

Green Cove Springs Junior High



Faculty & Staff Handbook 2015-2016

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SECTION I – INTRODUCTION

This handbook contains information to assist you in carrying out your professional duties. It is not all-inclusive. Further information is available to you in the Clay County School Board Rules and the Master Contract.

ADMINISTRATIVE JOB RESPONSIBILITIES

(12 month VP)	(11 month AP)
<ul style="list-style-type: none">• Discipline• Shared duties (Lunch, arrival, dismissal, transitions, after school)• Principal-assigned Walkthroughs• Schedule changes• IEP meetings• RtI meetings• FCAT Scheduling• Social Media for GCJ • Professional Development• Scheduling in FOCUS• Oversee grading deadlines, policies• Teacher certification• Out of Field issues/resolutions• Individual Training Plans• Textbooks• Instructional resources• Data meetings – organize & facilitate• Performance Matters testing (coordinating and scheduling)• Summer Supervisor – 12-mo Support Staff	<ul style="list-style-type: none">• Discipline• Shared duties (Lunch, arrival, dismissal, transitions, after school)• Principal-assigned Walkthroughs• Schedule changes• IEP meetings• RtI meetings• FCAT Scheduling• Social Media for GCJ • Participate in all on-campus PD• Leave Forms• Substitutes• Drills• Property• Duty Roster• Furniture• Facilities• Grounds• Supervisor – 10-mo Support Staff• Co-Supervisor – 12-mo Support Staff• Coordinate Attendance Team / Early Warning

SECTION II – POLICIES

ABSENCES

Pre-planned absences – Fill out a Leave Request Form, and submit to Justin Faulkner for approval. Arrange for your sub through Kelly Services.

Emergency absences – Teachers --- Arrange through Kelly Services. Clerical Support Staff --- Notify a member of administration. Cafeteria employees --- Notify Ann Baird. Custodians --- Notify Chris Britt. Fill out a Sick Leave Form upon your return, and submit it to Justin Faulkner.

ACCIDENTS

Students or adults who are injured should be sent to the clinic (or the nurse should be called to the injured person in some cases). Accident report forms are available from the clinic and should be filled out for all injuries.

Employees who are hurt on campus should report to Mrs. Rogers to complete Worker's Comp paperwork within 24 hours of the incident.

APPOINTMENTS

Appointments should be scheduled during non-school time, whenever possible. If it is necessary to leave early/arrive late, flex time may be utilized at the discretion of the Principal during non-student contact time. Flex time must be prearranged and submitted on a Flextime Permission Form.

DAILY PROCEDURES

Work hours vary. In general, teachers are 8:25-3:55 (Mon-Thur, 8:20-3:50 on Fridays), and most support staff work 8:00-4:00.

All teachers will sign-in in the Media Center, on arrival in the morning. Do not ask others to sign in or out for you, which is against school board policy. Support will sign-in in Mrs. Rogers' office.

School ends at 3:42 p.m. Staff must remain on campus until their scheduled work day is over, unless cleared by the Principal.

DRESS CODE – FACULTY & STAFF

Employees of the District School Board are expected to dress appropriately according to the customs of the community and suitability to their profession.

PERMISSION TO LEAVE CAMPUS

Permission to leave campus can only be granted by an administrator. It will not be granted during the school day. Time off will be accrued against personal or sick leave days.

PERSONAL LEAVE

Employees must gain approval for Personal Leave through the Assistant Principal's office at least one day in advance. Personal Leave forms not submitted within the pay period may result in the employee being docked for days absent and could jeopardize their contract status (see Board Policy).

SICK LEAVE

All personnel must complete a Sick Leave form before a planned absence, and for unexpected absences due to illness, on the day returning to work, immediately when arriving on campus. Sick Leave forms not submitted within the pay period may result in the employee being docked for days absent and could jeopardize their contract status (see Board Policy).

SMOKING

All staff should refrain from smoking in all areas of Clay County School Board property.

SUBSTITUTE TEACHER (Preparing for)

There are two types of sub folders each teacher should prepare: A sub folder, when a specific absence is planned; and an Emergency Sub Folder, for unforeseen absences. The following actions should be taken by the teacher to assist the substitute:

1. Each teacher should, at the beginning of the school year, create an Emergency Sub folder, containing the daily schedule, duty station info, seating charts, attendance lists with instructions for taking attendance, and at least 2 days of plans for each class period.
2. For planned absences, the teacher should prepare a Sub Folder, containing the daily schedule, duty station info, seating charts, attendance lists with instructions for taking attendance, blank discipline referrals, plans for each class period, and explicit instructions for where materials are located.
3. Teachers should not leave grade books, keys, or passwords for the substitute.

SECTION III- Bookkeeping and Payroll

FUNDRAISERS

A Fundraiser Request Form must be completed, with principal's approval, before any sale. You must complete the recap portion of the form within three (3) weeks of the end date of the fundraiser. All GCJ fundraisers are for the good of the entire institution --- 10% of all net profits will be placed in the General Fund, and 90% of net profits will be earmarked for the group conducting the fundraiser.

INTERNAL ACCOUNTS

A "Request for Purchase Approval and Check Requisition" form (MIS 1021) must be completed before any school money is spent. An "Internal Fund Purchase Requisition" (MIS 13022) should be used for all purchases, including products for fundraisers. Completed forms should be given to the bookkeeper for principal signature and prior approval. Green Cove Springs Junior High School, by law, is not held responsible for any bill received without prior approval --- the teacher will be held liable. Money spent for tax cannot be reimbursed. Please allow up to two (2) business days for approval of requisition, confirmation or purchase order number. Following receipt of goods, please sign off on paperwork within two (2) business days.

MONIES COLLECTED

A Monies Collection Form **MUST** be completed for **ALL** money transactions. State the source of collection, list the student's name/vendor and put the receipt number on the form and sign. Turn **ALL** monies into the Bookkeeper on a **DAILY** basis. **No money should be left in your classroom overnight.** Make all checks payable to Green Cove Springs Junior High.

Some important "don'ts":

- Never give a student change for a check that is written for the wrong amount.
- Never enter into an agreement with a parent or vendor to hold a check for any given period.
- Never hold lunch money. All lunch money should be turned into the cafeteria.

RECEIPTS

If you are issuing the item that is being sold at the time you collect the money, no receipt is necessary. Remember to list the name of the person making the purchase and the amount on the Monies Collection Form. Always write a receipt for all donations and textbook payments. If a receipt is requested for any other purchase by student/parent, please do so.

TICKET PROCEDURES

Any event that requires gate admission **MUST** issue tickets. Please sign out tickets through the Bookkeeper prior to event. Pick up a Monies Collection Form and Ticket Sold slip at that time. After the event, complete the Monies Collection Form, Ticket Sold Form and sign in remaining tickets in the ticket log.

SECTION IV – GENERAL INFORMATION

CALENDAR

All GCJ employee activities are posted on our internal GCJ calendar, including Department meetings. Activities for public knowledge are published on an external GCJ calendar. *Please fill out a "Calendar Request Form," and wait for the event to be approved by the Principal before advertising the event.* Even if a GCJ group is going to be off campus for an event, it should be listed on the calendar.

DUPLICATING MATERIALS

Large print jobs are cheapest if you submit them to the county's Print Center. See Shelley Rogers to arrange for this. The cost will be charged against your Supply Money. It usually takes at least 2 weeks to receive duplicated Print Center submissions. Other printing will be provided in-house by our ISS Aide, who will do it as fast as he/she can. You must fill out a Duplicating Request Form, found in the Media Center.

DUTY STATIONS

Through collaboration between administration and staff, a duty schedule is developed each year. It is your responsibility to be where you are assigned and on time. Your presence in the hallways and doorways during transition time is essential, and is an unwavering expectation of administration.

INVENTORY

No furniture (including computers) is to be removed from a room without permission of the Property Manager, Justin Faulkner.

MAILBOXES

Teacher mailboxes are located in the Media Center/teacher workroom. Check your box at least twice a day for important information. ***Students are not allowed to go to your mailbox for any reason.***

PERMISSION NEEDED

Any information, announcement form, or request circulated on campus to teachers, to students, or in the community must be submitted in writing to the Principal for his approval. Any arrangements or changes that interfere with the scheduled plans of anyone else must have written approval of the Principal.

SUPERVISION OF STUDENTS

If it is necessary for you to leave your room, (emergencies only), notify the teacher next door to keep an eye on your class. ***Teachers should never leave a group of students unsupervised***, as the teacher may be held liable in the event a student is injured while not being supervised. If you keep a child after school (tutoring, practice, detention, etc...) you must supervise that child until an adult arrives to pick them up.

SECTION V – CURRICULUM & INSTRUCTION

ASSEMBLY PROGRAMS

Assemblies – from time to time there will be assembly programs for all students. Teachers will remain with their class for the duration of all assemblies.

DEPARTMENT MEETINGS

Department heads should arrange to meet when necessary, *not less than monthly*, with members of their departments. The primary focus of these meetings should be collaborative conversations that cannot happen easily by email. *Please place your meetings on the GCJ Calendar – fill out a form with Shelley Rogers.*

GUIDANCE COUNSELOR / GUIDANCE REFERRAL

All Florida employees have an obligation to report all suspected cases of child abuse, abandonment, or neglect directly to DCF (800-962-2873). Suspected abuse must be reported by YOU directly to the DCF, not through our Guidance department, although you should follow up with a counselor afterwards. For non-abuse/neglect issues, teachers may also submit Guidance referrals to the appropriate School Counselor for any additional concerns regarding students. Forms are available from Mrs. Tillis.

HOME WORK

Homework should not be a significant portion of the grade for a class. Each educator may assign homework as needed to reinforce skills, or to continue a project. Research indicates that excessive homework is not a necessary component to Jr. High achievement, and teachers are encouraged to use it sparingly. School Board policy (Rule 4.43C) prohibits more than 2 hours of homework for a Jr. High student in regular courses --- the equivalent of ***no more than 20 minutes per night, per teacher*** (6 classes x 20 mins = 120 mins). Teachers of Advanced courses, while technically permitted to give more than 20 minutes of work, are encouraged to increase the difficulty level of the assignment, rather than the length.

LESSON PLANS

Teachers are to keep plans in writing at least 3 days in advance (By Thursday/Friday, Plans must be current simply up through that Friday). Plans must be written/printed & available on each teacher's desk during instruction. Each of the day's preps should have the following information:

O (Objective)

A (Activity(ies))

E (Evaluation)

In addition, each prep should be linked to specific standards, somewhere on that same page. Elsewhere in each teacher's plans should be a listing of all of the standards, and the overall plan for teaching each standard before applicable testing. The "Framework for Intentional Teaching" (Described fully in the Clay Assessment System Manual) should be implemented as a part of every lesson, and evident in the "Activities" section of one's plans for each period.

MEDIA CENTER

Students may be sent to the Media Center on a pass. **They should come with a specific purpose.** Students sent to the Media Center during a period will be sent back to class prior to the end of the period. The Media Specialist will have scheduled blocks of time for teachers for use of the library with their entire class.

MEDIA CENTER VIDEOS

Personal & rental videos are prohibited. Videos from the Media Center may not be used as entertainment or recreation. By copyright law, they cannot even be used for their cultural or intellectual value unless the video is specifically related to a teaching activity. *Program viewing should*

be included in lesson plans with objectives listed, and intended breaks with higher-order questioning explicitly documented.

TEXTBOOKS

Textbooks are stored in individual rooms. Kristin Rousseau (the textbook administrator) and grade team/department heads will coordinate textbook distribution. If you have textbook needs, contact your department head/team leader who will coordinate the needs with Jen.

SECTION VI – CLASSROOM PROCEDURES

AFTER SCHOOL ACTIVITIES

1. It is the responsibility of the activity sponsor to provide supervision of all students from 3:42 p.m., or the time they arrive on campus, until each student leaves the campus.
2. Students that stay after school for activities will not be permitted to leave campus for any reason during the activity.
3. It is the responsibility of the teacher to see that all students abide by the rules and procedures established by the school.
4. Each teacher is responsible for the care and use of the buildings and grounds during these activities.
5. It is the responsibility of the teacher to notify the parents in advance of after school activities.
6. Participation in after school activities may be denied to students who have excessive tardies to classes or who have not paid for lost/damaged books.

ATTENDANCE (STUDENT)

Attendance is taken in FOCUS within the 10 minutes of the beginning of each class period. Absentee notes are to be placed in the yellow folder outside each teacher's door.

CAFETERIA RESPONSIBILITIES

1. Do not leave excessively early for the lunch room with your class. Arrive at the cafeteria so that you have 30 minutes of a duty-free lunch.
2. Discuss table and line behavior within the classroom before entering the cafeteria.
3. Encourage pre-paid lunches.
4. When teachers pick up their class, please make sure table is clean and no trash on the floor before your class leaves.

CLINIC PASSES

All students must have a Clinic Pass to be admitted to the Clinic. No student will be admitted to the Clinic between classes without a pass. Referral forms are available in the clinic for obtaining the services of the Public Health Nurse for specific problems with individual students. School personnel or families can initiate referrals.

DISCIPLINE PLAN

Each teacher is required to post a discipline plan in their room. It is expected that these plans will include at least three intervention choices (**one of which involves parent contact**) prior to the issuance of a formal referral. *All parent contact should be documented in the "Parent Contact Log" on FOCUS.* You are encouraged to develop a "Menu of Consequences," rather than a step 1 / step 2 / step 3 progression, to give you the maximum control when attempting to modify behavior.

Consider the following examples / non-examples of behavioral strategies and consequences:

Effective Positive Strategies	Effective Corrective Strategies	Corrective Strategies NOT allowed at GCJ
Attention/relationship Positive note home Award certificates Extra credit participation Teacher Aide duties Free homework pass Extra bonus activity Library Pass Call Parents Merit referral Choice of seating	<i>Parent contact by phone or note</i> Parent conference Closer proximity to teacher Verbal warning Re-assign seats Loss of privileges Not giving new participation points Time-out area in your own room Time-out area in a "buddy" room Student - Teacher conference Cleaning up room Work or study detention Guidance Referral	Holding students by the teacher after the bell rings for longer than 30 seconds. Taking points off of credit earned Using writing for punishment (although a "what I did... what I should have done" reflection sheet is fine) Anything intentionally derogatory or humiliating to the student

DISCIPLINE REFERRALS

Consider the following non-inclusive list of examples / non-examples of "referable" offenses:

Non-referable offense (typically):	You MAY refer, or you may choose to handle in-house:	You MUST refer for:
<ul style="list-style-type: none"> • Not bringing materials • Gum chewing • Not participating • Not completing homework • Talking • Copying/cheating • Minor student-on-student interactions (either hateful or loving) 	<ul style="list-style-type: none"> • Minor stealing • Minor vandalism • Consistent outbursts • Profanity • Legal "contraband" • Disrespect • Escalating student on student interactions (either hateful or loving) 	<ul style="list-style-type: none"> • Drugs/alcohol • Tobacco products • Weapons • Physical fighting • Bullying • Significant vandalism

For more significant behaviors, typically ones which prevent a student or others from learning, and which have, except in rare cases, already been addressed with the parents, it may become necessary to refer a student to the administrators for discipline. If this occurs, you should follow the procedures for completing a referral in FOCUS. Please list the alternatives you have used prior to a referral being issued, or other steps, including parent contact. ***Only in instances where student safety is at risk or the misconduct was extreme should a student be sent to the office immediately.*** Otherwise, the referral will be handled in the order deemed appropriate by administration.

Here are some “do’s” and “don’ts” to keep in mind when entering a referral in FOCUS:

DO:	DON'T:
<ul style="list-style-type: none"> • Remember a parent will see this referral. (And that parent is a big fan of that student, usually) • Provide enough detail so that the administration can deal with the situation. • Send a separate note with any additional facts to help the investigation. 	<ul style="list-style-type: none"> • Use any other student’s name anywhere on the referral. • Use opinion or emotion in the text of your writing. This can send the message to the parent that you are not objective about the student.

EMERGENCY PROCEDURES

Fire drills and/or Emergency Evacuation Drills are held regularly as required under Florida Statutes. Students are expected to be quiet and listening for appropriate instructions from their teacher.

NOTIFY THE FRONT OFFICE OF ALL EMERGENCIES.

FIELD TRIP GUIDELINES

1. Field Trip Packets should be returned to the Bookkeeper at least one month in advance.
2. All money needs to be in the Bookkeeper’s office at least one week prior to the scheduled trip. If a check is needed for admission, the person in charge of the trip needs to see the Bookkeeper at least three days before the trip. A receipt for admission is required to be given to the Bookkeeper immediately upon return.
3. All students must have a signed permission slip to attend, as well as a medical release form two days prior to the trip.
4. On the day of the trip, prior to leaving, an alphabetized list of students attending should be forwarded to the Attendance Secretary for attendance purposes.
5. The Cafeteria Manager must be contacted two weeks in advance, with the number of children who will miss lunch the day of the trip.
6. Teacher chaperones are responsible to remain at GCSJH until the last student is picked up.

7. The use of videos for students while being transported on field trips must be pre-approved by administration and be rated "G".
8. Submit a list of kids going on your field trip to the nurse to review ahead of time.

GRADING SCALE

<i>Academic Grading</i>			<i>Citizenship</i>	
90 – 100	A	Excellent	O	Outstanding
80 - 89	B	Above Average	S	Satisfactory
70 – 79	C	Average	N	Needs Improvement
60 – 69	D	Below Average	U	Unsatisfactory
0 – 59	F	Failing		

IN SCHOOL SUSPENSION (ISS)

When a student is placed in ISS for one or more days, his teachers must send work to Student Services. The student should be held accountable for completing the work assigned. If the work you are doing in class cannot be done in ISS, send an alternate assignment.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students suspended from school will be given unexcused absences. Point deductions are made at the discretion of the teacher, as is the acceptance of makeup work. Students will be allowed to make up tests and projects on material covered prior to suspension. Students on suspension are not to be on campus, or at school sponsored activities or field trips.

PARENT TEACHER CONFERENCES

Conferences should be held between parents and teachers during the school year as often as required. To schedule a parent/teacher conference, please email or call (ext. 2229) Mrs. Tillis in Guidance. When a conference is held, a Parent/Teacher Conference Form should be completed. When a parent cannot come to school you may document a telephone conference or submit an email (Consent and Release Email Transmission of Student Information Form #22502 MUST be on file before contacting parent by email).

WITHDRAWAL OF STUDENTS

1. The student circulates his/her withdrawal papers to each of his/her teachers (including homeroom teacher). The teacher will check to make sure the student has returned the correct book. If the book is correct and all other accounts with the individual teacher have been cleared, the teacher will sign the form, and give a grade for the nine weeks. If the student has not turned in the correct book, it should be noted as such, and the amount owed for the textbook or other materials should be recorded on the withdrawal sheet. The teacher should not sign the form until the amount is paid or cleared.
2. The student's lock will be collected by Guidance.
3. The student will return to the Guidance Secretary at 3:25pm for completion of withdrawal.
4. Teachers should make proper notation in the grade book when a student withdraws.

