

**North Port High School
2023/2024
Faculty and Staff
Handbook**



North Port High School

6400 W. Price Blvd.
North Port, FL 34291
(941) 423-8558
FAX (941) 480-3199

Website: <http://www.sarasotacountyschools.net/schools/northporthigh/>

Principal
Shannon Fusco

Assistant Principals

Linda Copeland – APC
Dr. Agnes Pelopida – APA
Ron Corso
Stephanie Parziale
Luke Behringer
Courtney Appolloni

School Counselors

Lee Thomas
Jennica Thomas
Drew Grissell
Shannon Wilson
Brittany Scaffedi

Jessica Rutherford
Christine McKay
Adria Kayser
Ashley Jennings

Home of the Bobcats

School Colors: Navy and Silver

Each North Port High School staff member is responsible for the rules and regulations as set forth in this faculty handbook and the State of Florida Professional Code of Ethics.

General Information	6
Vision & Mission Statement.....	6
Bobcat PRIDE Expectations.....	7
Bell Schedule.....	7
Duty Day – Instructional and Classified.....	9
Department Chairs and Responsibilities.....	9
Department Chairperson.....	9-10
“Where to go, what to do if you”.....	10
Teacher Responsibilities	11
Classroom Practitioner.....	11
IEP & 504 Implementation.....	12
Staff Dress.....	12
Absences Staff.....	12
Absenteeism & Tardiness, Staff.....	12-13
Absence Temporary Duty Elsewhere.....	13
Personal Business on School Time.....	13
Attendance at School Events.....	13
Accidents.....	13
Facilities Use.....	13
Assemblies.....	13
Gifts.....	13
Daily Classroom Attendance	14
Attendance.....	14
Make Up Work.....	14
Cell Phone Usage.....	14
Classroom Appearance.....	14
Lesson Planning	15
Daily Lesson Planning.....	15
Substitute Lesson Planning.....	15
Emergency Lesson Planning.....	15
Copiers, Printers & Print Shop.....	15
Communication	16
Parent Conferences.....	16
Email and Voicemail.....	16
Public Records.....	16
Announcements.....	16
Department of Children and Families Reporting Guidelines	16-17
Extracurricular Activities and Field Trips	17
Health and Safety.....	17
Mailboxes.....	17
Pledge of Allegiance.....	17-18
Safety and Security	18
School Property.....	18
Student Discipline Policy/Procedure.....	18
Restorative Practices and Progressive Discipline.....	18
Referrals.....	19
Student Support Services – Guidance	19
Student Fees, Fines and Supplies	19
Transportation Students	19-20
Tutoring	20
Administrative Procedures and Policies for Students	20
Freedom of Expression & Distribution of Materials by Students	20
Schedule Changes	21
Business Affairs	21
Activity Reports.....	21
Sales Reports.....	21
Collection Procedures.....	22
Fundraising Procedures.....	22

Purchase Policy.....	22
Funds Verification	23
Payment for Services	23
When your order is received.....	23
Sales Tax.....	23
Contracts	23
Field Trips	24
General Procedures.....	24-25
Field Trip Transportation.....	25
Buses	25
Use of Privately owned vehicles.....	25
Non-School sponsored Trips	25
Student Records and the Media.....	26
Education Records.....	26
District Directives	26
Animals in the Classroom.....	26
Arrests	26
Guest Speakers.....	25-26
Faculty & Staff Handbook Acknowledgement Form	27

General Information

Vision & Mission Statements

VISION STATEMENT:

North Port High School will prepare students to lead responsible lives by supporting their intellectual, emotional, social, and physical development.


MISSION STATEMENT:

North Port High School will inspire tomorrow's leaders by providing rigorous instruction, maintaining a safe and respectful environment, and developing socially responsible individuals in their community.

**MOTTO: Inspiring tomorrow's leaders.
 North Port Works! North Port Wins!**

NPHS Bobcat PRIDE Schoolwide Expectations

The following schoolwide expectations apply to all students, staff, families, and visitors of NPHS to promote a positive and productive learning environment for all stakeholders.

	<i>Hallways</i>	<i>Café</i>	<i>Classroom</i>
P ositivity	Have a positive attitude. Greet one another. Say excuse me.	Have a positive attitude. Be friendly. Use your manners. Relax and enjoy your meal.	Have a positive attitude. Greet teachers and students. Say goodbye when leaving. Be kind and supportive.
R espect	Pay attention to your surroundings while walking – walk with the flow. Use appropriate language and volume. Keep your body parts to yourself.	Treat cafeteria staff and others with respect. Follow line protocol and remain seated when possible. Be inclusive - invite others to sit with you. Use appropriate language and volume.	Respect school, teacher and students’ equipment and property. Respect the ideas and perspectives of others. Use appropriate language and volume.
I ntegrity	Walk directly to your destination. Be honest. Do the right thing, even when no one is looking.	Pay for your food items. Be honest. Complete your own school work. Do the right thing, even when no one is looking.	Be accountable for your actions. Do your own work. Be honest. Do the right thing, even when no one is looking.
D iscipline	Be punctual. Use the hallways to transition between classes. Throw your trash in the garbage cans. Cell phones may be used before school and during transitions.	Clean up your trash and recycling. Stay in the café during your assigned lunch. Use your time effectively. Follow café expectations. Cell phones may be used during your assigned lunch.	Be punctual and prepared for class. Stay on task. Follow class expectations. Take ownership of your education – set reasonable goals. Cell phones are turned off and put away.
E xcellence	Keep our campus clean and neat. Help others in need. Be cordial and courteous. Dress for success – follow dress code. Show your BOBCAT PRIDE!	Keep our café neat and clean. Use lunch time to catch up on schoolwork. Dress for success – follow dress code. Show your BOBCAT PRIDE!	Give 110% effort. Be an active participant. Be fully engaged in your learning. Help others succeed. Dress for success – follow dress code. Show your BOBCAT PRIDE!

North Port High School Bell Schedule



2023-2024

Regular Bell Schedule

4th Lunch			#	5th Lunch			#	6th Lunch			#
			<i>min</i>				<i>min</i>				<i>min</i>
1st	7:30-8:25	55		1st	7:30-8:25	55		1st	7:30-8:25	55	
2nd	8:30-9:18	48		2nd	8:30-9:18	48		2nd	8:30-9:18	48	
3rd	9:23-10:11	48		3rd	9:23-10:11	48		3rd	9:23-10:11	48	
<i>Lunch</i>	<i>10:11-10:41</i>	<i>30</i>		4th	10:16-11:04	48		4th	10:16-11:04	48	
5th	10:46-11:34	48		<i>Lunch</i>	<i>11:04-11:34</i>	<i>30</i>		5th	11:09-11:57	48	
6th	11:39-12:27	48		6th	11:39-12:27	48		<i>Lunch</i>	<i>11:57-12:27</i>	<i>30</i>	
7th	12:32-1:20	48		7th	12:32-1:20	48		7th	12:32-1:20	48	
8th	1:25-2:15	50		8th	1:25-2:15	50		8th	1:25-2:15	50	

Bobcat PRIDE Bell Schedule

4th Lunch			#	5th Lunch			#	6th Lunch			#
			<i>min</i>				<i>min</i>				<i>min</i>
1st	7:30-8:13	43		1st	7:30-8:13	43		1st	7:30-8:13	43	
2nd	8:18-9:00	42		2nd	8:18-9:00	42		2nd	8:18-9:00	42	
<i>PRIDE</i>	<i>9:05-9:54</i>	<i>49</i>		<i>PRIDE</i>	<i>9:05-9:54</i>	<i>49</i>		<i>PRIDE</i>	<i>9:05-9:54</i>	<i>49</i>	
3rd	9:59-10:41	42		3rd	9:59-10:41	42		3rd	9:59-10:41	42	
<i>Lunch</i>	<i>10:41-11:11</i>	<i>30</i>		4th	10:46-11:28	42		4th	10:46-11:28	42	
5th	11:16-11:58	42		<i>Lunch</i>	<i>11:28-11:58</i>	<i>30</i>		5th	11:33-12:15	42	
6th	12:03-12:45	42		6th	12:03-12:45	42		<i>Lunch</i>	<i>12:15-12:45</i>	<i>30</i>	
7th	12:50-1:32	42		7th	12:50-1:32	42		7th	12:50-1:32	42	
8th	1:37-2:15	43		8th	1:37-2:15	43		8th	1:37-2:15	43	

DUTY DAY – Instructional and Classified

Teacher Duty Day:	7:15 am - 2:45 pm	Monday – Friday
Classified Duty Day:	7:00 am - 3:00 pm	Monday – Friday
Clerical Duty Day:	7:00 am - 3:00 pm	Monday – Friday
Media Center:	7:00 am - 4:00 pm	Monday – Friday

The duty day schedule is consistent with the collective bargaining agreement. It may be extended for emergencies that threaten the health and safety of students.

All employees are expected to be present and ready to perform their duties and to remain present for the entire duty day unless they have the prior approval of their supervisor. Employees who are absent from work without contact and approval by their cost center head will be considered to have abandoned their position.

DEPARTMENT CHAIRS AND RESPONSIBILITIES

Department Chairpersons/Curriculum Leaders function as part of the school leadership team to promote school and district reform initiatives. They are selected on the basis of such personal and professional attributes as classroom performance, responsibility, leadership, outstanding communication and interpersonal skills, and commitment to student achievement and success. The responsibilities of a Department Chair/Curriculum Leader include:

- Utilizing research-based best practice techniques in the classroom
- Promoting an integrated, hands-on approach to curriculum and sharing content with other disciplines
- Serving as a demonstration classroom teacher and curriculum coach
- Serving on the Instructional Leadership Team
- Participating in and conducting in-service programs that foster student achievement
- Working with district personnel to develop progressive and appropriate curriculum
- Conducting meetings and providing copies of agendas/minutes to appropriate staff
- Ordering and inventorying supplies and textbooks
- Coordinating Open House, Orientation, Portfolio Evenings, Curriculum Fair, and like events
- Facilitating parental involvement and communication by preparing publications, arranging special events for parents etc.

Department Chairpersons

English/Language Arts	ELA	Autumn Backo
Mathematics	MA	TBD
Science	SCI	Theresa Caracciolo
Social Studies	SS	Dennis Pinna

World Languages	WL	Luz Duque
Exceptional Education	ESE	Vicky O’Gorman
Career & Technical Ed	CTE	Nancy Rhoten
Visual & Performing Arts	VPA	Heather Nelson
Guidance	GUIDE	Lee Thomas
Physical Education	PE/HOPE	Rob Rowe
Cambridge AICE	AICE	Margaret Little

Where to go... What to Do If You...

Need Xeroxed copies

Top Floor Planning Room in Each Building

Need to have materials laminated

Media Center

Need to request a substitute

Principal’s Administrative Assistant

Have a question regarding payroll

Principal’s Administrative Assistant

Need to change your address

Principal’s Administrative Assistant

Need to schedule a parent conference

Guidance

Need technology assistance

Help Ticket

Have questions regarding a student’s cumulative folder

Registrar

To schedule a class for the media center

Diane Jorge, Media Specialist

To schedule a class for the computer lab

Jeannie Ladimir or Chris Knight

Need to leave campus during the day

Principal’s Administrative Assistant

Athletic Questions

Tony Miller, AD

Need to add something to school calendar

Liz Skelton

Mentoring questions

Asiyah Luqman & Nichole Kennedy

Have a question regarding facilities

APA

Have a question about ESOL

ESOL Liaison, Hans Duque

Post information on website/marquee/Facebook

Liz Skelton

Have a question about ESE

ESE Liaison(s)

Have a problem (personal, student, staff, etc.)

Supervising Administrator

Have a discipline question

Assistant Principal or Behavior Specialist

Need to update a student’s grade after closure

Registrar or APC

Have questions about Gradebook

Department Chair(s)

Professional Development Credits

Jeannie Ladimir

Booking facilities

Tony Miller (athletics), Ryan Oliver (PAC), AD

TEACHER RESPONSIBILITIES

Teachers at North Port High School are members of a professional community of lifelong learners.

Teachers are expected to attend and be on time to all faculty, department, and team meetings. Parent conferences and school-wide professional development are required meetings unless excused by the appropriate administrator prior to the meeting.

Classroom Instructional Practices

Best practices in the classroom produce the most effective learning and are aligned to our school vision and mission. They include but are not limited to the following:

1. Standards Based Instruction
2. Weekly intervention and extension activities based upon team CFE data
3. Literacy across the curriculum (reading, writing, and verbal communication)
4. Learning Intentions and Success Criteria
5. Accountable Talk
6. Benchmark assessments
7. Problem-based learning projects
8. Data-driven differentiation in instruction.
9. Small group activities
10. Flexible grouping
11. Rubric Use
12. Test-taking strategies
13. Informed strategies for students with IEP, 504 and ESL/LEP plans
14. Student use of technology
15. Bell-to-Bell instruction
16. Strategic integration and modeling of the Bobcat PRIDE Schoolwide Expectations.
17. Constant supervision

IEP & 504 Implementation

- Appropriate accommodations are developed with teacher input at each IEP/504 meeting in the area of day-to-day classroom instruction and student assessment. These are documented on the IEP/504 plan and must be implemented in the classroom and testing environments.
- Implementation of required accommodations is clearly required by Federal Law (Individuals with Disabilities Education Act – 2004 and Section 504 of the Rehabilitation Act of 1973) regardless of personal preferences, perceptions of fairness, etc. **There is absolutely no provision under the law for individual staff members to “choose” not to provide these legally required accommodations.**

Staff Attire

All personnel are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that support an effective learning environment.

Staff Absences

Any personnel who will be absent for under two periods are asked first to assist in finding in-house coverage. If this can not be obtained, coverage will be assigned by Mrs. Atkins.

Each teacher is allocated 10 sick leave days per year, of which six may be used as personal days. Requests for leave are available in the staff lounge and should be submitted to Angela Atkins at least 48 hours in advance and approved by the principal, except in case of emergency.

Personal leave immediately before or after the following holidays must be approved by the principal at least one week in advance and may be denied due to a lack of subs. Any employee requesting a sick day for this time may be asked to provide medical documentation.

Thanksgiving Break
Winter Break

Presidents' Day
Spring Break

Last Student Day of School
Dr. Martin Luther King, Jr. Day

Staff who are going to be absent from school for an emergency must contact Angela Atkins the day before or no later than 5:30 am day-of at (941) 544-4133. If able, they should also email a teaching partner and department administrator.

Staff Absenteeism & Tardiness

Tardiness – The District expects all employees to be present and ready to perform their duties at the start of their duty day, unless they have prior approval of their supervisor. Employees who exhibit chronic tardiness (tardy more than 5 times a year), or those who do not call their supervisor or designated representative prior to being tardy, will be subject to progressive discipline.

Absenteeism – When employees are absent for other than legitimate reasons, e.g. employee illness or that of a family member, there is considerable financial impact in those areas where a substitute is needed and where obvious important tasks are not accomplished. Consequently, the District will not approve any sick leave in excess of that earned without documentation from a licensed medical provider certifying the illness and the associated time needed away from the job. In the event an employee takes

unapproved leave without medical documentation or is absent without leave, he/she will be subject to progressive discipline.

Absence, Temporary Duty Elsewhere

ALL temporary duty elsewhere must be approved by the principal. Professional leave may be granted with or without pay depending upon the circumstances. Verification of the workshop, meeting, jury duty, etc. must accompany the request for leave. Once approved, a leave form indicating temporary duty elsewhere along with documentation of approval should be submitted to Angela Atkins.

Personal Business on School Time

No school board employee may conduct personal business on school time except for emergencies approved by their cost center head. School board equipment or supplies shall not be used to conduct personal business.

Attendance at School Events

All instructional staff members are contractually required to work two events per school year outside the duty day (**Graduation and Parent Night**). **Staff are encouraged to volunteer** and attend other school events throughout the school year such as Freshman Orientation, Homecoming, Prom, athletic events and performances.

Accidents

All accidents (Instructional, Classified, and Students) must be reported to the administration on the appropriate Accident Report Form as soon as possible **on the same day**. The supervising teacher is responsible for this report. These forms are available in the clinic.

Worker's Compensation forms must be filled out within seven days of the injury. You must use the approved emergency rooms (a list is available in the clinic).

Facility Use

All school activities (i.e., field trips, assemblies, meetings, etc.) must be placed on the Facilitron calendar. Advanced booking is requested as outside agencies also use the school site. Fees for custodians, air conditioning, SRO, booking, and general usage apply.

School equipment, consumables, or school buildings may not be used for personal reasons or for private profit.

Assemblies and Advisories

Unless directed otherwise, every teacher who has a class during an assembly is expected to escort and supervise his/her classes for the event.

Gifts

The highest ethics should be followed by all personnel in regard to accepting gifts and gratuities. **EXCHANGE OF GIFTS** between pupils and staff personnel should be politely refused. Gratuities to any person engaged in the spending of school money, other than normal advertising promotions of small value, should be refused.

Attendance

Daily Classroom Attendance Procedures

It is expected that staff members will access and follow the attendance policies. Attendance is to be taken within the first 10 minutes of class. Please ensure tardies are accurately reflected.

During testing or assembly events or school related absences, any student who is not present in the classroom should be marked absent. The attendance office will update attendance accordingly.

Makeup Work

Makeup work is to be provided by the teacher within 48 hours of the student or parent request. The teacher shall specify a reasonable period of time for return. In no case shall the time be less than one full calendar day for each day missed. There may be some academic penalty for assignments returned after an unexcused absence.

CELL PHONE USAGE BY STAFF

Cell phones should not be used in the classroom by staff during instructional time.

Students should not use any wireless communications devices during instructional time except when directed by a teacher for educational purposes. They may be directed by the teacher to place these devices in a designated area.

Under emergency circumstances teachers will be called to the telephone during regular class time, and only under these conditions should a teacher leave a class to use the telephone (and only after arrangements have been made to provide supervision for the classroom).

CLASSROOM APPEARANCE

Rooms should be neat, attractive, and reflect the academic discipline of the classroom. Student exemplars are encouraged. Facilities are the property of Sarasota County Schools and should not be altered or defaced. Rooms will be cleaned regularly by the custodial staff. If you have a special cleaning request, please direct the request to the APA. Before leaving the classroom each day, turn off the lights, be certain that the room is generally tidy, and lock the door and make sure it is secure.

LESSON PLANNING

Daily Lesson Planning

Faculty lesson plans are due to the supervising administrator at the end of the day Monday. Each lesson plan will include the following components:

- Learning Intention and Success Criteria (LISC)
- Essential standards
- Upper level Depth of Knowledge (DOK) questions to drive discussion
- Formative assessments which are used to determine interventions and extensions
- Student computer roster and seating chart for the year

This development is based upon the four questions of the Professional Learning Community (PLC) model:

- What do we want students to learn?
- How will we know they learned it?
- How will we respond when students haven't mastered it?
- What will we do for students who already know the content?

Substitute Lesson Planning

For absences planned in advance, the regular classroom lessons should be adhered to when at all possible. The department chair and team leader are the point persons for supporting implementation. Plans should include the following components at a minimum:

- The plan for the day
- Seating and computer charts
- Class rules and expectations
- Emergency contacts
 - Department chair
 - Team leader
 - Front office
 - AP secretary
 - Nurse
- Bell schedule
- Teacher schedule
- Special instructions for specific students

NOTE: A roster for attendance will be provided by Angela Atkins

Emergency Lesson Planning

Emergency lesson plans are to be in place prior to the student first day. They may be built by the team or for individual use. They must be accessible to the department chair. These plans are to be used only in a true emergency and not to be relied upon for a planned absence.

Printers, Copiers, and Printshop

Classroom printers are not to be used to generate multiple copies. All teachers are issued copier codes for this purpose. Printshop should be utilized for larger print jobs.

COMMUNICATION

Teachers should use multiple methods of communication with parents. All parents shall receive a teacher introductory message and a syllabus. Communication with parents should be balanced with positive messages and requests for support.

Prior to a student receiving a D or F, the teacher is expected to inform and document the communication with the parents or guardians prior to the final grade post.

Prior to a student discipline referral for an ongoing behavior, the teacher is expected to contact the parent or guardian and document the communication.

Parent Conferences

Teachers will attend all scheduled parent conferences and are encouraged to schedule conferences when needed. Teachers who are unable to attend a parent teacher conference must notify their supervising administrator beforehand and provide notes to the counselor or administrator facilitating the conference.

Email

Teachers are expected to check messages daily. **Calls or emails from parents are expected to be returned within 48 hours.**

Public Records

Please be aware that all messaging, possibly including on personal devices, sent to and from Sarasota County Public Schools is subject to the Public Records Law of Florida.

Announcements

As always, everyone is encouraged to submit announcements for any format to 1251-Announcements. Announcements regarding outside agencies must be approved through the principal's office.

MANDATORY REPORTING AND STUDENTS IN CRISIS

If a student in your classroom is in crisis, please call guidance or email 1251-guidance.

As a **MANDATORY REPORTER**, you are **REQUIRED** to **IMMEDIATELY** report the following situations to DCF:

- Any time you know or have reasonable cause to suspect that child abuse, abandonment, or neglect by a parent or caregiver has occurred, which includes, but is not limited to, when a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare or when a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide such supervision and care.
- Any time you know or have reasonable cause to suspect that child abuse by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare, has occurred.
- Any time you know or have reasonable cause to suspect that a child is the victim of sexual abuse or juvenile sexual abuse, including if the alleged incident involves a child who is in the custody of or under the protective supervision of DCF.

Reports must be made immediately by phone through the DCF Central Abuse Hotline, in writing, or through electronic reporting, to the following outlets:

- Toll-free telephone: 800-96-ABUSE
- Toll-free Telephone Device for the Deaf (TDD): 800-453-5145
- Toll-free fax transmission: 800-914-0004
- Internet at <https://reportabuse.dcf.state.fl.us>

*****Do not delay in contacting the Abuse Hotline even if you do not have all the necessary information. The Abuse Hotline Counselor will make an assessment based on the available information, and will decide if it is sufficient to accept a report.*****

EXTRACURRICULAR ACTIVITIES & FIELD TRIPS

The Sarasota County School Board forms must be completed and on file for all students who participate in extracurricular activities. Student and parent signatures are required.

Field trips must be approved by administration prior to providing forms to the families. Out of district trip requests should be turned in more than a month in advance. In district requests should be turned in at least two weeks prior to the event. Volunteers attending the events as chaperones need to be approved in advance. Temporary duty forms must be in place for approved school board personal.

Policy is in place that students who do not attend school for the full day on the day of an activity such as athletics, band, clubs, etc., may NOT participate that afternoon or evening in any activity. This includes practices.

Please monitor the attendance of the members of your team, club or organization.

FREEDOM OF EXPRESSION AND DISTRIBUTION OF MATERIALS BY STUDENTS

Posters and fliers must be approved and **signed** by administrator before being posted around campus. This indicates approval as well as a timeline and plan for removal.

The state of Florida has a compelling interest in the proper functioning of its school system. By law, the special characteristics of the public school environment permit reasonable and narrowly defined limitations upon the exercise of freedoms guaranteed by the United States Constitution, within the context of the state school system. The undoubted freedom to advocate unpopular and controversial views in schools and classrooms must be balanced against society's countervailing interest in teaching students the boundaries of socially appropriate behavior. Furthermore, school officials have the responsibility to protect the safety, welfare, education, and rights of all students, not just those desiring to exercise their rights to free speech.

Students are in the classroom to participate in an instructional program prescribed by the State and School Board. To protect the student and the integrity of the planned instructional program and in accordance with the above, the following guidelines will be in effect at all times on school property concerning communications by students properly enrolled in school, whether by oral communication or distribution of written materials:

- Students, in accordance with classroom or school policies, are free to communicate about any subject, controversial or otherwise, so long as the time, place, or manner of communication does not substantially interfere with the good order and discipline of the school.

- Teachers and staff may not impose limitations on a student’s speech or written communication within a classroom or school solely due to content of the student’s communication, unless the content of the communication would reasonably be expected to materially interfere with, or substantially disrupt, appropriate school discipline or operation.
- Students need permission from the principal or designee before distributing more than five (5) copies of preprinted material or any material not created by the student. If a teacher or principal believes that student-written communications may cause significant disruption or interference with school activities or discipline, the distribution will require approval or disapproval from the principal based on the following guidelines:
 - A determination shall be made as to whether the proposed distribution is or will be likely to constitute a “substantial distribution,” i.e. general distribution to all or a substantial part of or an entire class.
 - A determination shall be made as to whether the proposed distribution is or will be likely to constitute or cause material interference with or substantial disruption of school discipline or operation, i.e. which as whether the material is of a libelous nature, invades the privacy of others, is obscene or pornographic, is pervasively indecent or vulgar, or promotes a product or service which is not lawful for use by minors.
 - Student distribution of written communications composed by non-students requires prior approval by the appropriate principal or designee in order to protect the rights of students and to insure that the distribution will not materially or substantially disrupt the orderly operation, discipline, or values of the school. The principal or their designee shall approve or disapprove the distribution following the same guidelines set forth above.
 - If disruption of the normal school order or discipline occurs, at any time during the distribution of written communications, a teacher or principal may halt such distribution immediately. Students shall not distribute materials in a manner which disrupts any school activity or blocks or impedes the safe flow of traffic within corridors and entrance ways of the school or otherwise unduly infringes on the rights of other students.
 - Students who distribute written communications shall pick up any discarded or unused materials left in the school and on the school grounds and shall return the area utilized for distribution to a neat and orderly condition.
 - Except as set forth above, neither the principal nor the staff shall make any determinations as to whether or not such student communication or student distribution is to be allowed, or impose unusual time, place or manner restriction on such communication or distribution, which determination is based solely on the content of the communication or distribution.

HEALTH AND SAFETY

School board personnel are not allowed to dispense any over the counter medication. Student medications may be issued by the clinic with parent permission. Students who become ill in class should be sent to the clinic **WITH A CLINIC PASS**. If it is determined that they are too ill to remain in class, their parents will be contacted to come and pick them up.

All student injuries must be reported by using the standard accident form. This form is to be secured and completed the same day the injury occurs. Teacher injuries must be reported immediately to an administrator to be covered by Workman's Compensation. If your injury is not reported, a fine of \$100 may be levied against the school system. **See Angela Atkins** for the proper form to report an injury. If you need to seek medical attention, you will need an authorized form completed by an administrator. This form authorizes the hospital or doctor to treat you and informs them of the Workman's Compensation carrier.

Mail Boxes

Each teacher is assigned an individual mailbox for incoming mail, notices, messages, bulletins, etc. Mailboxes must be checked daily. Students are not allowed to pick up or deliver mail from mailboxes.

Pledge of Allegiance

- I. The Pledge of Allegiance to the flag shall be recited at the beginning of each school day in all Sarasota County Schools.
- II. The Student Handbook that is distributed to all students contains written notification that the student has the right not to participate in reciting the pledge of allegiance, including standing and placing the right hand over his/her heart, if his/her parent(s), as defined by Florida Statutes, files a written request with the school principal.

Safety and Security

In order to maintain proper security, it is necessary for teachers and staff to adhere to the following regulations:

- Never give a key or a key card to a student or non-school board personnel to unlock a door for you.
- Always lock your room and check to be sure the door is locked.
- All visitors are subject to administrative approval and must secure a visitors pass to enter campus through the main lobby.
- No visitors may enter through any other campus gate or entrance.
- Any student out of class, except during transitions, is expected to have a pass issued by a teacher.
 - Please refrain from writing passes the first and last 10 minutes of each period and during lunches unless it is an emergency
 - Bathroom passes should be issued to one student at a time.
- All students and staff are expected to wear IDs visibly.

SCHOOL PROPERTY

School property such as furniture, equipment, technology, and supplies is assigned to teachers and their classrooms. Teachers are held responsible for such property and may not transfer or move such property from one room to another room, building or campus without administrative permission. School property may not be loaned out to other agencies, groups, or individuals.

Please make any requests to the APA or technology support personnel.

A property records inventory is conducted each year. Teachers are asked to cooperate with this inventory by making available all property with BPI numbers.

STUDENT DISCIPLINE POLICY/PROCEDURES

All teachers are expected to maintain control in their classrooms. Conferences with individual students and contact with parents, by phone, email, or in person, are effective means for solving disciplinary problems and creating strong lines of communication and cooperation between home and school.

Referrals to the administration should be made only after a parent contact by the teacher has been tried and has proven ineffective in dealing with the student's discipline problem. Interventions and contacts should be documented.

When student behavioral difficulties arise, please work with the support staff who can be team supports: Academic Coach for engaging instructional strategies, Counselors for emotional and learning support and parent conferences, ESE and ESL Liaisons for required accommodations and data on appropriate interventions, Behavior Interventionists and Behavior Techs for low to mid-level infractions. Administration is available for any needs.

Teachers are liable for their students' safety and well-being and are not to leave classes unattended for any reason.

Restorative Practices and Progressive Discipline

It is school and district best practice to model and teach appropriate behaviors. Teachers are expected to support the Bobcat PRIDE expectations to help prevent and reduce negative behaviors. Administration also works with teachers, students, and their families to reinforce appropriate behaviors. Progressive discipline begins with restorative strategies and Tier 1 interventions. Consequences are at the discretion of school administration and progress according to the severity of the incident.

Referrals

In a situation where a student is exhibiting Tier 1 behaviors such as cell phone use or excessive tardies, the teacher will provide proper interventions, documentation, and support prior to writing a referral. Do not send the student out of class. They will be called down by administration at a later time after a referral is written.

In the case where a student is being very disruptive, please request campus security to escort the student to the office and submit the referral as soon as possible.

When submitting a disciplinary referral, please copy the appropriate administrator, administrative secretary, and support personnel.

Please include all appropriate information on an in-house referral form. Supply all pertinent details, but keep remarks factual. Do not include details which you did not personally witness and/or add personal remarks.

STUDENT SUPPORT SERVICES - GUIDANCE

Guidance services are available to all students at North Port High School. There are counselors on duty throughout the day. A student who wishes to see his/her counselor may do so by signing up in the Guidance Office or through the QR code posted in all classrooms. The student will be given a pass to leave class at the appointment time. **In a crisis situation, a student should see a counselor immediately.**

STUDENT FEES, FINES AND SUPPLIES

The District may require students to pay fees for expendable and miscellaneous supplies. School fees are posted at the beginning of each year.

Instructional Materials

All non-expendable textbooks shall be provided on a loan basis and must be returned to the school at the end of the term. It is expected that students will return textbooks and library resources in good condition except for ordinary wear. **ALL INSTRUCTIONAL MATERIALS REQUIRED FOR COURSES MUST BE PROVIDED FREE OF CHARGE TO STUDENTS.**

Student IDs

All students are issued IDs. A fine of \$5 will be levied for each replacement.

TRANSPORTING STUDENTS

Staff are discouraged from transporting students in privately owned motor vehicles. Please seek administrative advice should this need occur. The school maintains two vans for program use which may be driven by personnel who have completed the required training. Rental vehicles must be approved by administration but may be driven by anyone given authorization.

TUTORING

A teacher shall not promote any activity or project at school from which /she is likely to receive compensation other than salary as an employee of the Board.

Schedule Changes

All student schedule changes must be requested through the Guidance Office.

Business Affairs

ACTIVITY REPORTS

Sales Reports for Fund Raisers

Required for EVERY fund-raising activity including candy, concessions, yearbooks, magazines, shirts, car washes, etc. The report form includes a profit and loss section which must be filled in. The information will enable you to determine the feasibility of repeating this fundraiser in the future. Please scan this report before your event to determine what information you will need to complete it. Keep detailed and accurate records as the activity progresses. Deposits should be made regularly throughout the activity. The sales report is **DUE WITHIN ONE WEEK OF THE COMPLETION DATE**. The date listed on your Request for Fundraising Activity Form is considered to be the completion date.

Collection Procedures

Prompt Deposits: Funds collected from any source must be deposited promptly with the bookkeeper along with required documentation, as this is a School Board Policy. It is risky to hold money because of possible loss or theft. However, if this occurs, it must be reported immediately to an administrator.

Never refund money (cash). A refund may be made only by the bookkeeper in check form and must be approved by the principal after the monies collected report is complete.

Distribution of receipts:

- a. The yellow copy is given to remitter.
- b. The white copy is deposited with the bookkeeper with funds as collected (within 24 hours).
- c. If it is necessary to void a receipt, the original and the carbon must be returned to the bookkeeper.

Missing receipts: Missing receipts are not acceptable!!! A missing receipt indicates to the auditor that money has been misplaced. Inform your helpers as to proper receipting procedures. They will be accountable for missing money as will you.

Accountability for receipts: Once you accept a book of receipts you are entirely responsible. Receipts are not issued to student or parent volunteers. Use only receipt books supplied by the county auditor. Keep it in a safe place. Immediately turn in when you no longer need it. Receipt books are in the Bookkeepers office located in building 1 room 108.

FUNDRAISING PROCEDURES

Fundraising Application must be filled out completely and submitted to the APA at least two weeks **IN ADVANCE** of the activity. It must be approved by administration and placed on the Calendar of Events.

If a product is involved, a Request for Purchase Order **MUST ALSO BE COMPLETED**. Turn this and Fundraising Activity form to the bookkeeper as soon as your activity has been approved (see Purchasing Procedures).

The activity must be followed up with a Sales or Ticket Report, whichever is applicable. **FAILURE TO PROMPTLY TURN IN ALL REQUIRED PAPER WORK MAY RESULT IN DENIAL OF YOUR NEXT REQUEST.** Delaying the report usually results in lost time retrieving the required information. You should keep accurate records of the activity in order to turn in an accurate report.

PURCHASE POLICY

1. Before any purchase can be made or any order placed with a vendor, a quote must be obtained from the vendor. Any purchase order that exceeds \$10,000 must go through the bid process. See the bookkeeper.
2. **Funds Verification:** After receiving the requisition, the bookkeeper verifies that funds are available to cover the cost of the order. The request is then submitted to the Principal for approval, and then numbered- in that order! Please indicate if the white copy is to be mailed or faxed to the vendor or returned to you. If there is a deadline, please so indicate. PLEASE PLAN AHEAD. IT IS NOT FEASIBLE TO APPROVE A REQUEST ON THE SPOT!!!
3. **Payment for Services** such as consultants, security, etc., must be accompanied discussed with the bookkeeper in advance and proper paperwork must be filled out. See the bookkeeper for details.
4. **When your order is received** notify the bookkeeper in writing as soon as possible. Invoices accompanying the order should be included. They should indicate the Purchase Order number. The only way the bookkeeper knows that an order is complete is by information furnished by YOU. Vendors should not be kept waiting for their money. BE PROMPT.

Warning -No one may purchase or order (even for preview) any materials, supplies, books, equipment, periodicals, etc. in the name of the school without a purchase order complete with authorization. ***If a teacher does order or purchase supplies, materials, textbooks, etc. without a purchase order, he/she will be financially responsible for such transactions.***

SALES TAX

Contrary to popular belief, sales tax must be collected for most school sales and paid on many school purchases. According to the manual, the only time the school is tax exempt is when a purchase is made by the school with ownership and title remaining in the school. However, tangible personal property sold outright or rented through the school to students is taxable.

CONTRACTS

All contracts, or copies thereof, that relate to any school activity must be filed with the audit records. Examples of contracts include those for picture sales, book fairs, disc jockey services, facility leases, sign advertising, yearbooks, advertising, etc.

Any contract signed encumbering school funds must have prior approval of the principal or designee.

FIELD TRIPS

Local field trips (In County) must be approved in writing by the principal **AT LEAST 10 DAYS IN ADVANCE**. Local field trips are defined as excursions beyond the school grounds and include any sites within the boundaries of Sarasota County – FIELD TRIP AUTHORIZATION.

Extended field trips (Out of County/State/Country) require approval by the principal and the Executive Director for Secondary Education. Additional time is also required for the authorization of Out of County (4 weeks), Out of State (8 weeks), and Out of Country (12 weeks) field trips. Field trip policies and procedures are updated annually and copies of all required field trip forms can be requested from the principal or designee.

Any problems occurring during a field trip should be reported immediately to the administration upon your return or at the time of the incident if needed.

Parents/Guardians need to be informed that they will be financially responsible if a student is sent home for misbehavior.

General Procedures

- The teacher shall review the educational value of the field trip with supervising AP and receive approval prior to making arrangements for the field trip. All costs and funds resources should be reviewed and approved.
- All field trip and temporary leave forms are to be approved by the principal prior to the parent and student forms process beginning.
- The teacher will provide the parents with information concerning the purpose and destination of trip, transportation, and meal arrangements, date and time of departure, estimated time of return, and a detailed itinerary when a field trip will extend beyond the school day and the approximate cost of the trip to students if they are being asked to share the cost. There can be NO CHARGE for the use of the school bus.
- Written parental permission is required.
- Teachers are required to have one chaperone per 10 students. These chaperones must be approved, using the district form. This will require advance planning. Teachers are responsible for informing accompanying adults of their duties and responsibilities. Teachers will be responsible for seeing that students are thoroughly prepared for the experience. If male and female students are participating, at least one male and one female chaperone must accompany students.
- Field trips on airplanes, other than those operating as regularly scheduled commercial flights, are expressly prohibited except for prior approval by the Superintendent of Schools.
- **The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.**
- Student safety will be the primary consideration on all field trips.
- Should an emergency situation occur, the teacher is responsible for notifying the principal as soon as possible. The parent is also to be called if this situation warrants such action.
- Arrangements for buses should be made through the Athletic Office.
- Students will not be permitted to leave the field trip group during the trip unless prior written requests are made by parents and approved by the teacher responsible for the trip.
- If students return to the school from a trip after school hours, the teacher and/or the principal should make provisions for their safe departure home, taking into account the age of the student and the hour.
- If students are to be delayed, the teacher must notify the building administrator.

- Teachers should be aware of any student with special medical problems who will be participating in the field trip.

FIELD TRIP TRANSPORTATION

Buses

Either school or charter buses may be used for field trips. A request for field trip transportation should be submitted to, supervising AP, at least 15 days prior to date of departure.

If you are requesting a school bus, you must get a SCHOOL BUS TRIP REQUISITION Form from supervising AP. Written request should contain the following information:

- Date & Time of Field Trip – Leaving and Returning
- Destination
- Number of persons requiring transportation

NOTE: Out of State field trips must have Trip Cancellation Insurance. If traveling to the airport, etc. in a private vehicle, a Statement of Insurance on a private vehicle is needed.

Use of Privately Owned Vehicles

It is suggested that for extended trips, properly insured commercial transportation be considered by the principal. Use of privately-owned vehicles for field trips is **prohibited** unless specifically authorized by the principal.

State Statute requires the following limits of liability coverage:

\$100,000 liability per single-party suit

\$300,000 liability per joint-party suit

\$50,000 liability per property damage suit

A copy of each driver's certificate of insurance, indicating limits of coverage, should be provided to the principal prior to the beginning of such a field trip.

The principal will inform the owners, in writing, that in case of accident, their own insurance company is primarily liable, and the Sarasota County School Board's insurance may be liable for damages in excess of the individual's policy.

Non-School Sponsored Trips

The School Board does not endorse or prohibit non-school sponsored trips or tours, including those involving faculty members. Faculty members must accurately communicate the School Board's stance on this matter to the public. School time should not be utilized to promote or solicit such activities. However, school facilities can be used for meetings related to these activities if a rental form is completed, approved by the principal, and payment is made according to the approved fee schedule.

STUDENT RECORDS AND THE MEDIA

The Sarasota County School Board Rules follow the guidelines spelled out in the Student Records Act, Florida Statutes, and State Board of Education Rule 6A-1.0955:

Education Records

Education records are documents that contain information directly related to a student and are maintained by the school board or its representatives. Due to the personally identifiable information they contain, these records cannot be released or discussed with anyone, including the media, without written consent from the parents or eligible students. However, education records may be shared or discussed without consent with the following individuals or entities:

- District and school administrators, supervisors, instructional personnel, interns, and substitutes who have a legitimate educational interest in the information.
- Administrative secretaries (limited to record-keeping duties).
- Health Department (limited to health records).
- Florida Diagnostic and Learning Resources System personnel.
- Officials from another school or school system where the student intends to enroll.
- **Attorney of record with a lawfully issued subpoena, provided that parents or eligible students are notified in advance of compliance.**

District Directives

ANIMALS IN THE CLASSROOM

The "Guidelines for Visiting/Resident Animals in the Classroom" established by the Sarasota County School Board outline the procedures to be followed when animals are brought into the school or classroom. The main office holds a Guidelines booklet containing permission forms and Parent Notification Forms for reference.

ARRESTS

["The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida"](#)

These codes require the self-reporting within 48 hours of any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Individuals are innocent until proven guilty; therefore, this notice is not considered an admission of guilt.

Next, these codes require the **self-reporting** of any:

- conviction
- finding of guilt
- withholding of adjudication
- commitment to a pretrial diversion program or
- entering of a plea of guilty or Nolo Contendere (no contest)

for any criminal offense other than a minor traffic violation within 48 hours after the final judgment.

GUEST SPEAKERS

- I. The following procedures shall be followed when guest speakers are invited to address students. The teacher must remain in the classroom during the entire presentation of the guest speaker. All Guest Speakers must be approved online through the Office of Community Involvement (OCI). Note: There are many topics which must also go through the Health and Safety Curriculum Committee screening process.

- II. Prior to the presentation, the teacher will:
 - A. Review the speaker's qualifications and determine that the speaker's material aligns to Sarasota County Curriculum.
 - B. **Receive approval from the school's administration using the "Guest Speaker Approval" form.** If the speaker is presenting on a potentially controversial topic, the Principal must receive pre-approval from the appropriate Executive Director.
 - C. Meet with the speaker to review and sign the "Guest Speaker Approval" form.
 - D. Develop a process for obtaining feedback from students regarding the guest speaker's presentation.

- III. Parent/guardians who question the appropriateness of the qualifications of a guest speaker and/or the content of the presentation may register their concern with the school administrator.
 - A. If the parent's/guardian's concern is not resolved, the principal or designee will convene a review committee with parent/guardian and faculty representation.
 - B. The parent/guardian will submit the complaint in writing to the review committee. The committee will review the written complaint and provide a written response.
 - C. If the complainant disagrees with the recommended resolution, the written complaint and school review committee response shall be submitted to the appropriate Executive Director. The Executive Director will convene a district level review committee and provide a written response to the complainant.
 - D. If the complainant is not satisfied with the decision of the district review committee, a final appeal may be submitted to the Superintendent. The Superintendent shall render the final decision on the complainant's concern.

Faculty and Staff Handbook Acknowledgement Form

North Port High School
2023-2024

This handbook has been developed for the purpose of informing staff about the policies and procedures of North Port High School that are aligned with Sarasota County School District. Additional district policies and procedures and documents are available at in the **NPHS Staff 2023-2024 OneNote** folder as well as at <https://sarasotacountyschools.net/policy.aspx>.

Each North Port High School staff member is responsible for the policies and procedures as set forth in this faculty handbook and the State of Florida Professional Code of Ethics. Employees may be notified of any updates to school policies and procedures after the start of the school year via school email, and any updates will be made available via OneNote. By signing below, I acknowledge that I have read, understand and will abide by the policies of North Port High School and the School Board of Sarasota County.

Failure to return this acknowledgment form will not relieve a faculty member from responsibility for understanding and abiding by the policies contained herein.

Print Faculty Member Name:

Faculty Member Signature:

Date: