

**WAKULLA HIGH  
SCHOOL  
2020-2021  
FACULTY  
AND  
STAFF  
HANDBOOK**

## RESPONSIBILITIES

Accident/Injury Reports & Insurance .....	Becky Cox/Mindy Silcox
Admission, Withdrawal, or Transfer (students).....	Michele Avera
Aide Duties .....	Johnny Graham
Announcements .....	Mindy Silcox
Assembly Programs .....	Michele Yeomans
Attendance .....	Suzanne Leigh
Bell Schedules .....	Logan Crouch
Budget .....	Michele Yeomans/Mindy Silcox
Bus Duties.....	Mike Smith
Calendar Memo Postings .....	Noreen Britt
Curriculum .....	Priscilla Tucker
Disciplinary Referrals .....	Johnny Graham/Tim Wheeler
Emergency Drills .....	Johnny Graham/Tim Wheeler
Equipment A/V .....	Jessica Mapes
Field Trip Procedures .....	Michele Yeomans
Fundraising .....	Michele Yeomans
Grading and Report Cards .....	Noreen Britt
Guidance Office Procedures .....	Noreen Britt
Homeroom .....	Noreen Britt
Honor Society .....	Alicia Crum
In-School Suspension (ISS) .....	Johnny Graham/Tim Wheeler
Internal Accounts .....	Becky Cox
Junior Class Activities .....	Susan Shiver
Leave (Personal, Sick, TDY) .....	Michele Yeomans/Mindy Silcox
Lesson Plans .....	Priscilla Tucker
Library Procedures .....	Victoria Pope
Locker Assignments .....	Regina Reyes
Maintenance .....	Johnny Graham/Kenny Harvey
Notarization .....	Michele Avera (pending)
Payroll .....	Mindy Silcox
Progress Reports .....	Noreen Britt
Promotion Policies & Cumulative Folders .....	Student Services
Property Control .....	Mike Smith
Purchasing & Ordering Procedures .....	Becky Cox/Mindy Silcox
School Activities .....	Michele Yeomans
Senior Class Activities .....	Mike Smith
Sports & Athletic Events .....	Mike Smith
Teacher Absence .....	Michele Yeomans/Suzanne Leigh
Teaching Supplies .....	Department Chairperson
Textbooks .....	Noreen Britt
Textbook Prices and Payment for Lost Textbooks....	Noreen Britt
Workers Compensation .....	Becky Cox
Yearbook .....	Hunter Tucker/Jillian Solburg

# **WAKULLA HIGH SCHOOL MISSION AND VISION**

## **Our Mission**

The mission of Wakulla High School is to provide an education program in a safe environment that contributes to the development of each student emotionally, academically, and physically in order for him or her to successfully function in our continually changing, diverse society.

## **Our Vision**

The vision is that the majority of the students will graduate from Wakulla High School with not just a diploma, but also with the technical knowledge, the academic skills, and the personal qualities needed for future success.

## **WORKING HOURS**

Administrative Hours .....	7:15 am - 3:15 pm
Faculty Hours .....	7:15 am - 2:45 pm
Paraprofessional Hours .....	7:10 am - 2:40 pm
Student Hours .....	7:25 am - 2:15 pm

## **PARKING**

A parking area is provided for the faculty on the east side of the school building. No students are allowed in this area, so it is recommended that the faculty park their vehicles in this area.

Students are provided with their own parking area. Students must be registered in the front office in order to park in the student parking lot.

## **MEETINGS**

Meetings will be held on all Wednesdays unless announced otherwise. All faculty members are required to attend these meetings. No practices or other meetings are to be scheduled from 2:15-3:00 pm on Wednesdays.

## **SUPERVISION OF STUDENTS**

Student behavior in the hallways between classes is going to have some carry-over effect on classroom conduct, as well as on lunchroom and assembly behavior. Teachers need to be visible as much as possible to encourage mature behavior on the part of our student body.

1. It is the responsibility of each teacher to stand in the hallway near their classroom door when students are changing classes. This would include going to first period in the morning and departing after the final bell for dismissal.
2. All teachers will be on duty during general assemblies. If you are with a class when it is released to go to the auditorium or gymnasium, you are to accompany that class and assist with supervision.
3. Other assignments are rotated among the faculty and should be handled in a professional manner.

## **TEACHER ABSENCE**

Arrangements for a substitute teacher may be made by contacting Michele Yeomans and Suzanne Leigh. **Teachers are responsible for signing in and out every day to keep accurate payroll records.**

### Unexpected Absences/Leaving Early/Late Arrival

In the event of an unexpected absence, late arrival or need to leave early, the teacher must notify Ms. Yeomans and Ms. Leigh at any time to request a substitute teacher and leave instructions. Please call ASAP as all schools use the same substitute teacher list. Necessary arrangements must be made before leaving campus, including correct documentation on time sheets located in the Teacher's lounge

***\*\*A leave request form must be submitted to Ms. Silcox immediately upon return to school.\*\****

### Preplanned Absences

A leave request form must be submitted to Ms. Silcox and approved by Ms. Yeomans prior to each planned absence. Once approved, proper-substitute request procedures should be followed if needed.

### Leave Request/Balance Information

Correct leave balance information can be obtained by accessing Skyward.

## Substitute Teacher Information

Ms. Yeomans requires that each teacher have information for his/her substitute teacher readily available in the classroom.

***Each teacher must provide the following for EACH of his/her absences:***

1. *Lesson Plans* - Plans must cover the entire class period. Generic plans should be included for unexpected absences. Plans may be emailed or called in.
2. *Class Rosters*
3. *Seating chart for each class*
4. *Classroom Policy* - Fill out the classroom policy form that is in the substitute teacher red binder. This form will tell your substitute teacher exactly what YOUR classroom policy is.

***PLEASE KEEP CLASS ROSTERS AND SEATING CHARTS CURRENT!***

Substitute teachers receive a handbook that explains the procedure they are to follow. They expect to find adequate plans, instructions, current rosters, current seating charts, and classroom policy. Much of their success depends on current information.

Substitute teachers are required to leave documentation for each class covered. This documentation should include absentees/tardies and information concerning all other classroom activity. Substitutes are to follow the guidelines of the "Substitute Teacher's Handbook."

## **WORKER'S COMPENSATION**

Teachers and staff are covered by worker's compensation and all accidents involving a covered faculty member must be reported at once. Certain guidelines should be followed to insure proper handling of the accident, treatment, payment of medical charges, leave time, and when necessary, compensation to the employee.

## **LEAVE INFORMATION**

1. Each ten-month employee receives ten days of leave annually, four days at the beginning of the school year and one per month thereafter.
  - a. Unused sick days accumulate from one year to another.
  - b. Death in the immediate family is included under sick leave.
2. If you are absent from work for any reason, you **must** fill out a **Leave Request Form** for that time missed. Leave forms are available on the district website and in the front office.
3. The following will normally fit all occasions (if not, contact Ms. Yeomans or refer to the Master Contract Agreement.)
  - a. **Sick Leave**: If you are out due to sickness, for you or your family, this form **must be completed immediately on the day you return to work**. If you do not fill out this form upon returning, you will be subject to losing pay for those days missed. **Remember it is your responsibility to complete these forms.**
  - b. **Personal Leave**: Any member of the administrative or instructional staff desiring personal leave shall fill out personal leave forms. **EXCEPTION**: In the case of an emergency, fill out the leave form on the day you return to work.
    1. Teachers are allowed six days personal leave each year with compensation. These days are charged as sick leave days.
    2. All personal leave days over six will be without compensation.
  - c. **Jury Duty, Witness Duty, Military Leave, Illness in the line of duty, or Professional Leave**: See Ms. Yeomans for details.
  - d. **Annual Leave**: Applies to twelve-month employees only.
  - e. **Temporary Duty (TDY)**: This applies when a teacher sponsors or participates in a school activity off campus, or when a teacher attends meetings approved by the School Board.

## CALENDAR OF EVENTS

Due to the many extracurricular and academic activities at our school, in addition to the use of the facility by the community, it is important to keep an orderly account of the events our students are involved in. All organizations can be fairly served and conflicts can be avoided by following the listed procedures below:

1. **All** activities must be placed on the school calendar.
2. Calendar memo forms are available in the front office.
3. Calendar memos must be completed and given to Noreen Britt so that she may check the Master Calendar for conflicts. Ms. Britt will then give the memo to Ms. Yeomans for final approval and then place it on the Master Calendar.
4. **Field Trip Requests:** The Transportation Request and Field Trip/Sporting Event Attendance forms should be completed **only after** the calendar memo has been approved and is placed on the Master Calendar. A field trip **will not** be allowed on a last minute basis. It must have complete approval before the trip takes place.
5. TDY requests **must accompany** field trip requests and must be given to Ms. Silcox.

## CLASSROOM

1. The teacher is responsible for anything that happens in his/her classroom. Teachers should never leave students unattended in class.
2. Classrooms should be as neat, attractive, and stimulating to students as the teacher's imagination and creativity can make them.
3. Instruct students about the necessity of protecting property both inside and outside of their building. You should encourage your students to keep the rooms as neat as possible by keeping papers out of desks and off floors, etc. Each teacher is expected to keep classroom areas clean as an example to the students.

## INVENTORY

Mike Smith is in charge of the inventory process. If you have any questions please contact Mr. Smith.



## **KEYS**

Keys are assigned to teachers at the beginning of the school year. Teachers are responsible for those keys throughout the year and must turn them in before leaving on the last day of school for teachers. Any teacher who needs access to a part of the campus after normal working hours may see Johnny Graham or Tim Wheeler to make the necessary arrangements.

## **TELEPHONE CALLS**

A teacher may receive a call whenever he/she is not in class (except for emergency calls which may be received at any time). A teacher who receives a call while in class will be notified **via voice mail** that he/she has received a telephone call.

## **TICKET SALES**

Any activity for which tickets are sold must be accounted for to the bookkeeper by the use of "Report of Tickets Sold" forms. These forms must be signed by the seller.

## **VALUABLES**

**Do not** leave anything you consider valuable in a desk drawer or filing cabinet that does not lock!

## **MAIL**

Teachers should check their mailboxes at least twice a day - first thing in the morning and once again before going home in the afternoon.

## **MEMOS**

Keep all memos received during the school year. There will most likely be several occasions during the year when they may prove valuable.

## **ACCIDENT REPORTS**

If for any reason a student is injured during regular school hours or on school property, or while involved in a **supervised** extracurricular school activity, the supervising teacher must complete an "Accident/Injury Report" form immediately. If the accident takes place after regular school hours, it should be reported to Ms. Yeomans as soon as the teacher arrives the following day. Visit the School Safety and Risk Management page on the district website or Ms. Silcox for the forms.

## **ANNOUNCEMENTS AND/OR BULLETINS**

Any information you would like included in the morning announcements should be submitted to and approved by Ms. Yeomans on the **afternoon before the announcements are to be made the following morning**.

## **BOOKS**

When issuing textbooks, make a list of each student and his/her book number. Have book checks frequently during the year. Check not only the presence of a book, but also the proper book number. Send one copy of the list of students and book numbers to the textbook chairman. Students are to pay Ms. Britt for lost textbooks.

## **COPYING PROCEDURES**

In order for operations to run effectively, we have the following duplicating procedures:

1. There will be a teacher assistant on duty in the copy room from 7:30 am - 3:00 pm, with the exception of extra duties designated by the administration.
2. Teachers are to bring material to be duplicated at least 24 hours in advance. They are responsible for picking up their finished work.
3. Students **will not** be allowed to use any machines.
4. There are rules on bulk copies of copyrighted materials. "Bulk copies" means the reproduction of 10% or more of any one text, workbook, or other copyrighted material in sufficient quantity for class instruction. Bulk copying of copyrighted material is both illegal and professionally unethical. (See next page)

## **COPYRIGHT LAW & DUPLICATION OF CLASSROOM MATERIALS**

The law allows "spontaneous" photocopying of copyrighted materials as "fair use" and established guidelines for such classroom and library use. "Spontaneity" under the guidelines covers copying which is at "the instance and inspiration of the individual teacher" and where the decision to use the work, and the time when it is needed, are so close together that it would be "unreasonable to expect a timely reply to a request for permission". Under the guidelines:

A teacher is allowed to make a single copy, for use in teaching of:

1. a chapter from a book;
2. an article from a periodical or newspaper;
3. a short story, essay or poem from a collection;
4. a chart, graph, diagram, drawing, cartoon, or picture.

A teacher **may make** multiple copies (1 to a student) for classroom only of:

1. poems less than 250 words or two pages long;
2. excerpts of less than 250 words or two pages long;
3. complete articles or stories of less than 2,500 words;
4. excerpts of less than 1,000 words or 10% of the book (prose);
5. one chart, graph, diagram, drawing, cartoon or picture per book or periodical.

A teacher **may not make** multiple copies:

1. for another teacher in the same school;
2. of work from the same author more than once a term;
3. from the same collection or issue more than three times a term;
4. as a substitute for an anthology.

Copies **are not allowed** for consumable materials such as workbooks. Copying is **not allowed** to substitute for the purchase of books, publishers' reprints or periodicals.

**The principal will be consulted for recommendation on the duplication of copyrighted materials.**

## **EMERGENCY PROCEDURES**

1. **Procedure for Exit**: Locate and highlight the building map to show exit from your classroom. **POST** in clear vision.
2. **Procedure for Fire**: Shut all the windows and doors in your classroom. Escort all students to your designated exit. Group students at a safe distance from the school building and check the students present against the student roster.
3. **Procedure for Tornado**: Refer to your *Severe Weather Safety* handout and corresponding *Safety Zones* map. Be aware and familiar with these zones and locate the one nearest to your classroom. If a tornado warning is issued for our area, and administration has determined that the weather could pose a threat to the safety of our students, an announcement will be made to direct your students to the designated *Safety Zones*.
4. **Evacuation**: Wait for notification from the front office before evacuating. Escort all students to the bus loading zone. Non-transported students will remain in front of the main school building, or will be sent to their personal vehicles.
5. **Bomb Threats**: Open all windows and doors in your room. Escort students to the nearest designated exit. Group students at a safe distance from the school building and check students present against the classroom roster. Wait for information from the office concerning dismissal for the day. **Under no circumstances can a student re-enter the building until the alert is over!**
6. **Injury or Illness**: Notify the office of a sick or injured student immediately and send/take the student to the School Clinic. Accident report forms can be found on the School Safety and Risk Management page of the district website and in the front office.
7. **Lightning**: Students are not allowed outside during electrical storms. Electrical machines should be unplugged and avoided during an electrical storm. Stay away from telephones. Be prepared to administer first-aid care (mouth-to-mouth resuscitation and heart massage).
8. **Cardio-Pulmonary Resuscitation (CPR)**: A list of CPR trained faculty members should be posted in each department. You should be familiar with the people nearest your area of the building should their services be needed.

## **OTHER EMERGENCIES**

### **School Lock Down:**

In the event that it is discovered that a dangerous person or persons are on the campus, an all-call announcement will be made as follows: "Teachers, we are now in lock down mode. Please make the necessary arrangements for this." At this time, you should immediately lock all entrance doors to your classroom. Next, try to account for all students who are supposed to be in your class, i.e., make a list: 28 present, 1 absent, 1 out on bathroom pass. As any students attempt to re-enter your class, use extreme caution in opening your classroom door. You and your students should remain locked inside your classroom until hearing the all-call " We are NOT in lock down mode." Disregard bells for class changes.

Respond calmly to students explaining, **only if necessary**, that there may be danger on campus but that everything is under control and we need their cooperation to remain calm and in class. Do not permit **anyone** to leave class unless instructed from the front office to do so.

## **FINANCIAL PROCEDURES FOR INTERNAL ACCOUNTS**

Internal accounts consist of monies collected, obligations incurred, and bills in accordance with Wakulla County School Board regulations and with school policies. **All staff members must follow the regulations and policies or be personally accountable.**

1. **Monies Collected:** The monies collected form **must** be used to deposit money in the bookkeeping office on the day of collection.
  - a. The date at the top of the form will be the date that money is turned over to the bookkeeper for deposit. This is the same as a deposit slip and should show the account that the monies are to be credited to.
  - b. Teachers are **never** to keep money overnight. All monies collected from students must be deposited the same day in the bookkeeping office. Monies collected during the last period of the day should be turned over to the bookkeeper for safe keeping.
  - c. No employee may have an account other than the WHS internal account in which any school monies are deposited.

## 2. Requisitions:

- a. In order to achieve control of expenditures, the administration must approve all purchases **prior** to obligating the school. This is accomplished by means of a purchase order.
- b. Wakulla High purchase orders are issued in the bookkeeping office. All POs must be given a number and must be logged.
- c. All purchase order requests must be completely filled out with price of each item and must be approved by the principal. All information will be left with the bookkeeper for proper processing. All POs must be signed by the sponsor. Due time must be allowed for processing.
- d. After the purchase orders have been approved by the principal, they will be distributed as follows: 1) the original should be given to the vendor; 2) a copy to the coach or club sponsor for filing; and 3) a copy to the bookkeeping office
- e. Any purchases between \$5,000 and \$9,999 requires two or more documented phone quotations and must be attached to the P.O.
- f. Purchases ranging from \$10,000 to \$14,999, require written quotations from two or more vendors and attached to the P.O.
- g. Purchases of any item costing more than \$15,000 must first be specifically authorized by the School Board and competitive bids obtained in writing, unless it is under state contract, consortium bid (like PAEC), or Florida Division of Corrections.

## 3. Invoices For Payment:

- a. All invoices must be signed by the sponsoring teacher and turned into the bookkeeping office promptly. Note: **No bill will be paid without an itemized statement and invoice.** The obligation will continue to be the responsibility of the purchaser until an invoice and statement are furnished to the bookkeeper.
- b. The payment, in cash, of school board employees specifically and all personal services rendered by police, etc. **is prohibited.** They must be paid by check.
- c. School Board employees may be paid only through the standard payroll procedure used for the supplemental payroll which originates in the office. Allowances should be made for the deduction of retirement contributions.

## 4. County Purchase Orders:

County purchase orders are used for monies budgeted to the school by the county office. Teachers are requested to fill out orders, in writing, then turn the order in to Ms. Silcox. The only person authorized to sign the purchase order is the principal. Upon receipt of the approved purchase order, Ms. Silcox will place the order. Upon receipt of the merchandise, turn the signed invoice into the office for payment. The invoice is needed to pay the bill.

## INSTRUCTIONS TO STAFF

### IN RE: FINANCE OFFICE PROCEDURES FOR COLLECTING AND DISBURSING PAYMENTS

Per Chapter Seven of a Manual ...Financial and Program Costs Accounting and Reporting for Florida Schools "the collecting and expending of school internal account funds must be in accordance with existing laws, State Board of Education Rules, and District School Board Rules", therefore, the following will apply.

1. All persons collecting money will be issued a 3-part receipt book. When payment is received you will give the payee the original receipt. The yellow copy is to be turned in to the bookkeeper along with a properly filled out Monies Collected Form on the day the payment is received. You will retain the pink copy in the receipt book. When you fill up a receipt book, turn it in to the bookkeeper in exchange for a new one. You must sign for receipt books. Do not send students to get them.
2. All purchases made from your Activity Accounts must have a Purchase Order authorized by Mr. Barwick prior to the order being sent to a vendor. Anything ordered or bought without a Purchase Order will be paid for by the person making the purchase. There will be no exceptions to this. No reimbursements will be made without approval from Mr. Barwick prior to the purchase being made.
3. Purchase Orders are computer generated. When you need a Purchase Order you will fill out a Purchase Order Request Form and turn it in to the Bookkeeper along with any order forms, estimates or other supporting documents you have.
4. If you are given a check for meals, etc. while on field trips, you must get receipts for the money spent and, upon your return to school, turn them into the bookkeeper along with any change that is left over.

## **CURRICULUM**

The curriculum of Wakulla High School is outlined in the Curriculum Guide. All teachers must use and follow the Intended Outcomes and Student Performance Standards as prescribed by the state for each course being taught and other curriculum materials adopted by the Wakulla County School Board. Guides containing this information for each course being taught will be provided to each teacher at the beginning of the school year. Documentation requested must be completed and submitted.

## **LESSON PLANS**

Good planning is essential to good teaching. While it is not always possible or practical to strictly adhere to one's plans, those plans **must** still be carefully thought out and prepared. Each teacher is responsible for preparing lesson plans for all subjects which he or she teaches. Evidence of both long and short-range planning for instruction will be part of the annual evaluation for each teacher, in addition to evidence of the Sunshine State Standards being taught where applicable.

## **GRADE REPORTING**

Teachers will enter all student grades on Focus weekly. Grades will be reported for academics and conduct. All course grades are to be uploaded at the end of the nine weeks. Teachers will then receive a proof sheet which they must check for errors. The teacher will correct any errors in FOCUS. A copy of the signed proof sheet with corrections noted and a copy of the corrected roster will be returned to Noreen Britt. A timeline for grade reporting will be issued each nine weeks.

## **GRADE CHANGES**

Teachers will make grade changes in the FOCUS program. A copy of the corrected grade sheet with the change noted will be attached to a Grade Change Request Form and turned in to Noreen Britt. Grade changes will not be official and will not be entered into the official records until this form is received.

## **ATTENDANCE REPORTING**

Teachers will keep a record of student attendance for all periods. Teachers will also record attendance on FOCUS for each period. Attendance must be marked for all classes no later than 2:00 pm.



## **GRADING SCALE**

90 - 100: A Outstanding  
80 - 89: B Above Average  
70 - 79: C Average  
60 - 69: D Below Average  
0 - 59: F Failing  
I: \*Incomplete

\*Incomplete - Work must be completed before the end of the following grading period.

## **PARENT COMMUNICATION**

Amount and frequency of school/home communications will vary with individual teachers and parents. The following are some general guidelines to be followed:

1. A teacher should notify or have the administration notify a parent if his/her child is a constant and/or severe disruption to the class.
2. A teacher should notify a parent if he/she wishes to communicate any information or discuss the student's progress with the parent, or if the parent has specifically requested to be notified by the teacher.
3. **A teacher should be available for parent conference during planning time or after school.** Such conferences should be set up ahead of time whenever possible. The teacher or parent may request that the principal, assistant principal, or guidance counselor be present at the conference. A teacher may have the conference in the guidance office or one of the administrative offices. In all instances, the parent should come to the main office upon arrival at the school for a conference with a teacher.
4. There is a direct correlation between teachers' communication with parents (including frequency of attempts of communication) and a student's progress and parents' perception of the school and satisfaction with their child's progress.

## **FIELD TRIPS**

1. **Field trips must be authorized by the Superintendent.**

a. At least seven (7) days prior to a field trip, the proper forms (Calendar Memo, Transportation Request, Field Trip/Sporting Event Attendance) should be completed by the sponsor and signed by the principal.

2. **All teachers who have students who will be absent because of your field trip must be notified at least three (3) school days prior to the day of the trip.**

a. This notification should include the name of the group on the field trip, the sponsor involved, the name of the students involved, and approximate time involved.

b. An administrator **must sign** any list of students before it is emailed to teachers'.

3. **Chaperones:**

a. Chaperones must include members of the faculty, and may also include parent volunteers.

b. Expenses for chaperones must be covered by the sponsoring group, unless the chaperones volunteer to cover their own expenses.

c. The number of chaperones will be decided according to the number of students involved. Two (2) chaperones (bus driver may be included) for the first 25 students and one (1) chaperone for each additional ten (10) students.

d. All chaperones/volunteers must fill out a registration form and submit it to school personnel no less than 1 week before the event. This must be done each year a person decides to volunteer for an event. (per SB policy)

4. **Emergency Treatment Authorization Form:**

a. Prior to departure, the sponsor of the field trip must have a parental permission slip/medical release form for each student. Permission slips/medical release forms will describe the trip, time, distance, purpose, medical treatment information, insurance, etc. and must be signed by the parent or guardian. The sponsor **must** carry the permission slip/medical release forms on the trip.

b. No student will be allowed to go on a field trip without first turning in a parental permission slip/medical release form.

5. **Transportation:** This will be discussed with the principal on an individual basis.

## **CONFIDENTIAL INFORMATION**

The nature of the educational process brings about much use of confidential information pertaining to the students. All school personnel shall recognize and properly respect confidential information as a matter of effective professional service. Cumulative folders, grades, test scores, and attendance records, guidance and psychological reports, and lists of names and addresses are not considered public property. Such information may never be given to either individuals or organizations without direct consent of the principal. However, please keep in mind that these cumulative records and other school documents may be subpoenaed by the courts at any time; therefore, never add any written document to the cumulative folder that you would not want presented as evidence. Cumulative folders are not to be removed from school grounds. If at any time you need to look at a student's cumulative record, it is imperative that you leave in its place a sign-out card available in the Guidance Office, so that it can always be easily located.

## **GUIDANCE PROCEDURES**

Students are requested to make an appointment with the Guidance office. However, in case of any emergency, students may come to guidance with a pass from their teacher. The teacher, whose class is effected has the authority to reject the appointment or request if the student's presence in class is required for a test of other activity.

## **STUDENT COUNSELING**

The guidance counselors will coordinate all teacher referrals with school and community agencies. There are currently services available in the following areas: vocational/personal counseling; speech therapy and screening; hearing and vision screening; health needs; emotional problems; psychological testing and evaluation; family counseling; drug abuse; learning difficulties; vocational rehabilitation; and Division of Youth Services and other state agencies.

**Teachers should contact the counselors for referral services when needed!**

## STUDENT ABSENCES

### EXCUSED AND UNEXCUSED ABSENCES

Determination of when an absence is excused or unexcused is the responsibility of the principal or his/her designee. Parents/Guardians are required to provide written notes or other documentation to the attendance office within two (2) days of the student's return to school for the absence to be considered excused. Parent notes will be accepted for up to four (4) absences in a grading period. For all other absences, official third party documentation is required. A student with four (4) or more unexcused absences per nine (9) weeks grading period will have an automatic failing grade of 59, or lower if earned, for that class unless a successful appeal has been made. Students who miss more than 10 minutes of a class will be considered absent from that class.

For more information concerning the appeal process consult the *Secondary Code of Student Conduct and Attendance Policy*.

**EXCUSED ABSENCES ARE ABSENCES RESULTING FROM:** The student and/or parent must contact each teacher by the end of the second day after returning to school to obtain make-up work. The time frame for handing the work in will be determined by the teacher.

1. Illness or injury of the student.
2. Death in the family.
3. Legal reasons
4. Religious holidays or services which are mandated for all members of the faith and which cannot be observed outside the regular school day.
5. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or the principal's designee.

**UNEXCUSED ABSENCES:** Any student who misses a class with an unexcused absence may not make up work missed and could be given a grade of 0 for any work missed. The following are examples of unexcused absences.

1. Truancy.
2. Missing the bus.
3. Trips not pre-approved.
4. Shopping.
5. Hunting, fishing, attendance at games.
6. Birthdays or other celebrations.
7. Gainful employment.

See the *Secondary Code of Student Conduct and Attendance Policy* for more information concerning a student's absence from school. An excused absence will be given only for the reasons listed in the student handbook. Students who miss more than 10 minutes of a class will be considered absent from that class.

Students should bring notes to excuse absences to the attendance office first thing in the morning following their absence. These notes must be brought within four days following the absence. At that time the student will be given an admit indicating the absence was excused. It is the student's responsibility to show these to each teacher's class he/she missed.

### Pre-Arranged Absences Procedure

- (1) Student/parent gets pre-approved form from the front office
- (2) Pre-approved form is submitted to front office
- (3) Front office submits form to principal or designee for approval/disapproval
- (4) Student/parent responsibility to pick up form prior to requested activity from front office

**Any student who has perfect attendance and no unexcused tardies during a nine week grading period will have one additional point added to his/her grade for each class in which this criteria is met.**

## **MAKE-UP WORK FOR ABSENCES**

### (A) Excused Absences

Any student who misses a class with an excused absence may make up the work missed. Procedures for making up work are:

- (1) The student and/or parent must contact each teacher by the end of the second day after returning to school to obtain make-up work.
- (2) Failure to obtain make-up work within the two days will result in the student's loss of the right to make up the work for full credit (at teacher discretion how much less to count work).
- (3) Time lost due to absence may be made up in a variety of ways. Determination of the manner for making up work, the time frame for handing the work in, and satisfactory completion of the make-up work will be made by the teacher.
- (4) Out of school suspensions will be considered excused absences and students will be allowed to make up any missed work as cited above.

### (B) Unexcused Absences

Any student who misses a class with an unexcused absence is required to contact each teacher by the end of the second day after returning to school to obtain make-up work for half credit. Failure to obtain make-up work within the two days will result in the student's loss of the right to make up the work for half credit (at teacher discretion how much less than half to count work).

## **TARDY POLICY**

Student arriving during first period should report directly to class if they arrive before 7:50 A.M. Students arriving after 7:50 A.M. should report to the Attendance Office. Students are considered tardy to class if they are not in the room when the bell rings. Students arriving to any class (without permission) 5 minutes after the bell rings are considered skipping and students arriving to any class (without permission) 10 minutes after the bell rings are considered absent. Oversleeping, car breakdowns and missing the bus are examples of unexcused tardies. When

students accumulate 4 or more unexcused tardies in a class during a *nine* weeks grading period, they are to be given a disciplinary assignment by the teacher. **When students accumulate 8 or more unexcused tardies in a class during a semester, they may be referred to the Student Affairs office.**

## **DISCIPLINE PROCEDURES**

Discipline is a common worry of teachers, and like many other aspects of teaching, each person has to develop his/her own philosophy of discipline and the methods that go with it. Balancing friendliness and firmness is a difficult skill to master, but one that most successful teachers achieve. Always remember, it is much easier to avoid discipline problems through good teaching methods than to handle them.

Whenever possible, a teacher should handle minor discipline problems in the classroom. The teacher who handles discipline problems in the classroom earns the respect of all students and demonstrates valuable interpersonal skills. Chronic or severe discipline problems should be referred to the discipline office using a disciplinary referral. The referral should be completely filled out stating only the facts concerning the problem.

Also, remember that consistency is a big key to successful discipline. Students need to know their boundaries and limitations and teachers need to be consistent and constant. It is extremely important for teachers to constantly convey expectations and limits in a firm and positive way to students.

## **"PRINCIPAL'S PRINCIPLES"**

1. Do not commit money in the name of Wakulla High School without authorization.
2. Do not leave inadequate lesson plans for substitute teachers.
3. Do not let the principal first hear about unusual occurrences in your classroom from students or parents.
4. Do not make complaints about the school to the community without first having shared them with the principal.
5. Do not disrupt the school day or other classes without going through proper procedures.
6. Do not engage in unprofessional talk in front of visitors or students.
7. Do not place the principal in the position of defending your indefensible actions.
8. Do not fail a student at the end of the nine week grading period without notifying the parent.
9. Do not publish or send home printed materials with spelling or typographical errors.

**Adapted from Wakulla Middle School's "Seven Deadlies"  
by Principal Bob Myhre**

## **DISTRICT AND SCHOOL ADULT DRESS EXPECTATIONS**

Our schools and offices are places of business in which a professional atmosphere needs to be evident. The manner in which we dress is one of the first impressions the public receives. It is an expectation of our job to demonstrate tasteful, businesslike dress. Though each of our schools and offices vary with the amount of public contact and have varying job responsibilities, all of us are in the public eye. We are observed even when we do not realize it. Dressing in a manner that honors the intent and attitude of the work place is indicative of teamwork. Appropriate dress also shows respect for the organization.

**Here are some general guidelines to keep in mind when dressing for work.** These guidelines are listed below.

- Dresses or skirt lengths should be approximately knee length or longer.
- Shirts, blouses or dress tops should be long enough to cover the midriff front and back leaving no exposed skin even when sitting, raising arms or reaching.



- Necklines-front and back-should avoid open or plunging backs and fronts and should not be revealing.
- Slacks with shirts, blouses/tops as pants suits or coordinating separates are acceptable.

**JEANS** are **not** acceptable unless worn on “**casual Friday**”. When worn, jeans should have no unusual holes or openings and should not fall off the waistline to expose undergarments or whatever. Bottoms should be hemmed.

### **SHORTS ARE NOT TO BE WORN.**

Supervisors are responsible for monitoring the appropriateness of dress for those under their supervision.

- When you feel there is a need/reason to dress in a manner that is not in keeping with the guidelines, you should get *prior approval* from your administrator.
- Also, realize that there could be times when “*casual Friday*” attire is not appropriate for a Friday. Follow your administrator’s discretion and wishes.

### **SMOKING**

In accordance with the most current School Board Policy 2.90, all use of tobacco products in any form are prohibited in any District owned facility, vehicle and property.

## **STATEMENT OF NON-DISCRIMINATION**

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation.

The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Angie Walker, Executive Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; 850.926.0065; [angela.walker@wcsb.us](mailto:angela.walker@wcsb.us).