



DUNCAN U. FLETCHER MIDDLE SCHOOL

2022-2023

Duncan U. Fletcher Middle School

Faculty and Student Handbook

Teacher Hours:

9:05 – 4:25

Student Hours:

9:30 – 4:15

Administrative Team:

Mr. Joseph McKenzie, Principal

Ms. Tonya Rowan, Assistant Principal of Testing and Instruction, Designee

Ms. Mercedes Galvez, Assistant Principal of Curriculum and Instruction

VISION STATEMENT

Focusing on **EVERY** (all, any, entire, total, barring no one) child's success through Academics, Athletics & the Arts.

MISSION STATEMENT

Fletcher Middle School is a standards-based community where performance standards are used to help all learners understand the real-life applications of basic skills and concepts. Teachers use diagnostic assessment tools to develop a plan of instruction that meets the individual learner's academic needs.

AFFIRMATIVE ACTION

The Duval County School Board is an equal opportunity employer. If a teacher has concerns regarding equal opportunity, he or she may contact the Assistant Principal of Curriculum or the school's affirmative action representative.

FMS teachers are a the best because:

- 1. Safe and Civil Environment:** Our #1 responsibility is safety. Everyone must be familiar with the Fire Drill evacuation route, Bomb Threat evacuation route, Lockout! Lockdown! Evacuate! & Shelter! **Everyone is expected to wear their ID every day for safety reasons.**
- 2. Relationships:** What do we do best at FMS? We create meaningful relationships. Our #2 responsibility is for every Senator to be treated with courtesy and respect. Everyone has value, deserves to be acknowledged, and is expected to behave as an active member of Team FMS. Relationships extend to the parent(s)/guardian(s) of our children. Up to date communication logs in FOCUS showing relational development will be kept (see MRT, MTSS, etc.)
- 3. Formative and Summative Assessment and Tracking:** Data chats will include student performance data, next steps, parent contacts, and interventions with documentation in FOCUS, including a means of accountability for parents and students to review the data and discuss its implications, also to be documented in FOCUS. (see MRT, MTSS, etc.)
- 4. Student (Supported by Teacher) Self-Assessment:** An ongoing and measurable system for students and teachers to track and set goals **together**, should be in place. Students should know their current and target Lexile as well as their learning achievement expectation in all subject areas.
- 5. Technology:** Teachers must align all classroom activities to B.E.S.T./NGSS standards or CTE expectations.

6. **Professional Learning Communities:** PLC groups are expected to use Paperwork Reduction DTU approved documents to record sessions every other Tuesday (A DAY). **(Note: There may be some exceptions which will be communicated using the Senator Shout Out)**

Teachers will collaborate on:

- What we expect our students to be able to learn? (Learning goals where the expectation(s) are modeled by the teacher)
- Does this align to the standards-based learning model? (Expectations – see board configuration and lesson plans **daily**)
- How will we know they are learning? (Standards aligned assessments)
- How will we respond when they do not learn? (Intervention – Interventions must follow MTSS and MRT in order to align with the SPP i.e. students able to show proficiency in multiple ways...)
- How will we respond if they already know it? (differentiation)

Documentation should include:

- Which Data Sources are PLCs utilizing for their lesson planning?
- What conclusions can you draw regarding student performance gaps?
- What "Next Steps" will be used to refine your instruction addressing performance gaps and accelerating learning for students who have mastered the concepts?
- What evidence will there be that Next Steps are being implemented through individual and/or small group practice as documented in FOCUS in order to comply with current legislation.
- PLC documentation must be filed in TEAMS and verified by the grade level administrator.

7. **Retention Rates and Grade Distribution:** A systematic review of student academic progress should be in place. Teachers will meet with the admin team or guidance counselors during the week of Progress Reports. Be able to discuss your plan for struggling students. Quarterly grade distribution will be reviewed, and remediation documentation will be expected for all students including ESE and ELL. Grade audit meetings with individual teachers will follow based on findings.

EXPECTATIONS FOR EFFECTIVE INSTRUCTION

1. Daily lesson plans are to be printed and placed in the **plastic wall file** that include DI and small group utilization documentation. Lesson plans should clearly align standards and content expectations.

2. Model a positive attitude, appropriate behavior, attire, and conversation for students, parents, and peers. (Ask yourself if your doctor behaved or dressed like you, would you stay with that practice?)
3. Create an environment conducive to learning so that all students can achieve mastery of standards. **Provide multiple ways** of academic support and encouragement so that **EVERY** student can be successful.
4. Value the importance of professionalism by being physically and emotionally present every day. Even the best substitutes cannot replace your instruction and interaction with students.
5. Display examples of acceptable/exemplar work in the classroom, and when appropriate and/or possible in the hallways, so students will have visible goals.
6. Provide students with ongoing positive feedback on their progress via conferencing, journaling, written commentary, and provide ample opportunities for revision and re-teaching. (Document, document, document!)
7. Develop and implement creative recognition strategies to bolster student achievement.
8. Try innovative activities and instruction methods (take risks) within our standards-based framework.
9. Expect classroom visits and trust that not all are evaluative. We will let you know when it is a CAST visit.
10. Enforce School-wide CHAMPS policies consistently in your classroom, between classes, in common areas, and the café. EVERYONE must own and monitor respectful behavior everywhere.
11. Actively mentor and monitor ALL students. Know your students. Know THEIR story.
12. Contact parents/guardians regularly with positive, as well as corrective comments. Consistent communication is the only way to establish a partnership. Communication logged in FOCUS through notes in the gradebook and through the school communication log is required. Alert parents and demonstrate concern if a student is habitually absent or tardy. This includes long trips, and temporary moves. Loop the school counselors into the conversation.

13. Regarding Absences: If a student is absent from your class 3 consecutive class periods, a phone call must be made and logged with a referral sent to the appropriate school counselor. An AIT meeting and/or social worker referral will follow where applicable.
14. Check and respond to email daily. Check and return phone messages daily.
15. Enjoy what you do and try to find FUN every day.

FMS POLICIES AND PROCEDURES

ABSENCES Students are expected to bring a note and/or medical documentation is required to qualify as an excused absence. Appointment checks in, check out, or absences need a note from the appointment provider to qualify as an excused absence. Please send all attendance excuse notes to the Main Office or Guidance.

When a student is on an AIT plan/ attendance contract, it is critical that we notify the appropriate school counselor when the attendance becomes an issue again.

ABSENCES for TEACHERS Please give as much advance notice as possible when you must be absent. Please extend common courtesy to your fellow educators. When you give advance notice, your peers do not lose their planning time to cover your classes. If a faculty member becomes ill after school hours or has an after-school emergency and must have a substitute for the next day, he or she must call ESS at 877-983-2244 or sign in at Aesoponline.com. This may also be accomplished online at ess.com.

For **ALL absences**, teachers must fill out a leave form from the ESS site and submit electronically within 3 business days of the absence.

Every teacher needs a current roll, seating chart, and detailed lesson plans for the day, etc. available for the substitute both through ESS and either printed on the desk or provided to Ms. Dyal.

In addition to current plans, the teacher will also need an **emergency lesson plan folder on file in the main office with Ms. Dyal** for those times when substitutes may not be able to fulfill the current plan. Information regarding cafeteria procedures for your class should be included so that the substitute may be fully prepared to meet **ALL** teacher responsibilities.

For **extended leave** teachers need to first check with the principal. Necessary paperwork may be accessed from the DCPS website under "HR info" – "current employees" – "Sick Leave Paperwork." Follow the guidelines for submission of forms.

ACTIVITY REQUEST FORMS The Activity Form should be completed **two weeks prior** to an activity. Examples include guest speakers, field trips, and assemblies. This document is necessary both to have a record and to communicate to all school staff and parents that a school activity is taking place. The activity must be approved by the principal and communicated to clerical and custodial staff. If it is not on the school schedule, the activity should not occur. See Ms. Dyal, Principal secretary with questions.

ARRIVING ON CAMPUS Teachers are expected to sign in no later than 9:05 and are expected to be engaged with students or helping monitor students until 4:25. Certainly, emergencies are an exception. Sign in sheets are legal documents. Teachers who repeatedly arrive late or leave early without approval are subject to progressive discipline.

ARRIVING ON CAMPUS Students shall not arrive on campus before 9:15 A.M. School personnel are not available for supervision. Students who arrive on campus before 9:00 A.M. must be involved in the SOAR program or other supervised activity. If a student is arriving to attend a morning help session, a pass must be obtained from the teacher who is offering the help session. Upon arrival, students are to report to their first period class. After arrival students are required to remain on campus unless dismissed by school personnel.

ATHLETICS offers competition for sixth, seventh, and eighth graders in various sports for males and females which are supported by Duval County Public Schools. A student must maintain a 2.0 grade point average to participate in athletics. For a current physical form and all other paperwork, see Mr. Colado, Athletic Director, or a coach for information about a specific sport. If a student is suspended twice during a season, the student is automatically released from that team. If a student is absent from school on a game day, he/she may not participate in the afterschool game.

ATTENDANCE must be taken every period in Focus by all teachers. Students are expected to be on time each day. Parents are requested to call or email the attendance office when students are absent for at least 3 days. Upon returning from an absence, the student must bring a note stating the reason for the absence to the attendance office. Absences may be excused for the following reasons:

1. Personal illness.
2. Serious illness or death in the family.
3. Special and recognized holidays observed by the student's faith.
4. Condition rendering school attendance impossible or hazardous to health and safety.

Students who are absent shall receive a grade of O (Zero) for work missed for the day(s) or class period(s) in which the absence(s) occur. Students shall be responsible for making up missed work for each absence. Students shall receive credit for all make-up work for all absences completed within the allotted time, (i.e., a day of make-up work for each day of absence when appropriate, or as determined by the principal).

BELL SCHEDULE Students are dismissed at the end of class by the teacher. Teachers may not allow students to leave class prior to the bell and teacher may not hold students after the bell. A copy of the bell schedule should be posted in each classroom.

BICYCLES and SKATEBOARDS are always to be walked on school grounds. This includes all areas within the gates. Bikes and skateboards must be locked in designated racks.

BOMB THREAT If an evacuation is determined to be necessary, teachers must take their Red Folder, exit immediately and follow directions from administration or DCPS Police who will be present.

BUS TRANSPORTATION is a privilege provided for students living 1.5 miles or further from school. Students must ride their assigned bus and observe all rules while on the bus. Parents must request bus assignment through Focus and students must ride only their assigned bus. Failure to follow bus rules may result in bus suspension.

CAFETERIA AND MEALS

Teachers are expected to escort students **to and from** their lunch tables or the cafeteria to pick up lunches to dine elsewhere. Teachers are expected to be sure the table is clean of debris prior to allowing students to leave their café or other table or their classroom. Refer to table assignments and rotations of where students are eating and when.

BREAKFAST: Students who wish to have breakfast will be allowed to eat breakfast from the cafeteria. Students will only be admitted to breakfast when presenting their school ID.

COMMUNICATION The SENATOR SHOUTOUT is the weekly communication to the FMS staff from our Principal. **Before 1:00 p.m. on Friday**, announcements are to be submitted to the Mr. McKenzie in writing for each publication. Anyone can put an item in the SENATOR SHOUTOUT. All teachers will receive the SENATOR SHOUTOUT via e-mail at the beginning of each school week. It contains information pertaining to the following week. Duties, meetings, upcoming events, professional development opportunities, specific school needs, etc. are included in this news bulletin.

CARE OF SCHOOL PROPERTY Students who destroy or vandalize school property will be required to pay for losses or damage and are subject to consequences outlined in the DCPS Code of Student Conduct. Accidental damage must be reported to a teacher or administrator immediately.

CAST EVALUATIONS in TALENTED All teachers in Duval County will receive at least one formal and one informal Collaborative Assessment System for Teachers annual evaluation. The final completion dates may vary from March to April. Administrators must conduct formal and

informal evaluations throughout the year. Administrators are also required to complete non evaluative walk-through informal visits all year. The informal walk-through visits are NOT evaluative. See the Professional Development Facilitator for specific information regarding new teacher requirements.

CELL PHONES Unauthorized Use of Wireless Communication Devices or Cell Phone – Possession of a wireless communication device is not a violation of the *Code of Student Conduct*. It is a violation when the possession of a wireless communication device disrupts the educational process. This includes the unauthorized use of a wireless communication device during school hours and/or the unauthorized use on school buses in the absence of an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay).

NOTE: Cell phones must be turned off and kept out-of-sight inside a pocket, book bag, purse, or locker unless authorized by the Principal/designee or teacher. Parents and guardians should only contact students through the school office during school hours.

Three violations of this policy can result in confiscation. Confiscated devices will only be released to the parent/guardian. **School Board employees or agents will not be held liable for wireless communication devices that are lost, stolen, or confiscated.** Anytime, regardless of number of occurrences, an Admin, the Dean, or Security takes a phone from a classroom to central secured location, it will be labeled, placed in a Ziploc, and stored in locked area with return at the end of the day to the student for the first/second offense and to the parent for third offense and beyond. If a parent does not retrieve the phone by Friday, or the last day of the school week when Friday is a school holiday, the phone may be released to the student to avoid a backlog of phones being stored on campus.

CLASSROOM MAINTENANCE We encourage displays of meaningful materials and hands-on projects in the classroom. However, due to carpet stains and bug infestation, **food should not be allowed in the classroom unless the classroom is designated for lunch. Complete an Activity Form and plan to use the courtyard area for any food projects.**

CODE OF STUDENT CONDUCT Everyone should become familiar with DCPS Code of Conduct, which is available electronically. A written copy will be provided only upon parental request. It is the parent/guardian's responsibility to be familiar with its contents.

COMPUTER SITE BASED TECHNOLOGIST Guidelines for appropriate use of all computer equipment and software are available from our Site Based Computer Technologist, Mr. Britton.

CONTROVERSIAL MATERIALS Teachers are expected to use the governors new SEL curriculum standards when selecting alternate materials in order to avoid possible liability/ litigation. See HB 14.67

COPIES Please remember that printers are not copy machines. Print one copy and then take that to the copy machines which are in the mail room. (Toner cartridges are much more expensive for the printers than they are the copy machines.) Remote printers are in the Mail Room and the SSC. DO NOT send items to the Main Office expecting “someone” to make copies for you.

COPYRIGHT LAW Specific copyright laws apply to teachers utilizing various forms of media in their classrooms. Teachers may not use rental or personally owned videos/DVDs if they have not signed a prohibitive contract with a video store. ALL VIDEOS SHOULD BE PREVIEWED PRIOR TO CLASSROOM VIEWING. **Videos should be in good taste and content-related.** Parents must sign a release form for movies with a PG rating. Recordings may be used from CBS, NBC, ABC, and PBS, but not any of the paid channels. They may be shown once to all classes during planned, directed instruction.

- **COPYRIGHT GUIDELINES FOR USE WITHOUT PERMISSION**

1. All educational exemptions must apply.
2. Materials must be legally obtained.
3. Materials may not be copied.
4. No charge may be applied to viewing or use.
5. Materials may not be edited, altered, or incorporated into other formats or materials.
6. Use of materials cannot reduce profits of copyright owners.
7. The copyright owner’s name must appear on materials used.

- **VIDEO MATERIALS GENERALLY ALLOWED IN PLANNED, FACE-TO-FACE TEACHING ACTIVITIES**

1. Those owned by schools, teachers, or parents.
2. Those produced by schools.
3. Those licensed by the state or school district.
4. Those recorded off-air or rented by individual teacher.
5. Those rated G are allowed; **PG are allowed with written parent permission.**
6. Those rated **PG-13/R are NOT ALLOWED.**

COPYRIGHT CONCERNING SOFTWARE No unlicensed software is to be run on school computers.

COVERING A CLASS FOR A TEACHER'S EMERGENCY DURING SCHOOL DAY If a teacher must leave school during the school day, the Principal or Assistant Principal must be notified, even if coverage has been secured. Monetary compensation for coverage is available only when the absence has a job number. **The Main Office does not arrange coverage for you.** If a substitute is needed, please call ESS for a sub. Log into your account at Aesoonline.com or call 877-983-2244.

In the scenario where Ms. Dyal is not present or we are unable to cover, teachers will be asked to adhere to a rotating schedule for coverage. Per the union contract, you may refuse, but this refusal must be in writing and submitted to the principal.

CUSTODIAL SERVICES Custodians clean rooms and empty trash daily. Teachers are asked to have the students clean all the trash from their desk area at the end of the day. Students should not leave textbooks in desks. **STUDENTS NEED TO PUT THE TRASH IN TRASH CANS, NOT ON THE FLOOR. If students are assigned to eat in the classroom, they must clean up after themselves.** Food related activities should be held in the patio area. No open drinks or food are to be taken out of the cafeteria or P.E. area. Unless the student is assigned to eat lunch elsewhere. The day custodian should be notified immediately when a spill occurs. Teachers are asked to make a sincere effort to discard clutter. The custodians have a difficult time cleaning properly when items are lying around, and boxes are on the floor. Periodic removal of unused furniture and equipment will help. **There should be no eating of food or parties in the classroom for students unless lunch is assigned to the classroom.**

DANCE Guidelines for dances held:

- ✓ Extra trash cans must be available.
- ✓ Food should be limited to one area.
- ✓ All exits must be controlled by assigned chaperones.
- ✓ **ONCE STUDENTS ENTER THE DANCE, THEY MUST REMAIN UNTIL THE DANCE IS OVER (OR A PARENT PICKS THEM UP if outside of school day).** This rule should be well publicized to the students and parents prior to the dance.
- ✓ The use of the restroom should be controlled.
- ✓ The number of chaperones must allow for monitoring of the restrooms, entrance and exits, the dance area, and ticket collecting.
- ✓ School dress code and behavior applies to all activities held on campus or designated as a school event.
- ✓ Students who have been suspended or who are attending the nighttime substance use counseling program may not attend school dances.
- ✓ **The sponsor is responsible for remaining until the last student has been picked up by parents/guardians (if outside of school day).**

DETENTION Transportation is not provided and is the responsibility of the parent. Detention is offered as an alternative to suspension. Detentions may be held before or after school in the café or in the ISSP room. If before school: Monday – Friday Before School - 8:30 A.M. – 9:15 A.M. If after school: 4:20 P.M. – 4:50 P.M.

DISCIPLINE Students are expected to behave in a manner that promotes safety and order at Fletcher Middle School. The Code of Student Conduct outlines the rights and responsibilities of every student and the levels of misconduct with appropriate disciplinary procedures for each. It is located online at the DCPS website. It is your responsibility to read and understand the rules and code. Before school detention, in school suspension (ISSP), and out of school suspensions (OSS) are assigned for violations of the Code of Student Conduct or Fletcher Middle policies. *Make-up assignments will not be given in advance for students on suspension.* Please refer to the Code of Student Conduct for consequences for violations.

DISMISSAL PROCEDURE

1. Teachers who do not have a last period class or who do not have students that day, will be assigned a duty to ensure students move directly to dismissal area and get on bus or in car immediately. Quick and efficient dismissal is a safety concern. No students should appear anywhere in the building and discipline will be meted for students who refuse to go directly to their assigned mode of dismissal (2.01 referral).
2. All teachers will follow students as they exit the classroom upon dismissal and assist in guiding students out of the facility appropriately and to their proper dismissal outlet. See emergency zones document for your assigned duty area.
3. All students should bring laptops to and from school each day. Students can return laptop to charging bay at the end of each day during dismissal.
4. Any students who are not picked up at car riders by 4:25 p.m. will be escorted to the front office to wait for a parent outside.
5. Teachers will complete a form outlining how their students get home. This will be completed in the student's last period.

Activity Bus Procedure

1. Students will call their parent during the first 10 minutes of their after-school activity/sport to confirm they are staying after school and riding the activity bus, confirmed with their sponsor. Students will sign the sponsor activity bus log.
2. Activity coach or sponsor will wait with the students in the Seagate parking lot until they are safely on their bus.
3. Admin team will be notified daily of students riding the activity bus. See AD.

EARLY DISMISSAL Early checkout is for illness or emergency. Students are not allowed to check out after 3:45 due to disruption to the dismissal procedure.

Planned Early dismissal: Parents will send in a note with the student the morning of their planned early dismissal; The student will bring the signed note to the main office, the main office will call and verify with the parent from the blue card. The student will receive a pass to share with their teacher the time they should be excused. The student will wait outside the main office, inside, on the bench until the parent calls the school to confirm they are waiting. Parents will not need to enter, and the child may be excused. Students are not permitted to leave campus early without being signed out in person by a parent, guardian, or adult **listed in the Emergency and/or Non-Emergency Contact Release Form**. An adult (age 18 or older) must provide picture identification at the main office.

Not planned Early dismissal: Parents will call the main office to verify they are coming early to pick up their student. Parent will show their ID through transparent glass door without entry for the main office to release the student to go home.

DRESS CODE See Code of Conduct. The site administration is the final judge as to wearing apparel and whether such apparel is appropriate, disruptive, distracting, or in violation of health and safety rules. Each student has the responsibility to dress appropriately and have respect for self and the school environment. Wearing apparel, jewelry (such as body piercing(s), ornaments), hair color (such as green), and general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative, and/or shall not violate health and safety rules of the school. These guidelines for dress and grooming are provided to assist parents and shall apply to all students in the Duval County Public Schools. Student dress and grooming shall be neat, clean, and follow the general guidelines below.

- ❖ Shoes, flip flops, or sandals must be worn; bedroom shoes/slippers are not permitted.
- ❖ Halter-tops, tank tops, backless tops, top with thin or no straps, or tops that show midriff, expose the body or undergarments are prohibited.
- ❖ See-through or mesh garments shall not be worn without undergarments that meet dress code requirements.
- ❖ Form-fitting or overly tight clothing shall not be worn without appropriate outer garments.
- ❖ Properly hemmed outer garments such as shorts, divided skirts, and dresses may be worn, provided they are not disruptive or distracting, as determined by the school administration. Garments including, but not limited to, such items as boxer shorts, traditionally designed as undergarments, may not be worn as outer garments. Short shorts may not be worn over tights.

- ❖ Clothing and accessories shall not be worn if they display profanity, violence, lewd and obscene messages, sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco, or drugs or other symbols phrases or advertisements that would be offensive to common propriety or decency.
- ❖ Head coverings, including, but not limited to, caps, hats, bandannas, hair curlers, and/or sunglasses, shall not be worn inside any building but may be worn on school property, unless required by a physician or authorized by school personnel.
- ❖ The waistband of shorts, slacks, skirts, and similar garments shall not be worn below the hips. Clothing which is not worn appropriately, is not properly fastened, or has tears that are indecent (suggestive and revealing refer to exposure of private body parts and/or pictures or words with a sexual connotation) will not be permitted. All trousers, including oversized or low-hanging trousers, must be worn, and secured at waist level. Underwear, midriff and back may not be exposed. If belts, suspenders, and straps are worn, they shall be worn in place and fastened.
- ❖ Any articles of clothing or jewelry that may cause injury to oneself or to other students are not allowed.

Everyone must adhere to these minimal guidelines for acceptable apparel and appearance. To maximize instructional time, students will be given an opportunity to immediately correct dress code violations. If the student is unable to immediately correct the dress code violation and the parent cannot be reached, the student will be placed in in-school suspension. **NOTE: Out-of-school suspension is not an appropriate disciplinary action for a general code of appearance (dress code) violation.**

Alternative schools can establish higher dress standards and to take appropriate disciplinary action for dress code violations. This General Code of Appearance shall also apply to all school-sponsored activities and events, unless otherwise authorized by school administration **(Guidelines are subject to change based on the 2019-2020 DCPS Student Code of Conduct.)**

DRINKS Opened containers are restricted to the cafeteria and physical education areas.

DUTY STATIONS Teachers are expected to be on duty outside their doorways before school, after school, and between class changes every day. Everyone has assigned duty stations other places on campus before and after school. These places include stairwells, building entrances/exits, bike racks, skateboard racks, outside basketball courts, bus port, courtyard, PE locker rooms, etc. Every teacher is expected to monitor any/every student “within eyesight or ear shot” at all times. Note: Rooms 2,4,6, & 8 step outside the building door onto the grass, rooms 1,3,5, & 7 step inside the 8th grade building hallway.

ENGLISH LANGUAGE LEARNERS (ELL) The ELL Program serves students with limited English proficiency. The goal of the program is to enable the students to become more skilled in their usage of English and gradually wean them from the support of the ELL teacher. Each student has both regular education classes and ELL classes. Each ESOL team and administrator, as well as ESOL guidance counselor, has a binder of TransAct documents to be used to aide communication between home and school.

EMERGENCIES If an emergency occurs within a classroom, the teacher is to **press the red intercom button to contact the main office**. Assistant principal or security personnel will be sent to your room. Should an emergency occur that makes it necessary for teachers to secure their classrooms and keep students inside, an announcement will be heard over the PA. Do not call the office after this time. Teachers must lock their classroom doors, close blinds, and not allow any student to leave until the “all clear” announcement is made. **Any suspected gas leaks require immediate evacuation.** Teachers should always keep their Duval County Public Schools Staff Emergency Procedures and roll sheet prepared **for all periods**.

FACULTY MEETINGS FMS alternates between Faculty and Action Team meetings. Every teacher serves on an Action Team as a teacher leader. Faculty attendance is mandatory. Personal schedules need to be arranged so that there is no conflict. **Teacher absences from any meeting must be cleared by the principal.** Faculty members are responsible for obtaining the information disseminated at meetings.

FAX TRANSMISSIONS The fax number for Fletcher Middle is 247-5940. Prior to sending any long-distance fax message, teachers need to see the bookkeeper to log in all information regarding the fax.

FIELD TRIPS Field trip requests must be submitted at least six weeks in advance. Students may participate if they have demonstrated positive behavior during a designated period and meet school established criteria. Students and teachers are representatives of Fletcher Middle School and are expected to display character and excellent behavior.

The following school guidelines shall apply regarding student participation in field trips or activities. Students will not be allowed to attend if they have one or more of the following:

- Students who accumulate 4 points of discipline referrals in a semester or 8 points for the entire school year may attend with parental/ guardian supervision.
- Charged with any Class III/IV referral
- Been in a fight, committed a battery, or left campus without permission during the same nine-week quarter in which the field trip is taking place
- May be in danger of not promoting (teacher must have clearly documented communication with the parent as evidence.)

Students may be asked to wear specific clothing to identify FMS students. All school dress code rules apply when on a field trip. Destination dress code standards will also be enforced when applicable. Any student not dressed appropriately will not be allowed to attend the field trip and monies will not be refunded. Profanity on buses and during field trips will not be tolerated. Chaperones are expected to ride the bus and monitor student behavior on the buses as well as during the field trip.

FINANCIAL PROCEDURES (BASIC BOOKKEEPING PROCEDURES)

- **CONTRACTS:** All contracts entered by any group must have the approval of the principal before signing the contract. Contracts may only be signed by the principal.
- **FUNDRAISING EVENTS: A Fundraiser Request Form must be filled out two (2) weeks prior to event.** It must be approved by the Principal and put on the Calendar of Events before the event or sale takes place.
- **CONTROL SHEETS** are required to account for all items issued to students for fund raising sales. Copies must be submitted to the bookkeeper at the conclusion of the activity along with the Operating Report.
- An **OPERATING REPORT** must be completed "immediately at the conclusion of each activity". This report should account for every item purchased. The bookkeeper will gladly help with the completion of this report. No request for a second fundraising event will be honored until the previous fundraising event has been completed, and the report is on file in the bookkeeper's office.
- **LOSSES** In the event that cash or merchandise is lost, the teacher or sponsor must report the loss to the principal immediately. If the teacher or sponsor is deemed negligent, he/she will be personally liable for the loss. An incident report must be filed whenever a loss occurs which appears to be a theft. If a receipt book, both student and community education, is lost, the teacher/sponsor must fill out an incident report. Teachers/sponsors shall immediately report any theft of cash or merchandise to the SRO and principal. The SRO will contact the security office, who will then notify the superintendent.
- **MONIES COLLECTED FORMS** During the school week, a maximum collection of \$40 (collected in one day) may be held overnight. **ALL MONIES**, regardless of the amount, must be turned in to the bookkeeper. **NO MONEY IS TO BE HELD OVER A WEEKEND OR HOLIDAY!** All monies collected must be turned in to the bookkeeper intact and are not to be used for payment of any merchandise. Disbursements must have the principal's approval prior to ordering any merchandise, and payments are made by school-issued checks only. Each source of money collected requires a separate "Monies Collected Form" for sales. Receipts must be written for ALL funds collected from students. If tickets are sold, a Report of

Ticket Sales must be attached. **ALL MONIES COLLECTED SHALL BE TURNED IN TO THE BOOKKEEPER NO LATER THAN 3:15 P.M. (No monies or receipt books shall be sent with a student or left unattended in any of the main offices.)** Please allow two weeks when money is due for a field trip for check processing and mailing time. When requesting a check for a field trip (entry fees, theater fees, etc.), the request must be submitted to the bookkeeper at least one week in advance to allow appropriate timing for signage. Always keep your payment deadline in mind . **No checks or cash will be accepted for any purpose or reason after Tuesday, May 15, 2022.**

- **PURCHASE REQUISITIONS AND CHECK APPROVAL BEFORE ORDERING** any merchandise from a vendor or **BEFORE ANY MONEY IS SPENT, the top portion of the Request for Purchase Approval must submitted to the bookkeeper for the Principal's signature.** The pink copy will be returned and serves as the purchase order for the vendor. **PAYMENT WILL NOT BE MADE FOR A PURCHASE PRIOR TO THE PROPER PAPERWORK BEING COMPLETED AND TURNED IN TO THE BOOKKEEPER.** If a cash register receipt issued, each item must be written opposite the cost and the receipt signed by the purchaser. Please advise vendors when an order is placed that the name of the school and the organization must appear on the invoice. When you make a purchase, it is your responsibility to be sure that the receipt is itemized and can be easily read. Please be sure you check that this is in place before you hand the receipt to the bookkeeper.
- **STUDENT ACTIVITIES RECEIPTS (SAR)** Student Activities Receipt Books must be obtained from the bookkeeper. Receipts are mandatory at the time money is collected from a student unless there is an actual exchange of merchandise. Each receipt should be filled in leaving no blanks. Check all necessary boxes and put complete date - 00/00/00. Write only on the white copy so all information goes through to the blue and green pages. The white copy of the receipt is given to the student. All monies, a completed Monies Collected Form, and the SAR Book with the blue and green copies of the receipt still attached are to be turned in to the bookkeeper. In case a receipt must be voided - all three copies must be kept together in the book. Do **NOT** alter a receipt (name, amount, etc.). When a mistake is made **VOID** the receipt and leave all copies in the book. **WHEN MONEY IS TURNED IN TO THE BOOKKEEPER, THE RECEIPT BOOK MUST BE TURNED IN SO IT CAN BE AUDITED AND INITIALED ON A CONTINUING BASIS.** Receipt books are to be turned in to the bookkeeper upon completion. SAR books may only be used by the person signing it out. All SAR books must be turned in to the bookkeeper at the end of the school year.
- **TICKETS** All tickets are pre-numbered and contain the name of the school. Tickets are color-coded for each price difference. **TICKETS MUST BE CHECKED**

OUT BY THE BOOKKEEPER PRIOR TO ANY SALES. Report of tickets sold must accompany Monies Collected Form. Unsold tickets should be turned in to the bookkeeper. Roll tickets should be sold one-by-one. **STRIPS OF TICKETS SHOULD NOT BE TORN OFF!!** See the bookkeeper if you have any questions.

- **FIELD TRIP PROCEDURES** District guidelines must be followed explicitly. See District Guidelines in the Appendix.
- Before taking a field trip, teachers must complete a Request for Student Activity form and do the following:

1. Check in the main office to make sure the desired date is open.
2. Have the principal or designated assistant principal sign the Activity Request Form.
3. Submit the Activity Request Form to Ms. Dyal for Principal's approval and signature.
4. In county trips must be submitted for approval by the Middle School Office four weeks prior to event, and out of county trips must be submitted for approval by the Board eight weeks prior to event. If approval is not requested in advance, the trip cannot occur.
5. If students will miss lunch, the cafeteria manager's signature is required. Free and reduced lunch students are entitled to a school lunch. Teachers shall make arrangements for this lunch when applicable.

- **ONCE THE APPROVED NOTICE IS RECEIVED, A TEACHER MUST:**

1. Notify the bookkeeper for a bus.
2. Log on to confirm a sub through ESS Aesoponline.com. **Subs for field trips need approval from the principal.** Notify the cafeteria if students will not be eating at school, or if they need bag lunches.
3. **Only teachers/chaperones supported by the team of students may attend the field trip.**

- **THE COST OF THE TRIP:**

1. All field trips are priced at \$22.36 per hour, with 8 hours per day maximum, and \$.70 per mile (pricing is subject to change). Admission price for the event must be included in the overall cost. Remember to include any applicable taxes. **The bookkeeper shall assist in developing the final cost per student.**
2. If lunch will have to be purchased by students, that cost must be included. Free and/or reduced lunch students are entitled to a school lunch. Teachers shall make arrangements for this lunch when applicable.
3. The total amount of money needed per student must be published.

- **Buses:** A school bus seats 44 students with two to a seat, 66 with three to a seat which is uncomfortable. The fee for the bus is the same if five students ride the bus or if fifty ride it. All field trips should be scheduled between the hours of 9:30 and 1:30. This is because buses must return in time to make their regular school routes.

- **PARTICIPANTS:**

1. Student field trip permission forms are required and can be obtained from Ms. Dyal or the bookkeeper.
2. The top of the form must be completed, and sufficient copies made.
3. The forms are to be distributed to students and require parent/guardian signatures.
4. The deadline for return of permission forms should be **one week prior** to the trip.

* **PAPERWORK:**

1. A receipt book must be obtained from the bookkeeper.
2. Money must be collected from each student and receipts must be issued.
3. All money must be turned in **by the teacher** to the bookkeeper.
4. The deadline for money turned in should be a week before the actual trip.
5. **NO money shall be collected until a receipt book is obtained.**
6. Receipts shall be provided at the time of monies being collected.
7. No more than \$40 should be left in the classroom overnight and NO amount of money left in the classroom over the weekend.
8. Security of money left in the classroom is the responsibility of the teacher.
9. Once a student's money has been collected and a receipt is given, **no refund** will be given, unless stipulated in the contract. This includes the event and transportation.
10. Teachers are not student substitutes when a student is unable to participate in the paid activity.

* **CHAPERONES:**

1. One chaperone is required for every **10** students for in-county and out-of-county field trips. CHAPERONES ARE TO RIDE THE BUS AND STAY WITH THE GROUP TO WHICH THEY ARE ASSIGNED. THEY ARE TO ASSIST THE TEAM WITH SUPERVISION OF STUDENTS. Use discretion when selecting chaperones.
2. A decision must be made concerning which teachers are going and which teachers will cover the remaining students.
3. TDE arrangements must be made in advance to be sure we have ESS subs in place.
4. All chaperones **MUST** have an approved DCPS volunteer card and should sign the team or school volunteer log before the event.

* **STUDENTS WHO DO NOT GO ON THE TRIP:**

1. Meaningful assignments must be written for those students who do not go on the trip.
2. If a substitute is not required because most of the students are going, any student not going must be placed with another teacher and given meaningful work to last for the periods they are placed with that teacher. Provide written notification to the assistant principal concerning arrangements for students not attending the field trip.

* **TRIP DOCUMENTATION:**

1. An alphabetical list of all students attending must be made.
2. This list must be distributed to the principal's secretary, attendance clerk, and emailed to all teachers at least one day in advance.
3. After roll is taken on the bus here at school, the list of absentees must be turned in to the attendance office **before the field trip bus leaves the school.**
4. The sponsor must pick up a blue bus voucher from the bookkeeper and give it to the bus driver. The blue form must be signed after the trip and returned to the bookkeeper. (See also, Basic Bookkeeping Procedures.)
5. **When students return from field trips they should not be released until the next class period begins. Chaperoning teachers should hold students in the bus loading area or courtyard. If students return after school hours, chaperoning teachers must stay until all students are picked up.**
6. **It is VERY important for deadlines to be monitored and adhered to.**

FLOWERS, CANDY, GUM, BALLOONS and TOYS will not be delivered to students at school and should not be brought to school on the bus.

FOCUS Each student and parent/guardian has on-line access to a student's grade and information system through FOCUS. Parents must request a One View account and Fletcher Middle School must approve the account prior to parents having access to FOCUS. All teachers are expected to maintain student grades in the FOCUS grading system. Our parents check the Focus portal nightly. Be sure to post grades daily and weekly. Teachers may consider incentivizing FOCUS adoption for students and families.

FOOD may not be delivered to students from businesses. Parents may bring their student a lunch if delivered prior to 11 a.m. No faculty member will accept food deliveries from businesses intended for students. This is a direct violation of the Chartwells Contract with DCPS.

FREE LUNCH AND BREAKFAST PROGRAM Students must qualify annually for the free or reduced program. Every student has an ID number to utilize in the cafeteria. Breakfast and lunch are served daily. Price lists are published at the beginning of each school year. All students must present an ID when purchasing all items.

GRADE BOOK GUIDELINES *Teachers must have "timely posting but in no way more than 10 school days of the assigned due date." A good habit to follow, is when an assignment is assigned, to place a due date in FOCUS immediately for parents to see. Be accurate. Teacher documentation in Focus must make it possible for an administrator or guidance counselor to explain to a parent how a student's grade was determined. Label average*

columns specifically. Identify each grade used as a part of a group which was averaged together to obtain the final grade. For example, if quizzes count as 25% of the final 9 weeks' grade, indicate at the top of the column that the grade is a quiz grade such as plants quiz, chapter quiz, +/- quiz.

GRADE CHANGES When a grade change is requested, the gradebook in FOCUS must reflect the grade adjustment.

GRADING SYSTEM FOR GENERAL EDUCATION STUDENTS IN GRADES 6-8:

Grade	Grade Point Average	Value	Definition
A	90-100	4	Outstanding Progress
B	80-89	3	Above Average Progress
C	70-79	2	Average Progress
D	60-69	1	Lowest Acceptable
*F	*50-59	0	Failure

* **Recommended**

GUIDANCE DEPARTMENT The School Counselors are here to serve students and parents. Students are assigned to guidance counselors by grade level. Students and parents should not hesitate to call or come in for advice or information as needed. The Guidance office staff consists of Ms. Jeanna Gilyard (School Guidance), Ms. Dahlia Robinson (School Guidance), Ms. Jenkins (Records), and Ms. Hardy (Scheduling Assistant, and Attendance). Guidance offers a wide variety of services and information including scholarship information, college planning, and testing information. Students are encouraged and welcome to email the guidance office to schedule a conversation with a counselor for information. The office is open from 9:00 a.m. to 4:15 p.m. daily.

Guidelines for Success FMS utilizes life savers and colors to help teach our Senators positive character traits. This is part of our PBIS plan. Monday is purple which represents success. Tuesday is red with represents respect. Wednesday is yellow which represents helpfulness, Thursday is the color green which represents responsibility. Friday is school spirit blue day and the character trait for Friday is honesty.

GUNS Pursuant to § 790.115(2)(a)3, Fla. Stat. the School Board of Duval County, Florida hereby waives § 790.115(2)(a)3., Florida Statutes, that otherwise would permit any person to possess a firearm on any school campus or at any school sponsored activity pursuant to § 790.25(5), Florida Statutes. Pursuant to the waiver set forth above, no person shall possess a

firearm in any vehicle, locked or unlocked, parked on any school property, at any school facility, or at any school sponsored events.

HALL PASSES AND HALL PROTOCOLS – Students should not be in the hallways with a hall pass during the first 15 minutes or the last 15 minutes of a class period. Hall passes are provided. At no time should a student be outside a classroom without a hall pass. Teachers are expected to keep a log of the date and times each student is out of class. The log must include a teacher signature, date, time, and destination. If between classes, the student must report to the next teacher's class and obtain a hall pass from that teacher. Students without hall passes will be sent back to class. One student per pass. Do not send multiple students to leave class. This is a safety issue.

ID POLICY

- Students must always wear Fletcher Middle School issued IDs
- Students can go to Student Services **BEFORE** school to get a temporary ID (students who must get a temporary ID before school will not be issued an excused tardy)
- During the day, if students come to class without an ID, teachers will email student services (Ms. Darby) with the student's name who needs an ID and a student aid will bring the ID to the classroom
- Lanyard colors for each grade level:
 - 6th grade – Orange
 - 7th grade – Blue
 - 8th grade – Green
- After 2 temporary IDs (wristbands), student will be issued a new ID at a cost of \$5 per ID, \$2 per lanyard (any other subsequent ID will be at the same cost)
- If student does not have money for a new ID, then the cost will be added to their school debt list
- Students cannot call home to have their IDs dropped off
- Student/Parents will receive notification of ID debt and will be made aware that students with outstanding fees for IDs will not be allowed to attend fieldtrips, attend any in-school sports games, or eat outside in the courtyard during their class rotation. Students will also not be able to participate in certain PBIS activities.
- Students will receive debt list with progress reports and/or report cards.

Intake Procedures

1. All teachers must be on post/in classrooms by the 9:15 a.m. start time. Teachers without a first period class on a given day will be given a duty station on a rotating basis.
2. Students will start entry at 9:15 a.m. and be sent directly to their first period class.
3. Ms. Upson will monitor the cafeteria with a rotating teacher. Students who wish to, may go to the cafeteria with the appropriate identification, and eat breakfast and then be dismissed to class.
4. Mr. McKenzie, other personnel and rotating teachers on planning will push students to their classes from the courtyard. Rotating teachers will be in each hall and in the

courtyard to ensure students move to classes quickly. All teachers should be at their doors greeting and pushing students to class.

INTERNET Firewalls restrict student access to inappropriate sites, but teachers must always monitor.

I.S.S.P. The In-School Suspension Program will be facilitated by the Dean of Discipline Mrs. Evans and the ISSP Para, Ms. Upton. **Failure to receive work can result in the cancellation of ISSP.** Any exceptions must be approved by an administrator. It is the responsibility of all teachers and staff to check email communication each afternoon from the Dean's office which identifies which students have been assigned to ISSP.

KEYS: are issued by the principal's secretary. Employees are responsible for their issued keys and **STUDENTS SHALL NOT HAVE ACCESS TO ANY SCHOOL KEYS FOR ANY REASON.**

LEADERSHIP TEAM The Administrative Leadership Team meets at **8:15 A.M. on Wednesdays.** Representatives include Principal, Assistant Principals, Dean, Guidance Lead, ESE Liaison, Gifted Lead and AD.

LEARNING RECOVERY- Students may seek to improve a quarter grade of "D" or "F" by demonstrating multiple ways of mastery of standards through learning recovery. A parent-teacher conference (virtual or face to face) may be scheduled through Guidance or directly with the teacher to discuss learning recovery for a student. Learning Recovery is not a substitute for regular class work.

LEAST RESTRICTIVE ENVIRONMENT Since the passing of PL-94-142, in 1975, schools have been directed to educate special needs students in the least restrictive environment. This concept mainstreams exceptional education students into regular education classrooms. At Fletcher Middle, the Support Facilitation and Cooperative Consultation programs promote teaching special needs students in standard classes. Support Facilitation allows for the exceptional education teacher to go into the regular education classroom and assist students. Cooperative Consultation provides support for special needs students through conferences held with the exceptional education teacher, regular education team, parents, and guidance representatives.

LESSON PLANS Teachers are required to have a daily lesson plan available for review. Daily Lesson Plans are to be printed and placed in the clear plastic holder along with the red emergency folder. Teachers usually post a weekly assignment overview on the board. **Emergency lesson plans for 14 days' worth of work must be on file in the main office at the beginning of the school year and updated as necessary with Ms. Dyal.**

MAIL BOX Items are placed in teacher mailboxes daily, please ensure you check it and clear the box each day.

MAINTENANCE PROCEDURES When basic maintenance problems occur, a teacher should record his or her need and submit to Ms. Dyal in the main office. Use the specified form.

MORNING ANNOUNCEMENTS Each morning begins with the Pledge of Allegiance, a moment of silence, a Guideline for Success, and the day's brief announcements. It is the teacher's responsibility to establish a routine of "**no talking**" during announcements so that every student and teacher will have the opportunity to hear important information. Teachers desiring to include an announcement can write a notice, date it and give it to Ms. Dyal. Announcements **MUST** be brief.

NEWS ARTICLES All publicity for FMS should be submitted to Ms. Walters, Good News Ambassador. She then gets a final proof from the principal (or designee) and forwards it to the DCPS Communication Office.

OUTSIDE RESOURCES All guest speakers who are being considered to speak to students should be cleared **prior** to issuing an invitation. Subjects related to sex, religion and drugs require **prior** approval in order to be considered part of the school day program. Guest speakers should be listed on the School Activity Calendar. Teachers having a guest speaker should complete an activity request form two weeks prior to the event.

PARENT CALENDAR Listings of activities are included in the PTSA newsletter. Teachers who want an event to be included must submit it to the newsletter. PTSA parents are notified of upcoming events via e-mail.

PARENT PROTOCOLS

- * Lunch deliveries must arrive prior to the student's lunch time (or we do not guarantee delivery). Absolutely no deliveries will be accepted from businesses.
- * Checking out students must be prior to 3:45. We will not retrieve your child from a bus and can't locate your child when dismissal is underway. Appointment checks in, check out, or absences need a note from the appointment provider for excused absence. Please send all attendance excuse notes to the Main Office or Guidance.
- * **HONOR INSTRUCTIONAL TIME** We will not interrupt our teachers during the first 45 minutes of class. If parents must pick up their students for appointments at a certain time, a note is required. The teacher will send the student to the Main Office for parent pick up at the time specified on the note.

PLANNING Teachers and staff leaving early or arriving late without permission and documentation are subject to Progressive Discipline.

PLC MEETINGS PLC meetings are expected to take place during planning every other Tuesday A-Day.

PROFESSIONAL DEVELOPMENT Points for recertification will be awarded for in-service components offered on campus. Each teacher is responsible for accumulating a total of 120 points within his or her validity period as indicated on the certificate. Recertification may be obtained by taking college courses or participating in workshops. Information is available from our Professional Development Facilitator, Ms. McGiveron.

PROGRESS REPORTS Academic reports are available through parent access to FOCUS, an online grading system. Parent portal access information is available through the Guidance Office. Progress reports are given once nine weeks.

PROPERTY INVENTORY Internal auditing conducts an on-site inventory of school board property purchased for \$500+; school personnel are responsible for inventory of items priced below \$500. **Each teacher/staff member is responsible for all property (including technology) in the area in which he or she works.**

ELECTRONICS Students are **NOT ALLOWED** to bring radios, bluetooth speakers, electronic games, etc. to school. This includes after school activities. If a teacher finds a student with any of those items, he/she should send the student to the Dean, who will notify parents and hold the item for parent pick-up. **These items are not to be taken on in-county field trips.**

RESTROOMS: FACULTY Faculty restrooms are located at the east end of Building 3, the café faculty lounge and in the administration building.

RESTROOMS: STUDENTS EVERYONE is asked to help monitor student restrooms in their area. Student restroom visits should be completed on the way to or from class or during lunch. Monitoring restrooms will help prevent smoking, vandalism, and harassment. Behavior problems should be reported to security or administration. **No hall passes shall be issued during class change.**

SAFETY DRILLS (FIRE, TORNADO, SECURITY)

1. A monthly **fire drill** will be conducted, and teachers are to direct the students to the nearest exit. Doors must be closed, windows shut. Teachers are always to take their roll sheet for all periods outside. The teacher must check roll carefully once the class is outside and report any missing student's name to an administrator immediately.
2. A **tornado drill** The teacher should be knowledgeable as to where his or her class reports for the drill.
3. A **Code Red Lockdown drill** is announced over the PA. If a situation occurs that makes it necessary for teachers to secure their classrooms, **a PA announcement will state, "This is a Code Red, Shelter in Place" Teachers should lock their doors, close the blinds, and keep all students inside until the "all clear" announcement is made.** One drill

each semester will be made to familiarize both students both students and teachers with the procedure. These checks will be short in duration.

❖ **PROCEDURE FOR SHELTER! Lock outside doors.**

1. Lock doors, but admit students assigned to that class.
2. If outside, remain outside & gather students until directed otherwise. Do not leave the classroom or allow students to leave.
3. Continue instruction.
4. Create a list of students not in the class. Note late arrivals. Call office only in an emergency. No phone calls.
5. Use radio for emergency communications only.

If an evacuation for a Bomb Threat or Gas Leak is called, take your Red Folder, exit and follow fire drill procedures. DCPS personnel will be on campus to direct us to Fletcher High School's auditorium and gym. Leave your classroom door unlocked and open.

❖ **PROCEDURE FOR CODE RED LOCKDOWN**

1. Lock doors. Do not admit students. No one leaves class. Cover door glass.
2. If outside, remain outside. Gather students. Seek shelter at designated location. Maintain a calm environment. Document students present/absent.
3. Instruct students to sit on the floor away from doors/windows.
4. No phone calls. Use radios for emergency only.
5. Emergency team members report to designated area.
6. All adults who do not have immediate supervisory responsibility for students proceed with caution to designated area.
7. If evacuation is called, exit & follow fire drill procedures. Bring attendance book, RED FOLDER, and leave door unlocked/open. ** If imminent danger dictates escape, exit the area via the quickest means available. **Each teacher is responsible for instructing each class on the safety procedures of the fire, tornado, and security drills.**

SCHEDULE CHANGES All schedule changes must be authorized by Ms. Galvez , APC.

SCHEDULING ACTIVITIES Teachers desiring to schedule activities, field trips or assemblies should see the main office to set the date for the activity, secure the necessary Activity Request Form, and clear financial procedures with the bookkeeper. (See also Basic Bookkeeping Procedures, Field Trips, and Activity Scheduling.)

SCHOOL IMPROVEMENT PLAN (SIP) The School Improvement Plan outlines the goals, strategies, benchmarks, and measurable objectives for the current and upcoming three years. Goals for this plan are reviewed and amended annually by the School Advisory Council (a parent,

faculty, community group that meets monthly). The School Improvement Team (SIT) rewrites the plan annually and submits it to the Superintendent for approval.

SCHOOL RESOURCE OFFICER The School Resource Officer (SRO) will provide prevention, intervention, and law enforcement services for public secondary school students, administration, faculty, and parents for school-related matters. Involvement of the SRO in a situation is the responsibility of school administration. If you believe that the SRO should be involved, contact the school administration with any concerns.

SECURITY PLAN

See Safe Schools Security Plan. Teachers should always keep classroom doors locked.

SKATEBOARDS are always to be carried when on school grounds and must be secured in the skateboard rack during school hours. Skateboards that cannot be stored in the rack are not permitted. Confiscated skateboards will be returned only to a parent/guardian.

SMOKING is not allowed anywhere on campus and is a violation of the law.

S.O.A.R. Social Opportunities, Art, and Recreation (S.O.A.R.) is a before school enrichment program for Fletcher Middle School students, Monday through Friday from 7:30 A.M. until 9:15 A.M. See Ms. Phillips.

STOREROOM ORDERS Grade level teacher leaders are responsible for contacting the bookkeeper regarding supply orders only initially as we open school. During the year, teachers may ask the bookkeeper for any items they need from the storeroom. Items from the storeroom are readily available. All other items will need approval via a purchase requisition before ordering.

STUDENT SERVICE CENTER The Student Service Center is available before and after school hours for the faculty's convenience. The center provides books and AV materials, plus numerous county and in-school bibliographies or listings of information. A media clerk will be available to assist with checking out materials.

NO STUDENTS IN THE BUILDINGS IN THE MORNING AND HALLWAYS DURING CLASS Any student who **must** be in the hallway is required to have a dated and signed HALL PASS. Teachers should not stand students outside the classroom door as a disciplinary measure. Students standing outside the room will be considered unsupervised. Students are not allowed in the buildings in the morning without a signed and currently dated note from the teacher indicating that the teacher will be in their room to receive the student.

TARDY POLICY Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences. A student has the responsibility to be in class on time. A student failing to try to attend class in a timely manner shall be considered truant and subject to disciplinary action. Accumulation of 3 tardies per teacher shall be per each nine weeks grading period and tracked per period. The student will receive a verbal warning for the first three tardies.

1st consequence – teacher/student intervention – interventions may be verbal, electronic, written, etc.

- Warning issued to student
- Student notified of consequences for the next tardy to class

2nd consequence – teacher/parent/student intervention - interventions may be verbal, electronic, written, etc.

- Parent notification
- Tardy contract with the student (contract will be sent home to the parent/guardian)

3rd consequence – Intervention - disciplinary action.

1st Referral – second parent contact (contact may be verbal, electronic, written, etc.). Disciplinary Code 1.04 is entered into FOCUS.

2nd Referral - detention (before school, after school, Saturday, cafeteria) or work assignments.

3rd and subsequent administrative referral - any formal disciplinary action as outlined in the *Code of Student Conduct*.

Guidelines are subject to change based on the 2022-2023 DCPS Code of Student Conduct

TEACHERS LEAVING CAMPUS: Teachers must secure **permission from the principal**. Only if the principal is not available may permission be secured from an AP. Please see Ms. Dyal for a “pink slip” and complete then see principal.

If a teacher fails to secure permission to leave campus from the principal or Assistant Principals, he/she will be required to take personal leave (1 hr). A sign-out/in log is located by the principal's secretary's desk. Prior to checking out, appropriate class coverage must be obtained, and this information given to principal's secretary. **When a planning period falls at the end of the day or at the beginning of the day, teachers are required to be on campus for the entire workday.**

TEACHERS REIMBURSEMENT FOR SUBSTITUTING A teacher may be compensated for covering a class when a request for a substitute teacher is not filled by the ESS. A special timesheet is required and can be obtained from the principal's secretary.

PHONE CALLS

- * Teachers should not make personal phone calls or be texting messages during class.
- * Students are not permitted to use classroom phones during class. If a sickness occurs, students should be sent to the Clinic to call a parent.
- * Phoning parents of students during class on school phones is not permitted. Because when a parent calls back, the front office has NO WAY to know who called and/or from where. This is a clerical hardship so PLEASE send students to the Main Office if they need to call home.

TESTING State and district testing is mandated. All teachers should plan to be a testing administrator.

TEXTBOOKS / WORKBOOKS Students are issued books upon parental request and each student/parent assumes responsibility for them. Students will be held responsible for payment for textbooks or workbooks that are lost or damaged. All textbooks must be ordered through the Florida Catalog of State-Adopted Instructional Materials. Any student who has lost or damaged a textbook must take care of his/her financial responsibility. All textbook questions should be directed to the assistant principal (Ms. Stansel) in charge of textbooks.

VISITORS will have one entrance for all reasons, the main office entrances. Scheduled visitors will come in the main door and proceed to the main office set of doors if they are expected. Visitors are required to check in with the Main Office. Visitor badges are to be worn by all guests at all times. Scheduled visitors are always welcome on campus but must provide a valid picture ID, and receive a visitor's pass.

WALKIE-TALKIES may be used to call for assistance to the main office or to communicate necessary information. Please do not talk excessive on these as EVERYONE may overhear the conversation.

WORKER'S COMPENSATION Report all employee accidents IMMEDIATELY to Ms. Dyal, principal's secretary. When an accident results in injury to an employee of Duval County School Board while the employee is performing the duties of his employment, the seriousness of the injury dictates the course of action. If the injury is serious, a rescue unit will be summoned by admin and the employee will be taken to the nearest hospital. When any injury occurs, the employee should **immediately** report the injury to the principal's

secretary so she can obtain the necessary information to complete a **NOTICE OF INJURY FORM DWC-1**. A list of physicians to whom the injured employee may be sent for medical care and attention is in the principal's secretary's office. The Workers' Compensation Law specifies that the Duval County School Board is **not responsible** for **unauthorized** medical expense.