. 1003.22);
- have assistance with requesting records from the previous school;
- remain at their school of origin if it is in the best interest of the child;  
(\*School of origin is defined as the school that the child was last attending when the family became homeless. If this is not a choice or not available, then the child must enroll in their zoned neighborhood school.)
- transportation to and from school;  
(\*In most cases, special services can be provided to allow a school bus to pick up a homeless student and take that child to his/her school or origin. This service is initiated through the Homeless Education and Literacy Project office.)
- help for prompt resolution about school placement including Special Education, Bilingual Education, Gifted, and remedial programs; and
- receive free breakfast and lunch for the school year by using the current meal application form and procedure.

Identified homeless families can receive assistance through the student support staff at their school and through the Homeless Education and Literacy Project office. Services provided include linkages with community resources, school uniforms and clothing for students, and school supplies. Homeless students may also be eligible for additional supportive academic services. For more information on homeless students and families in the school district, please reference the Homeless Education and Literacy Project's website: <http://helpteam.mysdhc.org> or call (813) 315-4357, extension 221.

## **HOMEWORK ASSIGNMENTS**

- ❖ should not be punitive in nature;
- ❖ should not require students to have specific resources such as internet access;
- ❖ assignments should be coordinated among team members so as not to exceed the recommended amount of time devoted to homework;
- ❖ should not exceed a total of 15-20 minutes per night for Kindergarten, a total of 30 minutes per night for students in Grades 1, 2, 3, and 45 minutes per night in Grades 4 and 5. It is recommended that homework not be assigned on Fridays with special consideration given around testing and holidays. Teachers of 6-12 graders should follow the "10 minute" rule i.e., 6th grade = 60 minutes total for all courses per night, 7th grade = 70 minutes, etc.
- ❖ appropriate completion of homework assignments will be reflected in the Expected Behaviors section of the K-5 Report Card.

## **LEAVES (HCPS POLICY 1430, 1430.01, 1430.02, 1443.01, 3430.01, 3430.02, 4430, 4430.02)**

For full details on all leave options, refer to the SBHC-CTA contract posted on the district website and on IDEAS in the Personnel Procedures folder. Questions regarding leaves should be directed to the site administrator and/or the Division of Human Resources. Teachers must inform the Principal of the anticipated beginning and ending dates of their leave.

One day of sick leave is earned for each completed calendar month of employment. Accrued sick hours accumulate without limit. Six days of paid personal leave may be used per year, and shall be deducted from accrued sick hours.

A Short Term Leave without pay may be requested for absence due to an extenuating circumstance for a period not to exceed 30 calendar days.

An eligible teacher may be granted a non-paid health leave. A physician's medical verification must be submitted with the Request for Leave of Absence form. A physician's medical verification must also be submitted to certify the teacher is able to return to work. Accrued paid sick leave may be utilized prior to an approved non-paid health leave to cover all or a portion of a requested leave of absence.

The Family and Medical Leave Act (FMLA) provides eligible employees with the right to take up to 12 weeks of job-protected

leave due to the employee's own serious health condition or to provide care and assist in treatment for the serious health condition of the children, parents, or spouse of the employee. The statute also provides for protected leave in connection with the birth or adoption of a child, or placement in foster care of a child with the employee, and care provided in the child's first year after arrival.

An eligible teacher may be granted a leave without pay for maternity, adoption, or family care. Only one maternity or adoption leave may be granted for a single child.

An eligible teacher may be granted a non-paid Professional Leave for study or service in the Peace Corps.

Leaves should be requested 20 days prior to the beginning date of leave. Additional leaves may be requested in accordance with the negotiated contract. "Eligibility" indicated above is defined as having three continuous years of employment as a teacher.

## **LEAVING THE BUILDING**

Any member of the faculty who wishes to leave the premises prior to their scheduled end time, must follow their site's sign-out/in procedures. Teachers must sign in upon returning. Teachers must notify the Principal or his/her designee prior to leaving the premises during scheduled work hours.

Teachers leaving the premises for personal reasons will have absent time logged, and it shall accumulate until they attain one-half day when the absent time will be charged against accrued time.

## **MAIL (HCPS POLICY 7540.01, 7540.05)**

### **School**

Incoming mail addressed to teachers, bulletins and notes from the office are considered school mail. This type of mail is handled by the school secretaries and student office assistants. A teacher should not send a student to place mail in the boxes or to remove it unless a signed note is sent with the student to the secretary. This regulation is made to prevent confidential mail from falling into the hands of students and to prevent errors in mailing by students not familiar with the mailing system.

### **County**

A pick-up and delivery service is maintained by Hillsborough County Public Schools to handle all types of mail going to and from the county office or any other school within the county. Pick up and delivery is made daily. **NO STAMPS ARE REQUIRED ON COUNTY MAIL.** Only items of school business may be sent through county mail. County mail received by the school will be distributed in the mail boxes. Personnel should check closely to see that county mail is not placed in the U.S. mail basket. **Only items of school business may be sent through county mail.**

### **Stamped Governmental Mail**

Any mail that is to be handled by the post office may be sent to the main office and placed in receptacle marked "U.S. Mail." Stamps are not sold in the main office.

### **Teacher Mail Boxes**

Each teacher shall check his or her mail box twice each day, on arrival and before leaving for the day.

### **E-Mail**

See Telecommunications Policy.

## **LIBRARY MEDIA CENTER (HCPS POLICY 2531, 2540)**

The purpose of today's library media center is to enhance, facilitate and enrich the curriculum, a central resource facility for both electronic and print reference sources for teachers and students. It should provide an inviting, attractive, and accessible place to promote lifelong reading and learning habits. The media center is the hub of the school, a focal point of the school's learning environment.

The media specialist's role is to provide students with an appreciation of literature, to teach them the mechanics of the media center's organizational systems and to instruct them in the use of print and electronic reference materials. Rather than teach these skills in isolation, today's media specialist is expected to integrate the teaching of these important skills into the regular curriculum by planning and working in collaboration with the classroom teacher.

The Florida Department of Education recommends that all elementary schools (K-5) operate with a Flexible Access Media Center Program. (K-5)

Class visits for grades 6-12 for media center use and research are encouraged and should be scheduled in advance so that

adequate work space and materials can be made available. Teachers must remain with their classes and are responsible for the discipline of their students. For obvious reasons, media center use should not be part of substitute's plans unless arranged in advance with the media specialist.

In grades 6-12 teachers may send up to five (5) unaccompanied students at any time when space is available.

Classroom collections of print and non-print materials and bibliographies on special subjects shall be assembled by media specialists on request. Media specialists are also available to help teachers and students in the use of digital library media resources such as online reference databases and ebooks. Audio visual materials such as video recordings and audio recordings are available from the media center and are listed in the district's library catalog, Cyber Cat.

Assistance is also available for production or AV materials.

Technology which includes online digital resources, as well as an on-line library catalog and circulation system is available in the media center for both student and teacher use. Media specialists are available to assist in the use of these technologies.

Each media center has a list of equipment available. Equipment shall be reserved in advance and returned at the end of the school day. Media specialists shall train teachers and student operators. Only trained operators shall be permitted to use equipment. The Principal must approve the use of equipment off campus.

Each school media center offers many other services for teachers and students. Teachers are also encouraged to make suggestions for collection purchases.

Teachers and the media specialist will monitor student use of the Internet within the media center.

### **MEDICATION (HCPS POLICY 5330)**

Under Florida Statute 232.46, prescribed medication may be given to students by school personnel designated by the Principal and trained by the School Registered Nurse. The parent or guardian must give prior written approval on the district-provided form to the school to give the medication. The parent or guardian must deliver to the school the medication in the original dispensed container with the child's name and directions clearly displayed. Nonprescription medications can only be given when accompanied by written orders from a physician. No narcotic medication will be administered by school staff for safety reasons.

### **NEWSPAPER PUBLICITY (HCPS POLICY 5722, 6331)**

- ❖ In order for the school to be acquainted with all publicity and pictures that appear in the daily newspapers and to see that no unauthorized pictures and stories appear, teachers and pupils are required to clear all publicity matters through the Principal.
- ❖ All arrangements for making pictures and for having articles appear in the daily papers shall be made in advance.
- ❖ In the event of an emergency, teachers and staff are to refer all news media to the Principal for comment.

### **PARENT INPUT FORMS (HCPS POLICY 1220, 3220)**

The Hillsborough County evaluation system includes a mechanism to give parents the opportunity to provide input into employee performance assessment when appropriate to encourage parent participation in Hillsborough County Schools. Parent Input Forms are available in each school's main office.

### **PROFESSIONAL DAY**

- ❖ Teachers shall attend scheduled county professional meetings unless prior approval has been arranged with the Principal.
- ❖ The Principal shall coordinate such approval with the supervisor.
- ❖ Student Nutrition Services personnel shall attend scheduled departmental, district, state, and federal training unless prior approval has been arranged with the Principal.

### **SICK LEAVE BANK**

Any employee who is on active status and has at least 11 days of accrued sick leave as of October 1, the date of effective enrollment, may apply for membership in the Sick Leave Bank.

### **SMOKING AND TOBACCO PRODUCTS (HCPS POLICY 5512)**

- ❖ The Florida Clean Indoor Air Act prohibits smoking in all School Board owned buildings.
- ❖ The School Board prohibits all uses of tobacco products in any form in School-Board owned buildings.

## **STUDENT HEALTH PROBLEMS (HCPS POLICY 5320, 5330)**

When students become ill at school, every effort shall be made to notify parents or guardians.

- ❖ The school shall have a current emergency telephone number on file in the school office so parents may be reached at any time during the day.

## **STUDENT NUTRITION SERVICES - APPLICATIONS (HCPS POLICY 8500)**

Hillsborough County Student Nutrition Services offers a variety of healthy meal choices for breakfast and lunch to all students through the National School Lunch and Breakfast program and after-school snacks in selected schools. Through this program, free or reduced meal benefits are offered to students who qualify through an approved application process. A new application for each household must be submitted each year. If a child's application qualifies for free or reduced priced meals there will be no charge for lunch. Student Nutrition Services waives the \$.40 charge for a reduced price lunch. All Hillsborough County students are offered a free breakfast.

## **STUDENT PLACEMENT, PROMOTION OR RETENTION (HCPS POLICY 5410.01)**

- ❖ Placement, promotion and retention decisions for students are determined by the district's Student Progression Plan.
- ❖ Criteria to attend extended learning opportunities is also determined by the district's Student Progression Plan.

## **SUBSTITUTE TEACHER PLACEMENT (HCPS POLICY 3120.04)**

Hillsborough County Public Schools uses an integrated, computer-controlled, voice/data processing system that automates the process of calling substitutes. The Substitute Employee Management System (SEMS) should only be used by teachers requiring substitutes for class coverage.

In order to use the SEMS system, an employee must first register by phone. Instructions on how to register are located in the SmartFind Express Employee User Guide. The SEMS system is also available online and is called Smart Find Express. Once an employee has registered and received their PIN number, they can access the Smart Find Express system via the web from the district's home page. SEMS and Smart Find Express are available 24 hours a day and will accept jobs up to 60 days in advance. SEMS and Smart Find Express will accept absences for one-half day (3 hrs 50 minutes) up to a full day (7 hrs 40 minutes).

Many categories of employees do not have substitute coverage when absent, for instance, guidance counselors, itinerants, student intervention specialists, occupational specialists, and resource teachers. Schools may develop special procedures for employees to report absences that do not require substitute coverage.

Substitutes should report to the school secretary when arriving at school.

## **TEACHER INCENTIVES**

### **Teacher Incentive Fund**

The Teacher Incentive Fund (TIF) is a federal grant that funds our district's Performance Outcomes With Effective Rewards (POWER) grants. There are 35 schools participating in POWER2, and 30 schools participating in POWER3. Both POWER grants provide rewards to highly effective teachers and administrators, and both grants provide paid professional development opportunities. For more information on participating schools, please visit our Teacher Incentive Program website at [teacherincentives.mysdhc.org](http://teacherincentives.mysdhc.org)

### **Salary Differential**

Eligible employees at Renaissance Schools can earn an annual negotiated salary differential.

### **AP/IB Bonus**

Teachers of Advanced Placement (AP) or International Baccalaureate (IB) courses at the high school levels can earn additional funds based to student achievement as measured on the College Board Test in specific subject areas. In addition, these teachers can earn additional funds if they are working at a state-rated school of "D" or "F".

### **Pay for Performance**

For personnel evaluated under the new evaluation rubric:

All non-probationary school-based instructional personnel who are evaluated under a new rubric pursuant to the Empowering Effective Teacher project (EET) will automatically be considered for performance pay under the district's instructional Pay for Performance Plan. Eligibility for Pay for Performance will be determined by the teacher's final

evaluation scores, including all written components, as well as the value added measurement (VAM). Bonuses will be awarded beginning with the highest evaluation score and will continue to be awarded until all funds are exhausted.

For personnel evaluated under the old evaluation system (paper evaluation):

All non-probationary school-based personnel who remain on the old evaluation system (i.e., paper evaluation) and who submit an "Intent to Participate" form may participate in Pay for Performance. Teachers scoring Outstanding as measured by the spring Instructional Performance Assessment Instrument, who provide a portfolio as indicated in the online handbook and who are recommended by their principal may earn an award. Bonuses will be awarded beginning with the highest evaluation score and will continue to be awarded until all funds are exhausted.

Additional program information is available in IDEAS under the *Personnel Procedures* folder, *Employee Evaluations*.

### **Education Recognition Supplement**

Teachers hired beginning with the 2010-2011 school year with nine or fewer years experience who previously earned one or more advanced degrees or who obtains an advanced degree after initial hire shall be eligible for a supplement to be paid in equal amounts once annually for no more than four consecutive years.

## **TELECOMMUNICATIONS POLICY (HCPS POLICY 7540.03, 7540.04)**

### **General Telecommunications Guidelines**

- ❖ Telecommunications services and networks shall be consistent with the mission, goals, policies, and priorities of Hillsborough County Public Schools (HCPS).
- ❖ The district provides telecommunications services that are financially feasible and educationally appropriate. These services are for administrative and instructional purposes.
- ❖ The school district maintains an Internet content filter. All Internet access by all personnel and students must utilize this filter.
- ❖ Requests for exclusion of this procedure must be submitted to the Chief Information and Technology Officer and will only be granted to those with legitimate job related duties requiring such access.
- ❖ HCPS accounts shall be used only by the authorized users for the purposes specified in these guidelines; misuse may result in the limitations of participant access rights and authorization; authorized users shall be responsible for the security of their account and password.

### **Guidelines For Use of Telecommunications**

- ❖ Telecommunications services or networks for illegal, inappropriate, or obscene purposes or in support of such activities shall be prohibited.
- ❖ Telecommunications services or networks shall be in accordance with existing district policy.
- ❖ Telecommunications services or networks shall not be intentionally used to disrupt the use of the network by other users. All communications and information accessible via the telecommunications services or network shall be assumed to be public property.
- ❖ No guarantee shall be made for the privacy of any communication on the network.
- ❖ All network users shall adhere to the rules of copyright regarding software, information, and attribution of authorship.
- ❖ Harassment or unsafe, unwanted, or unsolicited contact via district sponsored telecommunications services and networks is prohibited in accordance with Board policy. Users cannot be completely prevented from accessing services or information that may be offensive or inappropriate; therefore, individual users must be responsible for their own conduct in using telecommunications services and networks.
- ❖ Participation in a network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner.

### **Guidelines for the Internet**

- ❖ The Internet is coordinated through a complex association of government agencies and regional, state, and local networks. The operation of the Internet relies heavily on the proper conduct of the users.
- ❖ Hillsborough County Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered including loss of data. The district is not responsible for the accuracy or quality of information obtained through this Internet connection.
- ❖ The use of the Internet is not a right, but a privilege, and inappropriate or irresponsible use may result in cancellation of that privilege.

- ❖ Users are expected to abide by the generally accepted rules of network etiquette.
  - o Be polite.
  - o Do not use vulgar or obscene language.
  - o Exercise caution in revealing personal information over the network.
  - o Do not disrupt the network or the flow of data.
  - o Users shall avoid security risks.
  - o A user is to notify an administrator immediately if he or she suspects a security problem. Do not show or identify the problem to others.
  - o Do not use another individual's account; attempts to log on as another user will result in cancellation of privileges.
  - o Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- ❖ Vandalism is defined as the malicious attempt to harm or destroy the data of another user, the Internet, FIRM, or other networks. This includes the creation of, or the uploading of, computer viruses on the Internet or the host site or disruption of data flow. Vandalism may result in cancellation of privileges.
- ❖ All terms and conditions as stated in this document are applicable to all users of the Internet. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the state of Florida and the United States of America.

## **Guidelines for Email**

### **EMAIL**

Hillsborough County Public Schools (HCPS) provides electronic mail (e-mail) services to district employees in support of public education and/or district business. The district standard e-mail application is FirstClass®. E-mail is accessible using the client software or through the district website via the FirstClass Internet client. Communications made by means of district e-mail services are subject to the Florida Public Records Law. The district makes no warranty that any electronic e-mail communications service will be uninterrupted, timely, secure or error free.

### **DISTRICT ACCEPTABLE USE GUIDELINES:**

- District employees are automatically provided a district electronic mail account.
- The district has the right to establish and change user limits for district e-mail services, without notice, at its sole discretion.
- The district has no responsibility or liability for the deletion, corruption or failure to store any messages or other content maintained or transmitted by the e-mail services.
- The district reserves the right to review materials posted to a district service and to remove any materials at its sole discretion.
- The district reserves the right to terminate individual or collective access to district e-mail services at any time, without notice, at its sole discretion.
- The district reserves the right to deactivate or delete accounts that are inactive for an extended period of time.
- The district is not liable for any loss that results from the unauthorized use of an account, either with or without the user's knowledge.
- The district reserves the right to terminate any account, which it believes, in its sole discretion, is transmitting SPAM and unauthorized bulk e-mail.
- The district does not control or endorse the content, messages or information found in any e-mail message and, therefore, the district disclaims any liability with regard to the electronic mail services.
- The district reserves the right to disclose any information as it deems necessary to satisfy any applicable law, regulation, legal process or governmental request; or to edit, refuse to post, or to remove any information or materials, in whole or in part, at the district's sole discretion.
- The district reserves the right to change the terms, conditions, and notices under which services are offered. The user is responsible for regularly reviewing the terms and conditions and additional terms posted on district website. The continued use of the electronic e-mail services constitutes an agreement to all such terms, conditions, and notices. Both district and Users Acceptable Use infractions will be reported to Professional Standards and may be cause to suspend an individual/group e-mail services.

**DISTRICT TECHNOLOGY PLAN:** <http://www.sdhc.k12.fl.us/policymanual>

Policy Manual Section: 7000 - Property [7540.00 - 7540.05]

**USER ACCEPTABLE USE GUIDELINES:**

- Users are solely responsible for maintaining the confidentiality of their password. A user can be held liable for losses incurred by the district or any another party due to unauthorized use of the user's password and will be grounds for dismissal.
- Users are solely responsible for any and all activities that occur within their account. A user can be held liable for losses incurred by the district or any another party due to unauthorized use of the user's account and will be grounds for dismissal.
- Users will not violate the conditions of the Education Code dealing with student rights to privacy.
- Users will not utilize district e-mail services to send or discuss profanity, obscenity, or other language in e-mail communications that may be offensive to other e-mail recipients, district or non-district.
- Users will not utilize district e-mail services to harass or bully other e-mail recipients, district or non-district.
- Users will not utilize district e-mail services for personal, political or editorial uses.
- Users will not utilize district e-mail services for financial gain or for any commercial or activities legal or illegal.
- Users will not attach nor agree to receive copyright protected material in violation of copyright laws.

**USER ACCOUNT GENERAL GUIDELINES:**

**General Properties**

Message expiration is set to 180 days.

The total cumulative size of all e-mail attachments, per message, cannot exceed 20MB.

Attachments greater than 20MB, per message, may suspend the transmittal of the message to the intended recipient(s).

Do not use the district's e-mail system to send/forward/reply to announcements such as the following, these can be addressed to Internal Communications and posted to "Inside HCPS":

- Parties,
- Retirements,
- Deaths,
- Items for sale
- Any non-district information of a general nature

Do not use the district's e-mail services to send/forward/reply to jokes, personal pictures/graphics, non-district PowerPoint presentations or documents intended to amuse other recipients, district or non-district.

Do not use district e-mail services to subscribe to the following:

- Daily Jokes
- Daily horoscopes
- Daily recipes
- Vacation information
- Any non-district information of a specific nature

Do not use district e-mail services to respond to chain letters. These letters often come from outside sources, which increase the risk of e-mail-based virus infection. Such e-mail multiply exponentially, and cost the district in terms of time, money and resources.

Do not use district e-mail services to communicate with friends and family throughout the work day, except in case of emergency and when they cannot be reached by telephone.

Do not use district e-mail services as a storage folder. To retain messaging longer than 180 days please refer to the "Saving Your E-mail" conference located in the "Inside HCPS" conference on the IDEAS/FirstClass desktop.

District e-mail services requires all users to maintain a current Resume with the following information:

- Employee or Non-Employee Name
- Position and/or title
- Work Location/Department
- Contact (telephone) information

### **Messaging**

The use of the "Subject" line is required for all messaging. The lack of a "Subject" line" may suspend the transmittal of the message to the intended recipient(s).

The use of the "Urgent" e-mail tag is reserved on a special needs situation. Excessive use of the "Urgent" messaging tag stops all e-mail services until message delivery completes and places a burden on the overall system.

The use of "Group" mailing lists are provided as a service and are reserved for official School District business.

Personal mailing lists are specific information to intended recipients and should not be used for general information. It is the responsibility of the user to maintain current and correct "Contacts" e-mail addresses for both Intranet(Internal) and Internet(External) addresses.

District e-mail services requires all users to include a "Signature" line with the following information:

- Employee or Non-Employee Name
- Position and/or title
- Work Location/Department
- Contact (telephone) information

The use of "Auto Reply" messaging is for Intranet (Internal) e-mail services only and should be used only when an individual is unavailable to respond in a timely manner. It must be discontinued when the user returns to school/work.

Conferences are provided as a service to facilitate collaboration, problem solving, and sharing of information. Editorialized comments and personal opinions are not appropriate and will be removed at the sole discretion of the district.

### **Temporary User Accounts**

Non-district employees may request a Temporary User Account. Requests must be made through the school principal or site administrator via the "IDEAS Assistance Request" located in the District Forms folder on IDEAS. These accounts may include:

- Contracted Non-District Employees
- Long Term Substitutes
- Temporary Electronic Learning Accounts (TELA)

### **Mobile Devices**

The district has not standardized on any mobile device. Any request to setup, monitor and/or troubleshoot a personal mobile device is done so as a courtesy by the various departments that support e-mail services and mobile devices and is not guaranteed.

The use of mobile devices to synchronize information is permitted for:

- E-mail
- Calendar
- Contacts

Server information to synchronize e-mail services is the sole user's responsibility. User's must maintain correct password information on the mobile device in accordance with the district password guidelines and procedures.

Personal mobile device synchronization is not guaranteed, and it is the sole user's responsibility to safely maintain and protect district information on the mobile device.

Customer Service and Support must be notified immediately of any unauthorized use of accounts or any other breach of security. These guidelines may be modified as deemed appropriate by the district. Users are encouraged to review the guidelines.

FOR SERVICE, CONTACT: Customer Service and Support (813) 744-6673

## **GUIDELINES FOR STUDENT SAFETY AND THE USE OF TELECOMMUNICATIONS SERVICES**

- ❖ The school district maintains an Internet content filter. All Internet access by all students must utilize this filter in order to restrict student access to material harmful to minors as defined in the Children’s Internet Protection Act (CIPA).
- ❖ Public school student use of telecommunications services, through district equipment or authorization, will be supervised. District procedures that comply with CIPA guidelines include technology protection measures that block or filter visual depictions that are obscene, include child pornography, or are harmful to minors.
- ❖ A parent or guardian wishing to deny access to the Internet must notify the school in writing through the Internet Exclusion Request Form. Unauthorized users of the Internet will be subject to disciplinary action.
- ❖ Email use by students is not allowed without specific instructional purposes and must be monitored at all times for appropriate content. This use requires prior approval by the Superintendent or designee to assure compliance with the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA).
- ❖ Unauthorized access, including so-called hacking or other unlawful activities, will result in disciplinary action including, but not limited to, cancellation of privileges.
- ❖ Written parental permission is required prior to a student’s participation in online programs that transmit personally identifiable information. The district will make all reasonable efforts in selecting online programs that ensure the privacy and confidentiality of the student and comply with Family Educational Rights and Privacy Act (FERPA). FERPA requirements will be communicated annually to parents, students, faculty and staff.

## **TECHNOLOGY GOVERNANCE PROCEDURES**

### **Hardware and Operating Software Standards**

- ❖ The Information and Technology Division establishes the standards that are supported by the district. No equipment or software may be purchased or installed that does not meet the district’s standards.
- ❖ Stakeholders representing schools and district-level users are key to the planning and decision-making process. All decisions are reviewed by district committees prior to making changes. The quarterly review committee is charged with overseeing and endorsing changes to hardware or operating system software.
- ❖ Hardware standards are adjusted when the current models available for purchase no longer are produced.
- ❖ Operating software is supported by the district, usually up to two previous versions, depending on available support outside the district.
- ❖ Any exceptions to district technology standards for equipment or software must receive approval of the Chief Information and Technology Officer or designee prior to purchase or implementation.
- ❖ Student Nutrition Services (SNS) utilizes a point-of-sale system that contains specialized hardware and software to record transactions occurring at each individual meal period. This system is specifically used for purposes of feeding students and exclusively maintained by the SNS Technology Department.

### **Instructional Software**

- ❖ Selection of instructional software is the responsibility of the content specialists.
- ❖ Prior to purchasing or implementing instructional software for district networks, the Information and Technology Division will review the software to ensure that the software will operate effectively and will not compromise the networks.
- ❖ The process defined in “Guidelines for Selecting Instructional Software” serves to help departments, teachers and schools make good choices with their software needs.

### **Functional Software**

- ❖ Selection of functional software is the responsibility of the division, department or site.
- ❖ Prior to purchasing or implementing functional software, the Information and Technology Division will review the software to ensure that the software will operate effectively and will not compromise the networks.

### **Technology Committees**

- ❖ The District Technology Steering Committee meets approximately every two weeks. This committee considers major technology issues and provides technology guidance on decisions and recommendations that require higher levels of approval. The committee has representation from each division and the Hillsborough Classroom Teachers Association.
- ❖ Governance for technological decisions flows from individuals, ad hoc committees, and standing advisory committees through the Chief Information and Technology Officer to the Superintendent and then to the School Board.

## **TELEPHONE CALLS**

- ❖ A telephone is provided for the use of teachers in the teachers' workroom or planning areas. Each teacher shall exercise reasonable use of the phone.
- ❖ Absolutely NO long distance calls are to be made without first obtaining permission from the school office. Teachers may NOT charge personal long distance calls to the school. All long distance calls shall be logged with the bookkeeper or the Principal's designee.
- ❖ Incoming calls shall be received through the main office. Unless otherwise instructed, messages shall be written and placed in the teachers' mail boxes.
- ❖ For teachers at schools with voice mail capability, their incoming messages shall be recorded . These teachers shall access their voice mail daily to monitor messages.
- ❖ Urgent telephone messages for teachers shall be delivered whenever possible. **WHENEVER A TEACHER IS EXPECTING AN IMPORTANT CALL, HE OR SHE SHOULD TELL THE SECRETARY AND GIVE INSTRUCTIONS AS TO HOW HE OR SHE WISHES THE CALL TO BE HANDLED.**
- ❖ Personal use of cell phones by teachers and staff should be limited to non-instructional time and out of student sight.

## **INSTRUCTIONAL MATERIALS/TEXTBOOKS (HCPS POLICY 2510, 5513, 6152, 6661)**

- ❖ Instructional materials/textbooks shall be digitally checked out to each teacher during pre-planning.
- ❖ Teachers shall be responsible for all instructional materials/textbooks checked out to them and shall see that they have accounted for all items.
- ❖ When issuing textbooks, teachers are to follow the posted distribution and collection of textbooks procedure using the Destiny Textbook Manager System. This can be found by going to the IDEAS desktop, to Instructional, to Instructional Materials Department, to Textbook Inventory System (on the left side of this window) then open the PDF document "Destiny Manual".
- ❖ Book checks shall be made quarterly. If a textbook is lost, the student shall be required to pay for the book before another one is issued. See the appropriate administrator for the current cost of textbooks. (Textbook prices can also be located by going to the IDEAS desktop, to Lawson 9.0, to Shopping Cart links, to Textbook Shopping Cart or by completing a textbook search in Destiny.)

## **WALL AND WINDOW CARE (HCPS POLICY 5513)**

- ❖ Posters, bulletins, and students' work shall be displayed on only 20% of the wall space due to Fire Codes. These items should not mar the paint, shades, blinds or windows within the building.
- ❖ Each school has a different type of wall finish; therefore, each individual faculty must decide what is best for that particular school/site.
- ❖ Emergency windows shall not be blocked in any way nor have items attached to them.