

# **2024-2025**

# *Teacher Handbook*

Amos P. Godby High School  
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# Amos P. Godby High School

## Teacher Handbook

### About Godby High School

Godby is a Title 1 school which means that more than 50% of our students are on free or reduced lunch. This designation allows the school to receive extra funding from the federal government to serve students. This also means that all of our teachers must teach “in field” or meet the federal mandates for Title 1 schools. Godby serves part-time and full-time exceptional education students (ESE). In addition, we serve English for Speakers of Other Languages (ESOL). ESOL students are dispersed throughout the core curricular classes.

Godby offers many Advanced Placement (AP) courses in a variety of subject areas as well as offering varied dual enrollment courses. Additionally, Godby offers more than a dozen athletic programs, and other programs that include, but are not limited to, band, dance, and theatre programs, and many clubs.

### Academic Departments

Our school is organized into departments. Each department has a department head that acts as the administrative contact and ensures that school-wide policies are implemented. Department heads have a great responsibility and they handle many of the department duties as well as meet monthly with administration. Department members work together and may share tasks such as planning field trips or other off campus events, ordering supplies, planning celebrations, and making curriculum recommendations. Department members are expected to attend all department meetings.

### Accidents and Illnesses

#### Students

In order to provide continuity in our reporting to parents, and insure that students receive assistance, the following guidelines will be followed:

- In case of a major accident, make NO attempt to move an injured student; stay with him/her, and call the office for assistance. Please escort, or have another staff member escort, less seriously ill or injured students to the clinic. Students with minor complaints may be sent to the clinic with a pass .
- **After any accident, the teacher in charge is required to complete an Accident Report.** These may be obtained from the clinic staff or the main office and should be returned to the principal.
- A parent will be contacted as soon as a student arrives in the clinic. No one is to contact parents except the clinic staff, or an administrator. Parents and students will make a determination as to the best course of action except in the case of a contagious illness which would require the student to go home. Students with minor complaints will remain in the clinic or the attendance office while awaiting parent’s arrival. If the parent does not arrive before the period is over, the student will be sent back to class. More severely ill or injured students will wait in the clinic only.
- Band-Aids may be administered by any staff member when needed but no internal medication of any kind is to be distributed to students at any time by unauthorized personnel. If students are required to take medication at school, they must be referred to the clinic staff or an administrator. Parents are required to complete medication forms for these purposes.
- At the beginning of the school year, a standard health form will be sent home with each student. This is a vital form, and includes such information as parent permission for health screening, for treating a child at the hospital, and identification of special health concerns. If at any time a teacher receives health information on a student, this should be given, in writing, to an administrator as soon as possible.

#### Employees

All injuries on the job must be reported immediately to an administrator even if it appears to be very minor and an accident report must be filled out. If it is necessary for you to see a doctor, obtain the necessary paperwork from the school secretary or the Financial Manager before seeking medical attention. There are only certain doctors you are allowed to see in dealing with a Worker’s Compensation claim. Workers compensation benefits could be negatively impacted if guidelines are not followed. A Workers’ Compensation Form is required, whether a claim is made or not.

## **Activities and the Activity Calendar**

When planning an activity which involves the school, students, parents, or any part of the facility, an Activity Request Form must be completed and submitted to the Principal or designee at least 2 weeks (10 school days) prior to the activity. Do not schedule the event or activity prior to receiving approval. Approved activities will be placed on the activity calendar. The calendar is updated and published monthly by the Athletic Director (AD). To avoid conflicts, please check this calendar or with the AD before scheduling events. No activities are to be scheduled during state/district assigned testing weeks and during the last two weeks of the school year, unless permission is granted by the principal. Activity Request Forms are located in the Athletic Director's office. Students may not be permitted to participate if they have an excessive amount attendance failures or discipline referrals as deemed by administration.

## **Assemblies/Pep Rallies**

Information concerning school-wide assemblies and pep rallies will be provided during the school year. Appropriate student behavior is expected at all assemblies and pep rallies. Student's behavior can prevent them from attending both assemblies and pep rallies.

## **Attendance (Students)**

Compulsory school attendance laws require students to be in school 180 days unless they can provide documentation for a legitimate absence. Additionally, student success as well as school funding is directly linked to regular school attendance. To that end, it is imperative that school personnel carefully monitor and record student attendance each and every day school is in session. Therefore, it is recommended that routines be established for checking and recording attendance during each class. These might include seating charts and consistent times each day and period for recording attendance. In Leon County, attendance is taken electronically every period of the day using the FOCUS system. (Training will be provided to all teachers during preplanning.) However, hard copies of rolls are also helpful when technology is not available. **Unless a substitute teacher has been assigned to your class, all attendance must be entered each period. 6:00 PM daily is the latest attendance should be entered.**

### **Daily Attendance Procedures:**

- Record attendance every period every day in FOCUS by 3:00 pm unless you have a substitute teacher assigned. The Assistant Principal for Attendance (APA) will check to verify this as this is the official record.
- Do not let students take attendance for you. Attendance is the teacher's legal responsibility.
- Attendance Verification: Teachers may make corrections to their attendance up to ten days back from the current school day. However, this in no way changes the expectation that attendance is to be entered every day!
- Excused absences: According to state statute and district policy, excused absences occur only for: Illness/Medical Care, Death in the family, Religious Holidays, Legal reasons, Field trips/school functions, Pre-arranged absences, and Special Circumstances as approved by administration.

### **Tardiness to School and to class:**

- Students who are arriving to school after 7:30am **must** report to the Attendance office to check in. If they do not report to the Attendance office, please mark them Late (L).
- Students arriving on campus later in the day or those who are returning to campus after signing out will also need to come to the Attendance Office to check in.
- Students returning late from lunch are to report directly to class and their tardy/late must be addressed according to our tardy/late policy just as any other class.

### **Tardy Policy:**

- First tardy- Verbal or written warning
- Second tardy- Lunch or after school detention with the teacher; **parent contact.**
- Third tardy- Referral to Student Services; lunch detention assigned.
- Fourth or subsequent tardy- Recorded as a "Late" (L) in FOCUS which is an unexcused absence; referral to the Student Services; OFI assigned. Note: The referrals for the third tardy and subsequent tardies must be submitted through Educators Handbook the same day the tardy is earned. No other type of tardy referral will be processed.
- Students should not be kept beyond their scheduled class time. Professional ethics and courtesy call for the previous period teacher to contact the current period teacher within a reasonable time (preferably prior to the issue) to ask permission to keep a student beyond their assigned time. **Note:** The current period teacher has the right to say no.

### **Communication via Parent Portal:**

- We will no longer send listserv emails and have fully transitioned to using the communication features of the **FOCUS Parent Portal**. Emails will only be sent to linked users. In order to receive email updates each parent or guardian will need to have an active Parent Portal account linked to their student. To create a Parent Portal account or instructions for password recovery please see the attached flyers or visit <https://www.leonschools.net/parentportal> for assistance.

### **2024-2025 Attendance Procedures and Information:**

- Absences: Amos P. Godby High School will no longer accept phone calls or emails for attendance excuses. We will require written documentation for excusing absences (notes from parents or documentation from medical providers must be uploaded into FOCUS). Attendance notes should be uploaded to the Parent Portal (see attached directions). Parent and medical notes uploaded to **FOCUS Parent Portal** ensure the attendance office receives the documentation. Please note we are unable to verify the authenticity of the phone calls and are unable to excuse students in this manner.
- If a parent/guardian arrives to pick up a student, the main office will contact the classroom teacher to release the child to meet the parent/guardian in the main office, after which, they will be authorized to leave campus. Students who leave campus without daily authorization from the attendance office, will be subject to disciplinary action, per school policy.
- Early Sign-outs: Under emergency cases, students may be dismissed for appointment or illness via written request from parent/guardian. Under emergency circumstances, if a parent needs to dismiss their child, they submit to **Parent Portal** authorization to dismiss. The authorization includes the child's name, student ID number, a picture of the parent/guardian driver's license and a contact phone number for the attendance office to verify the request. Please note we are unable to verify the authenticity of the phone calls and are unable sign-out student in this manner. Due to dismissal traffic patterns, sign-outs after 1:00 pm are highly discouraged and may result in a lengthy wait to exit the parking lot.
- Students Over 18 Sign-outs and Lunch Privileges: To ensure the safety and well-being of all students, students over 18 must have parent/guardian permission to check out of school early. If a parent needs to dismiss their child, they can submit to **Parent Portal** authorization to dismiss. The authorization includes the child's name, student ID number, a picture of the parent/guardian driver's license and a contact phone number for the attendance office to verify the request. Please note we are unable to verify the authenticity of the phone calls and are unable sign-out student in this manner. **All students who leave campus for lunch, regardless of age, must have an off-campus form on file (signed by parent/guardian).**

### **Field Trips, Athletic Events, Testing, and Other Activities:**

You will be notified through emails when students are excused from your class because of field trips, athletic events, testing, or other activities at least one week in advance. If their attendance has not already been entered, then you are to mark these students absent as always. The Attendance Office will adjust their attendance as necessary.

### **Attendance Failures and Attendance Appeal Conferences**

Attendance conferences will be held with the parents of students who have excessive absences and /or attendance failures on their report cards. Occasionally, teachers will be asked to participate in these conferences or to review attendance appeal documents during their planning periods or after school.

### **Truancy Policy and Procedure**

1. When a student receives five unexcused absences in a calendar month or ten unexcused absences within a 90-day period, the teacher must complete the Attendance Tracking Form and submit it to the Attendance Office as soon as possible. (This form is available on-line but is more easily accessible in the Attendance Office.) **Remember: the truancy process, by law, starts with the classroom teacher.**
2. The attendance office in conjunction with the guidance department will initiate other interventions to get the student back in school on a daily basis. These include letters to parents, Intervention Assistance Team referrals, and attendance contracts.
3. If the student's attendance still does not improve significantly even after the many school interventions, then a Compulsory School Attendance Packet (CSAP) will be submitted to the Divisional Director and ultimately to Intervention Services at the district office.

### **Attendance (Teachers)**

Faculty members are expected to be on time each morning ready to teach. Teachers need to report to work by **7:00 a.m.** Their official work day ends at **2:30 p.m.** unless they have an extended teaching day status. Teachers are responsible for attending faculty meetings as well as department meetings, and Professional Learning Community (PLC) meetings.

Pre-arranged absences from work shall be arranged at least two (2) working days prior to the absence except for emergency situations. A leave form may be obtained from the school secretary and must be approved by the supervising administrator. When emergencies arise, such as illness, teachers are to contact their supervising administrator and the principal's designee who will contact a substitute teacher. Timing is crucial; if you know you're going to be absent the next day, call the principal's designee the night before or let her know the day before. These phone numbers will be provided during pre-planning. This will increase the chances for getting a reliable substitute for your classroom. If you did not complete a leave form before your absence, one must be completed immediately after your return to school. Teachers are expected to have complete lesson plans for the days they are out. (Refer to the section on "Substitute Teacher Procedures")

### **Procedures for when there are Substitute Teachers:**

- If you are scheduled to be out, you must provide a hard copy of your class roster for the substitute (sub) teacher with your lesson plans and turn them in to the secretary in the Main Office.
- Subs will return the attendance rosters to Main Office secretary at the end of the day. These will be placed in your mailbox. **Each teacher will be responsible for entering the attendance in FOCUS immediately upon their return.** Having a sub is in no way an excuse for failing to fulfill this expectation.

### **A Way of Work**

In order for Godby High School to run smoothly on a day-to-day basis it is important that there be open lines of communication for all stakeholders. Making assumptions is never a good idea. To that end if you have questions or concerns, consult your department chair, supervising administrator, or the principal. If they do not have an answer, they will know who does. Further, if an incident occurs which might be brought to Principal's attention by a student, another teacher, a parent, or district personnel, please inform her/him or your supervising administrator as soon as possible. When a parent calls regarding a teacher, an administrator will meet with the teacher to discuss the nature of the concern. In some cases, a response, possibly in writing, may be required. It is essential that everyone have a clear understanding of their day-to-day responsibilities if both student and teacher are to be successful.

### **Cafeteria**

Students are served a hot breakfast between 7:00 a.m. -7:25 a.m. If a bus arrives late, those students may eat breakfast before going to class. Lunch procedures will be discussed with the students during the first week of school. Faculty and staff may eat in the cafeteria or in the faculty dining room which is also inside the cafeteria. Staff who choose to select a meal from the cafeteria are expected to purchase their meals. Staff can set up a lunch account just like students if they choose. Teachers may also choose to eat in their classrooms. Additionally, there is a microwave oven and a refrigerator for the faculty and staff to use. They are located in the break room in the main office.

## Cell Phones

The Superintendent understands the need for professionals in the workforce to be able to place and receive phone calls from family and for personal business. Therefore, the use of personal cell phones and other phones by Leon County Schools' employees is not prohibited by policy. Employees are expected to use discretion and to limit time spent on personal calls. It is the responsibility of the school site administrator to ensure that this does not interfere with student instruction or supervision, or with employee productivity.

## Classroom Arrangement and Organization

You have the wonderful luxury of being allowed to decorate your room as you like. If you plan to alter anything drastically you need to discuss it with your supervising administrator or the principal. (Most painting is only done by the county during the summer while students are gone.) In general, it is expected that the arrangement of desks will be other than "straight rows." If circumstances seem to require straight rows, you should consult your supervising administrator. Movement of furniture is the responsibility of the custodial staff. Should you have any furniture needs such as desks or other items, talk to the AP for facilities. If you desire to work in your classroom on the weekend, see the principal or designee..

### Committee and Meeting Times

Teachers are expected to attend all regularly scheduled meetings (i.e. faculty, department, PLC) so please do not schedule any appointments for these times. Athletic coaches and club sponsors are also required to attend all meetings. They are expected to utilize their approved, adult volunteers if a practice or club meeting must occur during a regularly scheduled meeting time. If unavoidable circumstances prevent you from attending a meeting, advise your supervising administrator in advance (the day before, not the day of). You will be responsible for getting all information and handouts from your department chair if you have to be absent.

**Faculty Meetings** are generally scheduled for the third Thursday of each month at 2:15 p.m. in the Media Center. Please refer to list of meeting dates.

**Department chairs** are appointed by the principal based on those who show an interest and demonstrate leadership ability. The department chairs are responsible for the implementation of the themes and many aspects of our school improvement plan, budget, resources, and may assist with hiring of new staff.

Godby High School also has a **School Advisory Council (SAC)**, which is a decision-making body that plays a critical role in monitoring our school improvement process. Everyone in the Godby community is invited and encouraged to participate.

The **Intervention Assistance Team (IAT)** is a committee that considers alternatives for students who require additional assistance to be successful. This team can include the teachers, the administrators, the guidance counselors, the school resource deputy, the school psychologist, the ESE staffing specialist, the school social worker, and others as appropriate. This team seeks to support students with academic, behavioral, attendance or social needs so that appropriate interventions, strategies and accommodations are in place to help make them successful. This team may also serve as the **Child Study** team. The IAT team meets the first Monday of every month at in the guidance office and at other times as necessary.

Additionally, the faculty is also divided into **Student Focus Groups** either by grade level or by academy. The purpose of these groups is to share valuable student information among teachers who share the same students. In this way, appropriate interventions can be developed for students who are struggling in some way. This is an important part of our **Multi-Tiered Systems of Support (MTSS)** process.

The **Discipline Team/Safety Committee** is a group of teachers and staff that meet to discuss school wide disciplinary issues and to revise the school's discipline plan. Additionally, it reviews and discusses safety issues around the school.

## Computer Usage

All computers are property of the LCS and are for educational use. However, this does not preclude some personal use consistent with LCS policies and procedures. (See LCS computer use manual.) Your account is for your use only. Do not let anyone else use your username and password. Please remember that internet use, email, and all documents are public records and can be accessed at any time by the school, the district, or the public.

## Cumulative Folders

Each student that attends a public school has a cumulative folder that documents his/her school history. This folder will follow a student from school to school and from state to state. This folder will give you information regarding any special testing the child has had and the results (ESE, gifted etc.), grades, test scores, pupil progression (promotion/retention or summer school) custody information, birth date, court orders, etc. These records are confidential and cannot be viewed by anyone except the school instructional/administrative personnel or the legal guardians of the student. These folders must always remain in the records office but may be taken to the conference table, in that office suite, for review. Cumulative folders may not be checked

out nor removed from that office area. State law requires that anyone reviewing a student's folder sign a check out card provided in the records room. (The registrar will help you with this.) Cumulative records can also be found on FOCUS.

## **Curriculum**

Like all schools in the state of Florida, we use the state standards and benchmarks as our curriculum guide for teaching our students along with Department of Education course descriptions. All Godby teachers are expected to use a variety of instructional strategies and interventions to meet the varied needs of all of her students. In essence, we are "grading for achievement." To that end, our county has adopted textbooks in each of the academic areas to assist in teaching students. Additionally, the administrative team, the academic coaches, and the department chairs are all available and willing to assist you in obtaining materials and planning rigorous, relevant lessons.

## **Custodial and Maintenance Requests**

It is the responsibility of each teacher and his/her students to take care of school property in a given area. At the close of school, each teacher will check the room carefully, making sure windows are closed, lights are out, and doors are locked where appropriate.

If you have a routine maintenance problem in your room, let the Building Maintenance Supervisor know by way of email or telephone. If an emergency occurs in your area (i.e. roof leak, etc.) contact the AP for facilities or the Main Office immediately. **Any conditions or emergencies which threaten the health, welfare, or safety of students or staff are to be reported immediately, and in writing, to the APA.**

## **Daily Announcements**

The morning announcements and the Pledge of Allegiance will be given via the intercom at the beginning of the day. If you have an announcement for the bulletin, you must submit it electronically to the school designee by 2:00 pm the day before.

## **Daily Pledge of Allegiance and Moment of Silence**

Each morning during the announcement period, students and teachers will stand to recite the Pledge of Allegiance. A student may choose not to recite the pledge. A moment of silence follows the pledge. Student are asked to engage in reflective silence for a period of at least one minute.

## **Dress and Appearance**

Leon County Schools enjoys an excellent reputation among the citizens of Leon County. While there are many reasons for this reputation, one of the ways to help maintain it is for all staff to present a professional image to the public. Employees are expected to dress in a professional manner appropriate to the work environment and to make intelligent judgments about dress code. Work attire is business casual. This means teachers/instructional personnel should follow our students' dress code. Remember that we teach impressionable high school students and serve as their role models; we need to model professional behavior and dress. Coaches that spend the majority of their day in the gym or outside may wear appropriate coaching attire that include shorts. On Fridays, teachers are permitted to dress down. Teachers are encouraged to wear blue jeans and a Godby-themed shirt or other athletic shirt (especially during football season). An administrator can answer any questions regarding the faculty dress code policy.

## **Duty Assignments**

It is important that students be supervised at all times when they are on campus. Teachers are asked to be actively moving and monitoring students while on duty. They should respond immediately to any negative or inappropriate behavior they witness.

All duty supervision areas are important. Teacher should arrive to the supervision location on time each day they are assigned. If you will be late to duty or are unable to serve, please arrange for another faculty or staff member to cover your post and notify an administrator.

## **Email/Mail**

All teachers are asked to check their e-mail upon arriving in the morning, during planning time, and before leaving campus at the end of the day. An Opportunity for Improvement (OFI) list and Out-of-School Suspension (OSS) list will be sent out electronically at the end of each day for the following day. Teachers are to check this list carefully to ensure these students are **not** in class. School email should never be shared with students. Teachers are to check their mailboxes several times each week, however checking it daily is preferred.

## Emergency Lesson Plans

Teachers must have at least two (2) weeks' worth of appropriate lesson plans on hand in case of an unexpected and extended absence. A copy of the emergency lesson plans will be submitted to the Assistant Principal for Curriculum (APC) at the beginning of each year. These lessons should include the following:

- Lesson plan in common format for substitute to follow.
- Copies premade for students
- Attendance rosters
- Bell schedule
- Extension list

## Emergency Procedures

Procedures for emergencies (i.e. lock downs, bomb threats, civil disturbances, weapons, gang activity, etc.) are found in the district's Emergency Procedures Manual for Teachers and the Critical Incident Quick Reference Guide.

## Field Trips

Field trips can be a valuable method of learning when advanced planning and good judgment are utilized. Because field trips replace valuable class time, definitive educational gains for students must be stated in the parent permission letter and on the Activity Form submitted for approval. Additionally, the trip must be grade level appropriate and students must be adequately prepared and supervised at all times. **Field trips may not be scheduled during state/district assigned testing weeks.** A detailed description of the field trip requirements will be provided with the activity forms. The AP for Attendance will be able to help teachers with this process. Additionally, if bus transportation is required, teachers must see the bookkeeper who has the forms for this part of the process. Finally, it is important to note that students will not be allowed to participate if they have excessive attendance failures or discipline referrals as deemed by administration.

**It is the teacher's responsibility to make this determination well in advance of the trip.**

### The Process:

1. Gather information from responsible authorities at the place to be visited.
2. Complete and submit the Activity Request Form at least two weeks (10 school days) prior to the trip. The parent permission form/letter must also be attached to the Activity Request Form when it is submitted for approval. Administrative approval must be obtained before moving forward with the plan.
3. If it is an Out-of-County trip, complete and submit the Leon County Schools Field Trip Authorization Request to the principal at least four weeks (20 school days) prior to the trip.
4. All field trips must be approved by the Principal or Designee. For Out-of-County trips, approval by both principal and the Area Executive Director is required.
5. Where appropriate, school bus request forms must be received by the Director of Transportation or Designee fifteen (15) working days prior to the trip. The Bookkeeper has these forms and manages this part of the process. (Teachers should start this process 20 days in advance.) If students require special accommodations, please indicate that on the bus request form. all in-county field trips must be scheduled between the hours of 9:30 a.m. and 1:30 p.m.
6. Complete the appropriate leave request form and arrange for a substitute teacher as in any other absence.
7. Complete the Field Trip Checklist in advance. **This includes submitting (electronically) the names (in alphabetical order) of those going on the trip to the Attendance Office at least one week prior to the trip.**
8. Teachers are to submit a final roster prior to leaving school grounds. Student attendance will not be cleared until the Attendance Office receives the final roster.
9. Students may not attend the field trips unless a parent or guardian has signed a permission slip (teacher made) and the LCSB Student Activity Form. These two forms must be in possession of the sponsor at all times.
10. Provisions must be made and regular classroom instruction provided for students not going on the trip. These arrangements, including the teacher(s) coverage, classroom materials to be used, the specific meeting place, and a list of students not attending, must be submitted in writing to the AP for Attendance or his/her secretary prior to departure.
11. Permission to go on a field trip may be denied a student who has displayed inappropriate classroom or campus behavior provided the following steps are taken:
  - The consequences must be clearly stated in teacher classroom rules.
  - A student must receive a warning that s/he is jeopardizing participation in the trip.
  - The student must be informed at the time of the infraction of the rule(s), not the day of nor the day before the trip.
  - Parents are to be contacted and told that the student will not be attending and the reason for this action prior to the trip.
13. If money is collected, it must be turned into the bookkeeper the same day.

14. Students, parents, and administrators must be informed of a clearly communicated plan as to what the students will do once they return to campus. The teacher must remain until all students are picked up by parents for an after-school-hours field trip.
15. At the end of the trip, sponsors must give the Attendance Office the names of any students who did not attend, so that attendance can be corrected.

## Fire Drills/Lockdowns

We are required by law to have one fire drill each month and one additional drill within the first two weeks of school. (Evacuation of the building for any reason will be handled as a fire drill.)

- Teachers are to post the evacuation map in a conspicuous place near the door and keep it posted all year. They must also review the evacuation map with each of their classes and note the primary (red) and secondary (green) exit routes. Additionally, they are to point out the assembly location once everyone has left the building.
- Teachers must have a hard copy of their attendance roster available to take with them so that all students may be accounted for, once they have cleared the building and assembled outside.
- Teachers should be familiar with the fire alarm stations and fire extinguishers in the area in which they teach.
- **The procedures for fire drills are as follows:**
  - At the sound of the fire signal, all work shall cease instantly. Students shall rise and move in a quiet and orderly manner as directed by the teacher and the administration. Teachers are to leave their doors **unlocked**.
  - Students and staff should move rapidly without running.
  - The movement of pupils shall be by the nearest practical route and each class is to travel together as a group with their teacher.
  - Students shall preserve order and refrain from conversation during any fire drill to facilitate the execution of commands and to aid in the prevention of excitement or panic.
  - Students shall not stop within 100 ft. of the building or 30 feet from a fire hydrant. They shall remain quiet in the place assigned for their group until the signal to return (a long horn) or some other direction is given by an administrator.
  - Teachers are to take attendance to be certain everyone is present and out of the building. If anyone is missing, he/she should be reported immediately to an administrator by way of a two-way radio. One adult in each building has a radio for this purpose.

**NOTE: Teachers are to include these procedures in all of their substitute plans.**

## Fundraising

The principal or designee **MUST** approve all fundraising activities. If you wish to schedule a fund-raiser, please see the bookkeeper to obtain the appropriate form. Teachers, who handle monies collected for field trips, etc., will receive procedures from the bookkeeper after the activity is approved. Teachers are not to keep school money in their possession overnight. **All monies collected are to be turned into the Financial Manager each day.**

## Grade Book

Grades will be kept electronically, but teachers may also opt to keep hard copies. Teachers will upload a cumulative record of grades, that usually include teacher comments, mid-way through each 9-week grading period. It's listed on the school calendar as "Progress Reports", meaning progress reports can be accessed on that date. A representative number of grades should be entered in the gradebook each nine weeks. If only a few grades are entered each nine weeks, one poor grade could negatively impact a student's grade. Student grades are confidential and great care must be taken to insure this confidentiality.

## Grade Changes

Teachers request grade changes through FOCUS and must provide a document reason for the request. Approval for grade changes come from the APC.

## Grading Policy

Students need frequent feedback and teachers need to take responsibility for keeping students and parents informed of student progress at regular and intervals. Teachers are encouraged to make frequent contact with parents regarding students' grades and their positive and negative behaviors. Please inform the office if phone numbers change.

### Grading Scale

**4** A 90 - 100 (achievement is excellent)

**3** B 80 - 89 (achievement is good)

**2** C 70 - 79 (achievement is satisfactory)

**1** D 60 - 69 (achievement is poor)

**0** F 50 - 59 (achievement is unsatisfactory)

## Guest Speakers

Teachers who desire a guest speaker to speak to their class must follow a certain set of protocol. Completing an activity request is the first thing that should occur. The speaking topic should coincide directly with the teaching topics contained in the lesson

plan. The activity request form must be approved by the principal or APC. After approval is granted, the front office staff should be notified. Guest speakers will have to sign in as a visitor, receive clearance, and then be escorted to your classroom.

## **Hall Passes**

If students leave the classroom, they must leave with a hall pass. A hall pass should always be written in ink. It must include the name of the student and time they leave class. It is also a good practice to only allow one student at a time out of your class.

**Note: Students are not permitted out of class during the first 10 minutes and the last 10 minutes unless it is a true emergency.**

## **Identification Badges**

All teachers are issued an identification badge by the school district and as a security measure it is expected that they will wear it at all times while on campus.

## **Inventory**

At the beginning and the end of the year, each teacher will submit an inventory to the Tech Con. A form will be provided during pre-planning. If any item is damaged, stolen, or lost, immediately make a written report to the Tech Con. An up-to-date computer inventory is also kept by the school's Tech Con. If any piece of equipment needs to be relocated to another area of campus, the Tech Con must be consulted and must approve the move. If a teacher wishes to take equipment home, the Tech Con will complete a Temporary Property Removal form. Equipment must be returned in the same condition as checked out. Faculty and staff may be held accountable for repair costs if damages occur other than normal wear and tear.

## **Keys**

Teacher room keys will be issued at the beginning of the year by the Dean of Students or APA. All keys are issued and loaned to you for your own use and are not to be loaned to others at any time. Should a teacher lose their keys, a replacement cost of **\$25.00 per key, could be assessed**. Under no circumstance should a student be given keys.

## **Lesson Plans**

You are required to keep a record of the lessons that you teach with proper documentation of the NGSSS (benchmarks). You may do this by using the computer, a written plan book, or a paper form. All lesson plans should be housed on the Godby Sharepoint and/or on your Canvas site. If you teach any ESE students or ESOL students you must document the modifications you use for them in your weekly lesson plans. You may also teach a student with a 504 Plan, and you need to document those modifications in the same manner as an ESE student. See the registrar or a guidance counselor to assist you in obtaining information about your students from their cumulative folder.

## **Make-Up Work**

Students are allowed make-up work for the number of days of excused absences. Teacher, student, and parent will work together to ensure an effective plan is implemented within the allotted time. Department heads and supervising administrators can help establish this protocol. **Note: All of these policies must be outlined in your course syllabus.**

## Media Center

The philosophy of the media center is to provide access to a variety of media. The media center facility consists of a large reading area, for large and small research groups, individual study stations, a computer center, and a professional library. The media specialist will offer instruction on the use of the media center facilities and the use of all media during orientation for teachers and students at the beginning of the year.

Large group use of the media center should be scheduled well in advance to ensure adequate materials, adequate resources, and adequate assistance from the media specialist. Scheduling is done through the media specialist or principal's designee. Teachers are requested to accompany large groups. Individual students or a small group of up to five (5) students may be sent to the media center to do research or study using media materials and equipment without prior sign-up or teacher supervision provided they have a hall pass (agenda book).

If you need an overhead projector, DVD player, video camera, laser disk or other video equipment, you can check these out through the media center. There is an equipment log for checking out these items.

## Parent-Teacher Conferences

There could be varied reasons that scheduling a parent-teacher conference might become necessary. Please contact the student's counselor to assist with this process. It is important that before a conference is scheduled, that the parent is fully aware of the concerns that warrant a meeting.

## Progress Reports

Mid-way through each nine (9) weeks, parents are able to download progress reports using FOCUS. Progress report include academic and behavioral information. Teachers are asked to consistently communicate progress report dates to students and parents.

## Report Card Grades

Each nine (9) weeks, teachers will enter student grades electronically into the student informational system. This information will become part of your students' academic records for the school year. An upload due date will be communicated by the school district. Parents can access report cards through the parent portal.

## Restrooms

There are staff restrooms in the Main Office, Guidance Office, Media Center, and select classroom buildings. Students should be encouraged to use student restrooms during non-academic time. If a student uses the restroom during class time, he/she must be issued a hall pass. **No students should be given passes during the first 10 minutes or last 10 minutes of class except in an emergency.**

## Schedule Changes

Schedules are assigned for students by the APC, based on course request forms, using state graduation requirements as the guiding principle. The APC will work to balance classes at the beginning of the school year. Teachers may not refuse a student who is scheduled to your class for any reason. If there is an issue, the APC will work to correct the issue. All changes will be made within the first two weeks of the school year.

## School Bus Passes

Students who do not regularly ride a school bus home from school must submit a letter written and signed by a parent or guardian requesting that permission be granted for their student to ride the bus as a guest rider. **The note must include the date, bus #, and bus stop.** In addition, a number must be included in this letter where the parent or guardian may be reached for administrative confirmation. Letters should be submitted to the Student Services secretary at the beginning of the school day and the bus pass may be picked up by the requesting student during the **LUNCH** period.

## School Bus Procedures

All students who ride school buses for transportation to and from school must be dismissed in a timely manner so that they do not miss their assigned bus. If a student is to remain after the traditional school day, teachers and students must make the necessary arrangements with parents/guardians for the students to get home safely.

## Sexual Harassment

Leon County School District is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

## Student Conduct

- All teachers must have a classroom discipline plan posted.
- Implement your classroom discipline plan and school procedures with fidelity.
- Once a disciplinary referral has been submitted, consequences will be assigned by the APC or the Dean of Students.
- Remember that when a student returns to class after a referral is written, the process starts over again.
- Recognize students or classes that consistently exhibit outstanding conduct and work to address the behavior concerns.

## Out-of-School Suspension

Leon County School Board Policy allows all high school students to make up work missed due to suspension for the first suspension only. Make-up work for suspensions can be provided to the student when s/he returns to class, or through another platform determined by the teacher. After the first out-of-school suspension, the teacher will determine if they will accept work to be submitted. When parents disagree with a disciplinary action, they may make an appeal. The appeal will be heard by the principal and a decision to uphold or amend the consequence will be made.

## Substitute Teacher Procedures

### Requesting a Substitute

Please complete each of these steps to ensure that a substitute is secured in an efficient and timely manner and that your students will not miss instruction:

1. Submit and receive approval from the supervising administrator before requesting a substitute.
2. Request a substitute from through the online Frontline System.
3. Make all requests for substitutes at least two days in advance of planned time of to ensure a substitute can be secured.
4. Leave a copy of the following information in your classroom:
  - a. Lesson Plans for substitute
  - b. Copies of any worksheets or activities for each student
  - c. Seating Chart
  - d. Bell Schedule
  - e. Extension List

*Note: Substitute lesson plans must be appropriate for a substitute to teach. Activities requiring in-depth preparation would be challenging for classroom management and should be done when teachers are present. However, activities should involve rigor and keep students actively engaged for the entire class period.*

### Cancelling a Substitute

If a teacher no longer needs to have a substitute assigned to his or her classroom, the front office secretary should be notified at least two (2) days prior to the scheduled arrival so the request can be removed from the system.

## Supplies

Teachers are asked to first consult the department chair should they need school supplies. The department head will seek administrative approval to fill the request. Teachers are asked not to purchase supplies with personal money and then request a reimbursement. **A reimbursement will not be issued.**

## Teacher Certification

Teachers are responsible for maintaining a valid, current teaching certificate and are responsible for being aware of expiration dates and taking proper steps for certificate renewal. Failure to adhere to the aforementioned could result in non-reappointment.

## Teacher Evaluations (Performance Assessments)

The primary purpose of teacher assessment is to provide feedback to support teacher improvement and professional growth that will result in improvement in student learning. Teacher evaluations will be conducted according to Leon County School Board policy. Observations will be both formal (with advance notice) and informal (without advance notice) and will lead to a summative evaluation for each year. As a part of this process, teachers will complete a Deliberate Practice Plan (DPP) and submit it to the appropriate administrator for review and approval. Data collection and documentation are an integral part of this process. **All teachers will be evaluated formally using the Leon Educator Assessment and Development System (LEADS).**

## Telephone Logs

Teachers should keep a record of any communications made with parents throughout the school year. Teachers can design their own log or use a pre-existing log. Teachers need to be sure to log date, time, phone number, who you spoke with, and a brief note that synthesizes the conversation.

## Telephone Use

Teachers are to make and receive calls, except in the case of emergencies, during planning time. If a teacher needs to make a long-distance call and your classroom phone does not have the capability to execute a long-distance call, please contact an administrator. Students are permitted to use the phone for emergencies only and may use the phone in their teacher's classroom. Additionally, students may be sent to the Attendance Office with a pass to make a call. All student phone calls should be limited to three (3) minutes. If an emergency arises and the classroom phone is not available, use the **emergency call button** to contact the front office or an administrator for assistance. Teachers are required to return all parent phone calls within 24 hours. To protect the learning environment, phone calls will not be put through to a teacher's class when class is in session.

## Textbooks

Each teacher is responsible for keeping records on textbooks that are assigned to students. Records should be kept whether the books are assigned on a permanent basis, or kept in the room.

A beginning and an ending book inventory will be completed by each academic organization on all of their books. Department heads are to assist their teachers with this and will also submit this inventory at the end of the year. If a book is lost, teachers should not issue a second textbook to a student. Payment for the lost book must be made to the School Financial Accountant (bookkeeper) before a second book can be issued. Students will receive a receipt as proof of payment. If the first book is located, the student will receive a refund. Teachers are asked to exercise sound judgment when assessing a book's condition at the end of the year. The average life span of a book is five years. Lost or damaged books must be paid for in full. All teachers will collect fines at the end of the year and submit the money to the bookkeeper the same day it is collected. Teachers should consult the department head should additional books need to be ordered. The APC will have final approval. When books are outdated and no longer in use, they should be boxed up and sent to the District Media Center (DMC). Consult the AP for Attendance for the proper procedures.

## Tornado Drill

- Tornado drills will be announced over the public address system.
- Students should avoid all glass areas (windows and doors), as well as exterior walls.
- Students and teachers should take cover under tables and desks, or in a crouched position near an interior wall.
- An "all clear" will be announced over the public address system by an administrator to the end the drill.

## Tornado Watch or Severe Thunderstorm Warning

In case of a Tornado Watch or Severe Thunderstorm Warning is received during school hours:

- The Principal or designee will notify all staff in the school by email.
- Teachers will continue regular class activities.
- Appropriate staff will be assigned to strategic locations to monitor and report the immediate weather conditions.
- Students will not be informed of the possible danger.
- Another email will be sent when the threat is clear.

## Videos

Any videos or films to be shown to classes which are not Leon County School Board property, and not procured through the district film library or from United Streaming, must be approved by the APC or the principal, at least five days in advance of showing. All materials must be directly related to the curriculum and documented in the lesson plan.

## Visitors

For the safety and protection of all students, visitors must stop in the main office for sign-in, clearance, and admittance into the appropriate area. When the visit is complete, they are also expected to sign out. All visitors must adhere to our dress code and must wear their visitor's badge at all times. **Students enrolled in other schools may not visit during the school day and visiting during lunch is not permitted.** Unauthorized visitors may be prosecuted for trespassing. Additionally, parents are to give at least 24-hour notice prior to coming to visit a classroom, or having a scheduled parent-teacher conference.

## Volunteers, Mentors, and Partners for Excellence

There are many community and business people who volunteer time and assistance at Godby. These include mentors, Partners for Excellence, tutors, the PTO members, SAC members, and individuals who assist specific teachers. In order for these volunteers to be recognized and covered by insurance while working with students, they must complete submit a volunteer form. These forms are to be completed electronically. After the form is processed, each volunteer will sign in at the counter in the main office. **ALL VOLUNTEERS MUST HAVE A BACKGROUND CHECK!**

## Key Policies for Teachers

|  |   |
|--|---|
| 1.16-Non Discrimination  | 3122-Non-Discrimination and Equal Opportunity<br>3122.01-Prohibition Against Disability Discrimination in Employment<br>3122.02-Non-Discrimination Based on Genetic Information of the Employee<br>3122.04-Complaint Procedures Related to Alleged Discrimination in Employment |
| 1.30- Principles of Conduct for LCS Personnel                    | 3210-Standards of Ethical Conduct   |
| 1.31-Sexual Harassment   | 3362 -Anti-Harassment<br>3362.02-Anti-Harassment Complaint Procedure  |
| 2.021-Criminal Background Checks                                 | 3121.01-Criminal Background and Employment History Checks   |
| 2.07-Duties and Responsibilities of Teachers                     | 3130-Appointment, Assignment, Transfer, and Promotion of Instructional Staff  |
| 2.183-Drug Free Workplace  | 3124-Drug Free Workplace  |
| 2.37-Employee Assistance Program                                 | 3170.01-Employee Assistance Program (EAP)   |
| 3.08—Fund Raising/Students                                       | 5830—Student Fund-Raising   |
| 3.12-Medication for Students                                     | 5330-Use of Medications   |
| 3.21-Student Records   | 2416-Protection of Student Privacy Rights<br>8330-Student Records   |
| 4.09-Homework  | 2330-Homework   |
| 4.12-Test Security   | 2623-Student Assessment   |
| +4.15-Student Progression Plan                                   | (Portions of the current SPP are interwoven throughout several policies)  |
| 5.011-Use of Vehicles to Transport Students                      | 8640-Transportation for Field and Other District Sponsored Trips<br>8651-Board Owned Vehicles<br>8660-Transporting Students by Private Vehicles   |
| +5.19-Firearm, Weapon or Destructive Device on School Property   | 3217-Weapons  |
| 7.02-Freedom of Expression                                       | 5722-Freedom of Expression and School-Sponsored Speech, Publications, and Productions   |
| 7.04-Participation in Instructional and Co-Curricular Activities | 5610.05-Prohibition from Extra-Curricular Activities  |
| 7.08-Student Discipline  | 5500-Student Conduct<br>5511-Dress and Grooming<br>5516-Student Hazing<br>5517.01-Bullying and Harassment<br>5517.03-Teen Dating Violence and Abuse<br>5600-Student Discipline<br>5610.04-Suspension of Bus Riding/Transportation Privileges                                    |
| 7.17-Reporting Child Abuse                                       | 8462-Student Abuse and Neglect<br>3213-Student Supervision and Welfare  |
| 7.20-Use of Reasonable Force                                     | 5630-Corporal Punishment and Use of Reasonable Force and Restraint  |
| 7.21-Teen Dating Violence and Abuse                              | 5517.03-Teen Dating Violence and Abuse  |
| 8.05- Telecommunication Use                                      | (See Policies 7530.01-7543)<br>5136-Personal Communication Devices  |

Policy website: <http://www.neola.com/leon-fl/>

# AMOS P. GODBY HIGH SCHOOL

## Attendance Policies and Procedures

Regular school attendance is a key component of academic success and for graduating from high school on time. Therefore, students are required by law to attend all classes unless excused by school officials. For each absence, it is the responsibility of the parent/guardian to provide written documentation to the Attendance Office. Failure to do so may result in the student receiving an attendance failure grade (F) for a course(s).

### Excused absences (Appropriate documentation required.)

- Illness and/or medical care. (Parent or guardian must provide a note for up to 3 consecutive days out of school. After three consecutive days of illness, a medical note must be provided.)
- Death in the family.
- Legal reasons.
- Religious holidays. (A “Religious Holiday Exemption Request” form must be completed)
- School sponsored field trips and approved school activities.
- Pre-arranged absences.
- Other insurmountable circumstance pending administrative approval (i.e. power outage, flooding, etc.).

### Unexcused absences

- Reporting to class more than 10 minutes late.
- Failure to sign in/out for appointments, illness, etc.
- Leaving class without permission
- Skipping (absent from class without an excuse). This includes senior “skip day” in which case **only medical documentation** will excuse the absence.

### Tardy/Late Policy

- A student is **tardy** if he/she arrives unexcused up to ten minutes after the start time of class.
- A student is **late** if he/she arrives unexcused more than ten minutes after the start time of class.
- Excessive tardies and “lates” will cause a student to fail a course. The fourth and every subsequent tardy after that is recorded as **late**. A **late** is an **unexcused absence**.
- Tardy Policy:
  - **First tardy** Verbal or written warning
  - **Second tardy** Lunch or after school detention with the teacher; parent contact
  - **Third tardy** Referral to Student Services
  - **Fourth or subsequent tardy** Recorded as a “Late” which is an unexcused absence; referral to Student Services

### Arriving Late to School

- **If you arrive to school less than 10 minutes after the tardy bell**, you are to report directly to your first period class unless you have documentation to excuse your tardiness.
- **If you are more than 10 minutes late to school**, you are to report directly to the Attendance Office to sign in regardless of the reason.

### Documentation for Excused Absences

It is the parent’s responsibility to send written documentation to the school regarding the reason for a student’s absence. This documentation is expected upon the student’s return to school, but **should be no more than 5 days after the absence**. Notes from parents or guardians will excuse most short-term absences (1-3 days) provided the notes include the student’s full name,

date of the absence(s), the time/periods (if appropriate), the parent's/guardian's signature, and a valid contact number. Absences longer than three days or ones that are the result of medical appointments should result in a "doctor's" note in order to be excused.

### **Pre-arranged absences**

If a student is going to be absent for an "educationally valuable experience", the student and parent must complete and submit a "Pre-arranged Absence Form" one week in advance. This would include college visits or recruitment trips though they are expected to be scheduled when school is not in session.

### **Signing In/Out**

**Students are required to sign in/out through the Attendance Office when arriving at school after the 7:30 am (first tardy bell), leaving school campus before the 1:50 pm (dismissal bell), or missing a class for appointments or emergencies. Parent permission is required prior to signing out.** Documentation must be submitted to the attendance office the next day, if not previously submitted.

**Failure to sign in after the 7:30 am bell, or before the 1:50 pm dismissal bell will result in being marked unexcused tardy/absence and will not be changed.** This may also result in an unexcused absence and possibly a referral for skipping.

### **The Impact of Excessive Absences**

- **For each class in which the student has four or more unexcused absences, an "F" will be assigned.**
- Makeup work cannot be accepted until the absence is excused.
- Loss of off-campus lunch privileges.
- Loss of Driving Privileges: Students between the ages of 14 and 18 who accumulate 15 unexcused absences within 90 calendar days and who are unable to clear them with the attendance office, will become ineligible for driving privileges.
- Truancy proceedings will be initiated.

### **Attendance Conferences**

In order to appeal an unexcused absence(s) or an attendance failure, the student and parent must request an attendance appeal conference by completing and submitting an "Attendance Appeal Application" which is available in the Attendance Office. **Attendance appeals must be scheduled by parents within 2 weeks of report card distribution.** The attendance committee will consist of one administrator and two teachers, and the parent and the student must be present for the attendance conference. It is the parent's responsibility to provide written documentation from a doctor or recognized agency, legal proceeding or other relevant information. This documentation may be attached to the application and may be submitted in lieu of the conference provided all absences are included. If the appeal is pending after the conference is completed, you will have 10 working days to submit the required documentation

# Godby High School

## COMPENSATORY TIME POLICY

Comp. time DOES NOT have to be used all at once.

Comp. time WILL NOT be granted retroactively and will not carry forward to the next year.

**The administrator will work with individual teachers to fairly and consistently implement the policy while taking into account individual situations and needs of the teachers.**

1. Compensatory time shall be earned for only duties assigned specifically by the building principal, beyond the contractual teacher day as required or essential to the stated objectives of a course or program,
2. Compensatory time shall **not** be earned for activities associated with recognized supplement positions (coaching, cheerleading, etc.) or for faculty meetings, PTO meetings, or school open house.
3. Compensatory time must be assigned IN ADVANCE and approved by the principal. A request for the use of previously earned compensatory time must be approved in advance.
4. Compensatory time shall only be used with the PRIOR approval of the site administrator on planning days, including pre and post planning non-student days, and at the end of the regular school day after student hours, or at such other times as would not require the payment of a substitute with the exception of early release days.
5. No monetary reimbursement shall be awarded for compensatory time. All compensatory time will lapse at the end of the annual teacher contract year or upon the resignation of the teacher.
6. An annual review of the assignment and use of comp time will be conducted by Area Leaders.
7. The nature of teacher assignments beyond the normal work day for which comp time will be granted, shall be determined by the site administrator in cooperation with the site based decision-making team.

Principal: \_\_\_\_\_

Teacher: \_\_\_\_\_

## LCTA CONTRACT LANGUAGE:

### 7.04 Compensatory Time.

**Compensatory time shall be granted when the following provisions are met.**

#### **A. Earning of Compensatory Time.**

1. Compensatory time shall be earned only for duties assigned specifically in advance by the site administrator beyond the contractual teaching day as required or essential to the stated objectives of a course or program.
2. Compensatory time shall not be accrued and available for use until the assignment for which the time is provided has been completed.
3. The nature of employee assignments beyond the scheduled workday, for which compensatory time will be granted, shall be determined by the site administrator in cooperation with the Shared Decision-Making Council if such exists at the school, consistent with the provisions of this Contract. Assignments may be revised as needed.
4. Compensatory time shall not be earned for activities for which additional compensation is provided (e.g., supplements for coaching or cheerleading) or for those that are ordinarily encompassed within an employee's responsibilities as a salaried professional such as faculty meetings, parent teacher organization meetings and activities, and school open houses.

#### **B. Use of Compensatory Time.**

1. Previously earned compensatory time may only be used with the prior approval of the site administrator on planning days, including pre- and post-planning nonstudent days, at the end of the regular school day after student hours for purposes such as voting or to provide an employee the ability to leave the site on the day immediately preceding an employee holiday, or at such other times when an employee is not assigned student instruction or supervision. An employee may also request the use of personal leave for such purposes under the provisions of Section 16.09.
2. All unused compensatory time will lapse at the end of the annual employee contract year or upon the resignation of the employee.
3. No monetary reimbursement shall be awarded for compensatory time.
4. Within the first thirty (30) days of the employee contract year, each site administrator shall provide to employees at the site a copy of the plan for implementing compensatory time at that site that is consistent with the provisions of this section. Such plan shall be developed in cooperation with the Shared Decision-Making Council if such exists at the site.



## Language Reminder: Planning & Alternative Teacher Compensatory Leave (7.01(A)(3)(B)(1))

- All instructional employees... shall have at least six (6) hours per week, during the workday for the purpose of planning... four (4) out of six (6) hours will be reserved for individual planning time weekly.
- In instances where a site administrator **requires** an instructional employee to participate in group activities during the teacher's designated mid-day planning period/time more than two (2) times per week, or the instructional employee is not granted at least six (6) hours of planning during the week, the instructional employee shall be granted Alternative Teacher Compensatory leave, hour for hour, in one-quarter hour increments, as conciliation for missed planning.
- A-Comp shall be tracked in the district-wide leave management system, **will be available within thirty (30) days of the event...** may be utilized in lieu of sick and personal charged to sick, with approval from the site administrator... shall not expire, and will transfer from site to site; however, it shall be limited to no more than **24 hours at any given time**, will not be paid out upon termination, resignation or retirement, and is bound by the limitations of Article XVI regarding the amount of time that may be taken.  
PLEASE NOTE:
  - School Administrators must ensure compliance with 30 day data entry requirement
  - At no point in time, should a balance above 24 hours be recorded within an employee record.

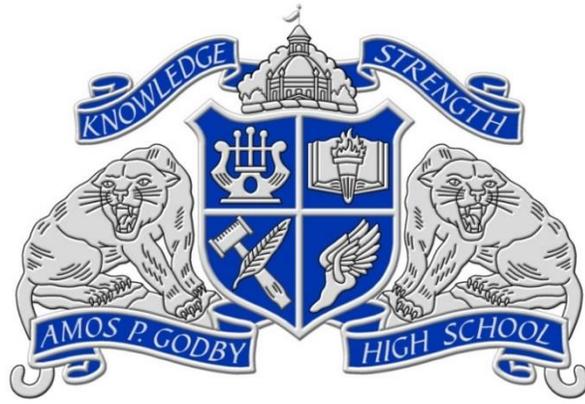
# Godby High School

## SCHOOL GOALS

1. All students will graduate in four years.
2. All 9<sup>th</sup> and 10<sup>th</sup> grade students will score a level 3 or higher as measured by the FLDOE ELA assessment scale.
3. All students who take an End-of-Course Exam (ALGEBRA, GEOMETRY, US HISTORY, and BIOLOGY) will score a level 3 or higher, as measured by the FLDOE established scale.
4. Godby High School will increase the percentage of students passing AP exams, dual enrollment classes and industry level certifications by 10%.

## Mission Statement

It is our mission to produce graduates who have the academic and technological skills necessary to think analytically and communicate clearly so they can be productive members of our global community.



# GODBY HIGH SCHOOL



*Cougar Pride*



## School Wide Expectations

- S:** Stay in designated areas.
- T:** Take a non-violent approach to solve problems.
- A:** Appropriate language and volume should be used at all times.
- R:** Respect all property.
- S:** Show respect for yourself by following the school dress code.

## Cougars' Class Expectations

- G:** Get ready to learn
- O:** On task from bell to bell
- D:** Directions should be followed at all times
- B:** Be respectful of the learning environment
- Y:** You are responsible for your success

# ATTENDANCE AND LEAVE INFORMATION SHEET

## INSTRUCTIONAL EMPLOYEES/TEACHERS

### Instructional Employees Eligible to Accrue and Use Leave

All employees appointed in classifications included in the Instructional Bargaining Unit and covered by the terms of the collective bargaining agreement between the Leon Classroom Teachers Association and the Leon County School Board.

- **Exceptions** - OPS, Hourly, and Instructional employees appointed less than 3.76 hours/day

### Applicable Leave Types for Instructional Employees

#### Paid Leave

- **Sick**
  - Accrue 4 days at beginning of year ("up front" days), total of 10 days per year (1 per month); hours earned are proportional to hours appointed
  - Unlimited accrual
  - Earned for any month in which employment begins on or before the 15<sup>th</sup>, or when employee leaves on or after the 15<sup>th</sup>
  - Use for medical appointments and illness of employee or family member
  - Paid only at retirement from District; may sometimes transfer to a subsequent employer
  - Leave Request Form ordinarily to be submitted for approval at least 2 workdays in advance
  - If unexpected illness or other emergency, notify ASAP (at least 90 minutes before start of workday for teachers) and submit a leave slip no later than 3 workdays upon return.
  - After 10 days absence, supervisor may request employee to submit completed leave request form before returning to work
  - May ask for statement from medical provider after 10 days absence or when there's excessive absence or evidence of misuse
  - Available for medical issues related to pregnancy and childbirth (use in conjunction with unpaid Parental Leave)
  - May transfer sick leave to family member if they have exhausted all accrued leave – must complete transfer paperwork including physician's statement
  - Sick Leave Bank. Participating employees may access additional paid leave if eligible.
- **Personal/Emergency**
  - May use up to 6 days of Sick Leave per year for Personal
  - May use up to 2 days for Emergencies
  - Can refuse to grant Personal Leave if 15% or more of bargaining unit employees at a site would be absent
- **Workers' Compensation**
  - Up to 15 days leave for injuries received in course and scope of employment (up to 90 days if injury results from violence inflicted by student or parent)
  - May cover 2/3 of time away from work if unable to return after 15 days; can supplement with accrued paid leave (sick, annual)
  - Must timely file Notice of Injury with Risk Management Office
  - May be returned to work in "light duty" status with work restrictions
  - Provide appropriate documentation
- **Leave for Contracting Communicable Disease at Worksite**
  - Site administrator provides written verification of likelihood that disease was contracted at worksite (pinkeye, lice, etc.)
  - Up to 3 days per fiscal year
  - Not applicable to colds, flu
- **Bereavement**
  - 3 days per fiscal year for death in immediate family
  - 5 days if the employee must travel more than 250 miles one way
  - Can use other accrued leave for subsequent deaths in same year
  - Ordinarily use within 20 work days of death
  - Provide appropriate documentation (obituary, etc.)
- **Court Appearance**
  - Summoned as juror, as a defendant or witness in action arising out of or in course of employment with District, or as a witness in civil or criminal action in which employee is not defendant or plaintiff
  - If dismissed from jury duty or excused from witness stand prior to 11 a.m., the employee is to return to work. Provide appropriate documentation (not jury duty summons) which is to be attached to the leave request
- **Military**
  - Granted for up to 30 days per year for members of Reserve or National Guard called to duty
  - Provide appropriate documentation that equivalent training couldn't be provided on nonwork time.
- **Annual Leave**
  - Available only to employees appointed on twelve months appointments.
    - The only Instructional employees appointed on twelve-month appointments are Athletic Directors.

## **Unpaid Leave**

- **Short-term** (10 days or less)
  - Unusual and compelling circumstances including medical, family care, professional
  - Ordinarily request at least 10 workdays in advance
- **Long-term** (more than 10 days)
  - PSC and CC teachers only, except in compelling circumstances
  - Ordinarily request at least 40 workdays in advance
  - At discretion of Board; weigh impact on site, benefit to District and employee
  - Limited to 2 years within 5 years period; ordinarily taken in semester increments
  - Employees may work during leave, if consistent with reason leave was requested
  - Timely notify site administrator of intent to return or request additional year leave; if not, treat as resignation (if on year's leave, notify between Feb. 15 & Mar. 15)
- **Family & Medical Leave**
  - Provides up to 12 weeks/year of unpaid leave to eligible employees who have requested on District form and provided necessary documentation including physician certification
  - Must have worked at least 12 months and at least 775 hours, or 60% of hours in appt. if greater, during preceding 12 months
  - Participant receives Board contributions to health insurance premiums
- **Parental Leave**
  - Period of up to one year from beginning of pregnancy or one month before placement of adopted child
  - Provided a qualified placement is available
  - Ordinarily submit leave request at least 30 workdays in advance
  - May request an additional year
  - May take Sick Leave only if physician certifies that employee is unable to perform duties due to pregnancy or childbirth

## **Holidays**

- 6 per year; designated annually by district
- Must be in pay status on workday prior to holiday to be paid for holiday

## **Temporary Duty**

- Authorized participation away from worksite in activity benefiting District including meetings, training, etc.
- Includes up to 3 days total for preparation for National Board-Certified Teachers exam

## **Compensatory Time**

- Earned only for duties assigned in advance by site administrator beyond teaching day essential to objectives of course or program
- Assignments accruing Comp Time determined by Principal in cooperation with Shared Decision-making Council (SITE) if one exists
- Used only with prior approval on planning days and at end of school day after student hours or other times that would not require a sub
- Time lapses at end of year; does not accrue and is not paid for
- NOT same as Comp Leave for hourly employees

## **General Provisions**

- Requesting Leave. Leave Request Form ordinarily to be submitted for approval at least 2 workdays in advance
  - Personal Leave - submit request 3 workdays in advance if requesting 4 or more consecutive days of Personal leave
- Excessive Absence
  - Pattern of absence (paid or unpaid) that affects employee's ability to carry out essential functions of his/her position
  - May address through discipline or evaluation process
- Can use leave ONLY if employee has already accrued it and is scheduled to work on the day it's proposed to be used
- Abandonment of Position. Absent three or more consecutive days without authorization. Treat as resignation after advising employee.

## **Americans with Disabilities Act – Application to Attendance and Leave**

- Employee who suffers from a disability, i.e., one who suffers from a mental or physical impairment that substantially limits one or more major life activities, is eligible for the provisions of the ADA.
- Impairments include, but are not limited to: visual, speech, and hearing impairments; mental retardation, emotional illness, and specific learning disabilities; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; orthopedic conditions; cancer; heart disease; diabetes; and contagious and noncontagious diseases such as tuberculosis and HIV disease (whether symptomatic or asymptomatic).
- Eligible employee must be provided reasonable accommodations necessary for him/her to perform the essential functions of this position. Accommodation may include use of accrued or unpaid leave on a reasonable basis – not an unlimited right to be in leave status.
- If employee cannot perform essential functions of position, employer must provide him/her an opportunity to work in another available position in which he/she can carry out its essential functions.



# COMMON BOARD CONFIGURATION

A common board configuration is a uniform and structured itinerary, strategically located in each classroom to help students adapt to instructional routines and classroom procedures.

Arguably the most basic issue a teacher can consider is what he or she will do to establish and communicate learning goals, track student progress, and celebrate success. In effect, this design question includes three distinct but highly related elements: (1) setting and communicating learning goals, (2) tracking student progress, and (3) celebrating success.

Establishing and communicating learning goals are the starting place. For learning to be effective, clear targets in terms of information and skill must be established. But establishing and communicating learning goals alone do not suffice to enhance student learning. Rather, once goals have been set it is necessary to track progress. This assessment does not only occur at the end of a unit but throughout the unit. When students have made progress in one or more learning goals, the teacher and students can celebrate those academic successes.

**There is a great deal of confusion regarding the difference between learning goals and activities and assignments.**

- Activities and assignments are used to help students achieve learning goals.
  - Example: *Students compare and contrast the use of technology in World War I and World War II*
  - Example: *Students preview the chapter on the adverse effects of smoking before reading it.*
- Learning goals or objectives state what students should learn over the course of a unit or even an entire semester and have a very specific format. They are tied to state standards.
  - Example: *Students will be able to factor and simplify quadratic equations.*
  - Example: *Students will understand plot, theme, conflict, and resolution of the novel.*
  - Format Example: *Students will be able to \_\_\_\_\_ or Students will understand \_\_\_\_\_*
- Think of your essential question as what you want students to walk away having learned each day.

**Date:**

**Learning Goal:** (The learning goal may be the same for multiple days/even weeks. This does not have to change every day.)

*Students will be able to.... (SWABT)*

*Students will understand ( SWU)*

*Or a combination of the two, students will be able to \_\_\_\_\_ and students will be understand.*

**Learning Activities/Assignment:**

*What you are doing in class*

**Homework:**

**Upcoming Dates (project due dates/major assessments):**



# GODBY HIGH SCHOOL

## Phone Log

Teacher: \_\_\_\_\_

| Student Name | Number Called | Date | Person Reached | Reason for Call |
|--------------|---------------|------|----------------|-----------------|
|              |               |      |                |                 |
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