

PCHS Teacher Handbook



2009-2010

Port Charlotte High School

The Port Charlotte High School Teacher Handbook is used as a resource for all teachers. It should serve as a guide to the policies and procedures that faculty, staff and students are expected to follow.

In addition to the Teacher Handbook, there are many useful resources teacher should have access to at PCHS. Teachers should have access to:

- **Classroom Procedures Handbook** (Available from Karen LaPorte, AP for Student Services)
- **Emergency Procedures Handbook** (Available from Lou Long, AP for Facilities)
- **PCHS Framework for Student Success** (Available from Cheryl Edwards, AP for Curriculum)
- **Activities / Athletics Handbook** (Available from James Vernon, Activities Director)
- **Internal Accounts Handbook** (Available from Tracy Bellino, Bookkeeper)

Faculty and Staff should also have knowledge of District Wide Policy via the “Student Success” Plan.

Staff should be familiar with the District *Code of Student Conduct* and the District *Student Progression Plan* which are both available on the District Website – <http://www.yourcharlotteschools.net>

The *Code of Student Conduct* provides an understanding of the rights and responsibilities of all students, the rules relating to daily behavior, and the consequences for violation of those rules. It explains our expectations for student behavior, including attendance, and summarizes school district policies and Florida statutes that relate to student conduct. - <http://www.yourcharlotteschools.net/Students.cfm?PageID=StudentConduct>

Student Progression Plan contains valuable information about the variety of programs and curricula offered by the district. Information includes but is not limited to graduation requirements, awarding credits and assessment. <http://www.yourcharlotteschools.net/Parents.cfm?PageID=StudentProgression>

ABSENCES, TARDIES, AND LEAVE REQUESTS

2009-10 Staff Working Hours:

6:35 – 2:05 (teachers/guidance counselors)

6:30 – 3:00 (admin/support staff)

7:05 – 2:05 (ESE assistants)

1. When it is necessary to be absent, teachers should log into AESOP Online at <http://www.aesoponline.com/login2.asp> (or call AESOP at 1-800-942-3767) and register for a sub. Your log in is your phone number with area code (no dashes or spaces), your password is the last four digits of your SS#. This should be done as soon as you, the teacher, is aware that you will be absent. If you are unable to get into Aesop, please call **Diana Story** at 941-255-7485 ext. 3100 and leave a message.
2. If it becomes evident that you will be late to work, please notify the principal’s secretary **Mrs. Capo** as soon as possible, at: 941-255-7485 ext. 3103.
3. Leave Request forms may be obtained from Mrs. Story or Mrs. Capo and should be filled out at least two (2) days ahead of the day of absence. If the request is for an extended leave, make the request in writing with the leave form.
4. Without a completed leave form, an absence will be charged to sick leave.
5. Every attempt should be made to arrange appointments and trips after the school day. Half day substitutes are highly discouraged.
6. Emergency Coverage (by period) will be filled by Diana Story with the following options: (1.) assigning an “in building” sub to cover if available, (2.) asking a volunteer teacher to cover (thus earning comp time kept on record by Ms. Capo), or (3.) assigning coverage from the emergency (non-volunteer) group of teachers, who will also earn comp time for the coverage.

Leave shall be used for the purpose(s) set forth in the leave application. Any employee who violates the term of his/her leave request without filing and having approved an amendment to his/her leave application to allow the new

conditions, may have his/her leave terminated and may be subject to the termination of his/her employment and/or contract at the discretion of the School Board.

ACCIDENTS

1. If a staff member is injured, completing the proper forms is necessary for insurance purposes. Please notify Mrs. Capo in the Principal's Office.
2. If a student injury occurs during a school-sponsored activity, the sponsor or their designee needs to notify the school nurse and the Principal's Secretary as soon as possible. Staff members need to complete and sign an accident form and turn it in to the Nurse as soon as possible, within days/hours.
3. Any student involved in a minor accident and/or sustaining a minor injury needs to be sent to the clinic so that an accident report can be completed by the school nurse. **IF THE ACCIDENT OR INJURY APPEARS TO BE SERIOUS, KEEP THE STUDENT IMMOBILE AND CALL FOR ASSISTANCE IMMEDIATELY.** School Nurse ext. 3108. Ms. Capo ext. 3103.

ACTIVITIES

Faculty and Staff involved in coaching and/or sponsoring extracurricular clubs and athletics in addition to the teacher's handbook must follow the procedures outlined in the activities handbook, coach's handbook, and internal accounts handbook.

ACTIVITIES AND SPONSORSHIP

1. All school activities are under the direct sponsorship of the school with one or more staff members assigned to sponsor them. It should be the goal of the staff to encourage students to become involved with these activities in order to improve learning and enhance our school community.
2. All coaches and club sponsors should be familiar with Title IX regulations regarding membership in organizations. This information can be obtained from the office of the Athletic Director or the AP for Facilities/Activities.
3. The coach/sponsor needs to be present at each meeting of the team/organization.

ACTIVITIES CALENDAR

1. A calendar of all school activities will be distributed to the entire staff weekly (the Pirate Perspective). Activities can be placed on the Perspective by notifying Debbie Capo.
2. All coaches and sponsors should keep the AP for Facilities/Activities (Lou Long) informed of any planned activities/events by filling out an activity request form. Dates and times will be approved and placed on the master calendar. When approved by AP for Facilities/Activities, all other arrangements (i.e. transportation, field trip permission forms, etc.) can be made.

NOTE: Activities will be placed on the master calendar as they are approved. Conflicts will be avoided if the requests are done as early as possible.

ANNOUNCEMENTS AND SCHOOL NEWS

1. Daily PA announcements will take place at the beginning of school each day followed by the morning TV announcements. Email PIRATE TV to place an announcement on the TV morning show for the following day.
2. A "request for PA morning announcement" needs to be completed via email to Karen LaPorte.
3. Announcements throughout the school day should be kept to a minimum so class instruction will not be interrupted. For instance: Early Release for athletic events should be posted on the **PCH Info Board**. (Note: Afternoon announcements will be made when appropriate to announce bus changes, practice meeting locations and/or activity cancellations. Requests for these announcements should be given to Dan McIntosh prior to the start of sixth period).

ASSEMBLY PROCEDURES

Teachers are expected to accompany students to assembly area and should sit with the students throughout the assembly.

ATTENDANCE

Attendance should be taken every period by the teacher. You must click on the bar to acknowledge attendance complete. Attendance should be corrected at end of day. Students are denied access to ClassXP for the purpose of taking attendance.

AUDIOVISUAL

1. Audiovisual materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal. Audiovisual materials in the school collection and those selected for use from outside the

school collection must be selected based on personal preview, reviews or recommendations from professional literature, or have been recommended for use by the District.

2. Rated R materials are strictly prohibited.

AUDITORIUM

1. The auditorium is accessible to students only when they are under the direct supervision of a staff member.
2. Any staff member wishing to use the auditorium needs to schedule such use with the AP for Activities/Facilities.
3. In order to maintain the auditorium for school and community use it is important that food and drink are not consumed within that facility.

BOMB THREAT

1. Follow the procedures plus those printed below in case of a bomb threat.
2. Instruct students on the exiting procedures for emergency evacuations.
3. Direct students to carry all personal belongings with them.
4. Direct students to remain silent during evacuation.
5. Direct students to remain in assigned areas under staff supervision at all times.
6. Leave door unlocked as you exit.
7. Take your grade book and roll book for attendance taking purposes.
8. Report to the Principal's office for instructions if the evacuation takes place at a time when no students are under your direct supervision.
9. Follow Fire / Storm Evacuation procedures until instructed to go to the stadium.
10. Report any attendance discrepancies to the nearest administrator.
11. Return to class only when directed to do so by verbal announcement for an administrator.
12. Avoid speaking with any media personal. Direct them to an administrator.

**DO NOT OPERATE ANY ELECTRICAL DEVICES DURING THE DRILL
(Computers, cell phones, light switches, etc.)**

BOOKKEEPING PROCEDURES / SCHOOL FUNDS

Club, class, and athletic sponsors need to follow the bookkeeping procedures provided by the bookkeeper, Mrs. Bellino. All classroom expenditures need approval by the appropriate department head. The department heads are to follow approved bookkeeping procedures. See Mrs. Bellino, our bookkeeper for the packet.

CALENDAR

See the Charlotte County Public Schools Calendar for district-wide calendar dates <http://www.yourcharlotteschools.net/Downloads/0910RegularCalendar.pdf>. The master calendar for PCHS is located in the AP for Facilities/Activities office. The PCHS calendar is also available on e-mail.

CHAPERONES

1. All school functions and activities need to be chaperoned by staff or other adults approved by the AP for Facilities/Activities.
2. The staff member should plan a meeting of all chaperones in advance of the event so that everyone involved understands the activity and what the school expects of them. (Note: students involved in the activity should be made aware of the authority of the volunteer chaperones prior to the event.)

CHEATING

1. In the event that you suspect a student is cheating, tangible proof such as crib sheets, relevant notes on papers, clothing, skin, books, cell phones, etc. is necessary to document a cheating incident has occurred.
2. If the student is taking a test and tangible evidence exists, the teacher may take the test paper(s) away from the student. A reduction in grade may result.
3. Upon collecting the test or assignment related to the cheating incident, the staff member should attach the paper(s) in question and the tangible proof taken from the student to a referral and submit it to the appropriate dean's office.

CLASSROOM EXPECTATIONS

1. All faculty members should have their classroom expectations (and Pride posters) posted in their classrooms.
2. Instruction should begin as students enter the classroom with a "start-up" in place for students to self engage.
3. It is the goal of all instructional staff to present a classroom environment, conducive to meeting the goals and

standards of the “Classroom Walk-Through Initiative.”

CLASSROOM MANAGEMENT / SUPERVISION

1. A classroom occupied with students is **never** to be left unsupervised without a staff member.
2. A teacher is responsible for the safety of the students assigned to him/her each period
3. Students are NOT allowed to eat food in the classroom. Students are not permitted to eat their lunch in the classroom. Students are only allowed to drink water in the classrooms.
4. A staff member who must leave the classroom must make arrangements for the supervision of the class during his/her absence. In case of an emergency, the teacher may send a student to the office to request immediate coverage.
5. All teachers are expected to have attempted several interventions / strategies to improve student behavior prior to writing a discipline referral except in cases where a student may be posing a threat to himself/herself and / or others.
6. All teachers are expected to handle on their own (or with the aide of a counselor) student behavior such as chewing gum, lacking classroom materials, sleeping, etc. Documentation of such behavior and the strategies attempted to alter them is strongly encouraged. Writing referrals for such behaviors is strongly discouraged.

CLASSROOM OBJECTIVES

All faculty members should have their instructional objective posted, and/or the objective must be apparent to an administrator when in observation.

CLASSROOM POSTINGS

1. Teachers are encouraged to create a classroom environment that is conducive to teaching and learning.
2. It is essential that the following items be displayed in each classroom:

American Flag

Fire Drill evacuation plan and procedures

Bell and lunch schedule

School map

Classroom rules/teacher expectations

PRIDE poster

CLUBS AND ORGANIZATIONS

1. General Guidelines for Clubs/Organizations - Staff members are encouraged to remind students of the many extracurricular activities available to them. In many cases, students who are encouraged to participate in areas of their interest by even a single staff member can result in a positive experience for the student that may otherwise have been missing from his/ her overall high school experience.

- a. Every club or organization membership must be open to all students who are enrolled in Port Charlotte High School. In addition, every club and organization is expected to establish its membership qualifications to include a wide variety of students. Discrimination due to sex, race, or creed is unacceptable.
- b. Every club or organization of PCHS must have a faculty or staff sponsor.
- c. Each club sponsor (or faculty representative) must be present at all meetings.
- d. Meetings are to be held before or after school hours.
- e. Each club must secure permission in writing before they participate in any activity, social service, or fund-raising. An “activity request form” may be obtained from the Assistant Principal for Facilities/Activities.
- f. Every club that engages in a fund-raising activity must deposit all monies collected with the school bookkeeper, who will credit the monies to that club's account.
- g. Some fund-raising activities require that receipts are issued and tickets are printed in a special manner. See the bookkeeper for details.
- h. Every club or organization that is sanctioned by the school and uses school facilities is expected to have some type of service activity to benefit the school or one that benefits the immediate community.
- i. A copy of the constitution of each club or organization must be kept in the office of the AP for Student Activities (Mr. Long). In addition, each club is expected to serve the purposes of its constitution, and, in the case of clubs sponsored and affiliated with outside organizations, the purpose of that parent organization.
- j. Any club or organization that permits hazing, secret initiation, and/or physical punishment of any kind will be dissolved. Members participating in such actions will be disciplined.

CODE OF STUDENT CONDUCT

1. The Code of Student Conduct is the official district procedure in matters of discipline.

2. All staff members are expected to have access to and be familiar with the contents of this document.
3. The Code of Student Conduct will be distributed to staff members, students & parents at the start of each school year.
4. All students will be expected to sign for their copy of the Code of Student Conduct at the time they receive it.

CONFERENCES- STUDENT / TEACHER / PARENT

1. Teachers are encouraged to involve parents in the education of students.
2. Parent/teacher conferences are to be scheduled either through the appropriate guidance counselor or directly by the teacher at a time that is convenient to both the parent and the teacher(s) involved.
3. Teachers are to have a guidance counselor, dean or other administrator present at parent conferences. In most cases, teachers are encouraged to request the student also participate in the conference.
4. Teachers are to be prepared with accurate documentation of a student's performance when entering a conference. The documentation can include but is not limited to student's attendance record, grade records, specific assignments, previous attempts to contact parents, etc. as well as any intervention efforts made by the teacher on behalf of the student.
5. Teachers are expected to make every effort to attend scheduled conferences. If a teacher is unable to attend a scheduled conference, the appropriate counselor is to be notified in advance.

COPY MACHINES AND MATERIAL PREPARATION

1. Copyrighted materials are to be purchased rather than copied.
2. Problems or malfunctions of copy machines are to be reported to Diana Story via email.
3. Staff members are encouraged to limit the number of copies made by using the overhead projector, class sets, etc. whenever possible/appropriate. Only 20 copies or more of the same document are to be run on the high-speed duplicator.

COPYRIGHT REGULATIONS

1. It is the intent of the School Board to adhere to the provision of current copyright laws and Congressional Guidelines.
2. It is against School Board Policy to produce unlawful copies of copyrighted materials on School Board owned equipment. Such materials must never be used with School Board owned equipment, within School Board owned facilities, or at School Board sponsored functions.
3. The legal and /or insurance protection of the School Board will be unavailable to employees who unlawfully copy and use copyrighted materials.

CUSTODIAL SERVICES

1. The custodial staff shall be responsible for maintaining the building in a clean, healthy, safe condition **WITH THE HELP OF STUDENTS, FACULTY, AND OTHER STAFF MEMBERS.**
2. Any problems concerning custodial services should be directed to the Assistant Principal for Facilities/Activities.
3. Each teacher shall be responsible for the appearance and care of the classroom and shall be expected to maintain a safe, orderly, and attractive classroom.
4. All requests for custodial services must be submitted via e-mail onto the PCH Facilities Request portal. For further information contact Head Custodian (Dennis Neff) with a C.C. to the AP for Facilities/Activities. Such requests will receive a response within 24 hours indicating the status of the request.

DISCIPLINE OF STUDENTS

1. The deans will see students for major rule infractions.
2. Minor classroom discipline
 - a. Students are to be made aware of classroom rules at the beginning of the school year.
 - b. Rules are to be posted in the classroom at all times.
 - c. Teachers are encouraged to personally handle as many classroom discipline problems as possible.
 - d. Parent contact should be made and documented when necessary.
 - e. Major classroom disruptions call: Dean's Office @ 3514, and or School Resource Officer @ 3511.
 - f. Major infraction of school rules are to be referred to the appropriate house dean's office immediately.
 - g. A referral must be written for any major school infraction. Referrals are to be complete and free of any editorializing and/or inflammatory remarks re: the student referral. If the referral is sent via another student, it is to be stapled closed in the interest of confidentiality.

DRESS CODE – STAFF

Remember YOU ARE a role model! Staff members' attire is an important element of presenting a professional image to students, parents, and the school community. In an effort to promote professionalism each school day, business casual

guidelines for staff dress are expected. Staff members are in a position to emulate student dress codes during school hours throughout the entire campus.

DUTY ASSIGNMENTS

Teacher's Duty Assignment is before school from 6:35 to 7:20 a.m. At this time teachers are expected to attend all Faculty, Department, and PLC meetings. All teachers are asked to stand at his/her door 5 minutes prior to the start of the school day, during each class change, and at the end of the school day until the halls are cleared. Other duty assignments will be assigned to assist in the smooth operation of the school.

E-MAIL

1. The use of the Charlotte County Schools e-mail system is governed by school board rules. All Port Charlotte High School staff members are expected to adhere to these rules for school system e-mail.
2. Much communication takes place through the use of e-mail. **All staff members are expected to check their e-mail at school every morning and every afternoon. This is a minimum requirement.**
3. **Confidential information concerning students cannot be transmitted through e-mail.**
4. School e-mail and PCHS Info Board are to be used in a professional manner.

EMERGENCY PROCEDURES

All teachers should be familiar with their Emergency Procedures Handbook and have it readily accessible (next to phone) in case of Emergency.

1. Regulations require no less than 11 emergency evacuation drills be held per school year. These drills shall be at unannounced times and with varying conditions. **(Note: 2 of these drills must be held in the first two weeks of school.)**
2. Evacuation routes are to be posted in each room of the school.
3. Athletic coaches must check with the athletic director for emergency procedures in case of inclement weather.

EMPLOYEE ASSESSMENT

1. Classified personnel will be evaluated based on the performance of duties required for the position to which the employee was appointed and in accordance with the terms of the negotiated contract.
2. Instructional personnel will be evaluated in accordance with the terms of the negotiated contract.
3. Administrative and confidential personnel will be evaluated in accordance with the terms set forth by the Superintendent.
4. The evaluation will be made part of the employee's personnel record, and as such, shall be open to inspection only as outlined in Florida Statutes.

ERRANDS

1. Staff members are encouraged to take care of personal errands before and/or after the regular school hours. If it is absolutely necessary to leave campus during the school day, a leave form **MUST** be filled out for insurance purposes and turned into Mrs. Capo, the principal's secretary.
2. Staff members who must leave campus for errands related to school business must sign out with Mrs. Capo, the principal's secretary and sign in upon their return to campus.
3. **A student being sent off campus to run errands for staff members is inappropriate and unacceptable.**

FACULTY, STAFF AND DEPARTMENT MEETINGS

1. Faculty duty period will be before school. Teachers are expected to be at school and "on" duty at 6:35. Mandatory participation in Faculty, Department and Professional Learning Communities (PLC) Meetings is considered part of a teacher's duty.
2. Program planners are to notify department members of the meetings at least one week in advance, and all teachers in the department are expected to attend.
3. Entire school staff meetings may be scheduled as needed. Staff members are expected to avoid scheduling appointments on these dates in order to attend staff meetings called.

FIELD TRIPS

1. Field trips are intended to provide educational experiences and/or augment the curricular experience for the student. Students participating in a field trip during the regular school day are responsible for all work assigned while they are on the field trip.
2. The following information is taken from the Charlotte County School Board Rules.

FIELD TRIPS AND EXTRA CURRICULAR TRIPS

The school board believes that field trips, both in and out of the county, can be an integral part of the learning process in many areas of education. For purposes of this policy, a field trip shall be defined as a district-approved trip away from a school site.

RULES – Student trips shall be permitted which:

- Are integrated into the curriculum and have value in meeting educational objectives.
- Are necessary to the fulfillment of obligations to the interscholastic athletic and interscholastic activity program(s).
- Are appropriate for age levels.
- Are planned for grade levels and coordinated for the whole school to ensure that each student has varied opportunities for the extension of his/her learning.
- Avoid seriously interfering with the educational routine of students who must remain in school.
- Are accessible to all students.
- Are first reviewed and approved by the school principal or his/her designee.
- Provide, in advance, written permission from all parents of students participating in a district-sponsored field trip. The term “parent” shall be interpreted to refer to either or both parents, to a legal guardian, or to any person in parental relationship to any student.

Field trips within the county area

- Schedule each trip with the AP for facilities (designee), specifying the destination, method of transportation, period of absence from the school, number of chaperones, and how the trip is being funded. The AP for facilities (designee) must approve the trip in writing.
- Complete all necessary arrangements with the organization, or/a property owner, with the transportation department, or with food services.
- Make provision for proper supervision. Parents may be permitted to assist in such supervision. One of the supervising adults must be a teacher.
- Parents shall be advised that student accident insurance is recommended for their son and/or daughter.

Overnight field trips

The parents of all K-12 students planning to go on overnight trips shall be advised that they, their son and/or daughter should be properly insured. They should be urged to provide “24 hour” or “around-the-clock” insurance (available through the currently authorized student accident insurer or their own agent) to cover their son and /or daughter. It shall be made clear to all parents that “at school” student accident insurance fails to cover overnight field trips under any circumstances. Further, an “Authorization for Trip” form signed by the parent must be on file at the school for each K-12 student in order for him/her to make the trip.

One-day field trips outside the county

The principal (or designee) shall send the Assistant Superintendent for Learning notification and information about all such out-of-county field trips prior to the event. The required number of chaperones shall be the same as those listed below.

Out-of-State field trips

All out-of-state field trips must have prior board approval. The principal shall send the Assistant Superintendent for Learning, a request for field trip approval at least 30 days before the board meeting. The required number of chaperones shall be the same as listed below. The school sponsoring the trip will be required to pay the premiums on the policy.

Chaperones

When the student group is co-educational, there should be at least one (1) chaperone of each sex (at the secondary level). On all trips, K-12 students shall be accompanied by chaperones in accordance with the following formula:

10 students or fewer – 1 chaperone

11 to 20 students – 2 chaperones

Add one (1) additional chaperone for every additional ten (10) students

Specific field trips may require a higher chaperone/student ration due to the grade level and / or activity. In all instances, at least one of the chaperones must be a teacher or be the officially assigned principal’s designee.

FHSAA Rules on Field Trips

For secondary schools, regulations of the Florida High School Activities Association (FHSAA) pertaining to the limit on the number of students allowed to attend the specific meetings and the ratio of the chaperones shall be adhered to in accordance with the rules established by the FHSAA.

Transportation - School Buses

- School buses may be used for school activity trips provided approval has been obtained from the principal. Scheduling for the trip is done through an approved transportation request. The request must be submitted to the transportation at least 5 working days prior to the date of the trip.
- Expenses for use of school buses for school-based activities or trips shall be paid by the sponsoring organizations, PTO, or classroom funding projects.

Use of common carriers to transport district students

Common carrier bus companies must meet all requirements or Florida Statute financial responsibility before being used.

Vehicles other than school buses

The use of school buses or school vans is the preferred method of transporting students on field trips. The second preference (at least for out-of-town trips) is common carriers.

Liability Insurance

The district assumes no liability for any damage or injury claims that result from a trip if any means of conveyance is used other than district owned school buses.

Water Travel

Where water travel is being considered for a field trip, the following shall apply:

- Vessels must be inspected and approved by the Coast Guard or other responsible government agency for the type of water travel being considered.
- Proof of insurance must be submitted to the principal (or designee).
- The licensed boat captain must provide a demonstration of safety rules, including the use and location of life jackets.

FIRE / STORM EVACUATIONS

1. Close all windows and shut off room lights upon exiting.
2. Be the last person to leave the room and close the door upon exiting.
3. Walk students to designated exit area in a quiet, orderly manner.
4. Check bathrooms that are located on your route to the exit area.
5. Keep students together. Bring your grade book and roll book to evacuation area.
6. Take attendance and report any discrepancies to the nearest administrator.
7. Stand as far away from the building area as is reasonable and safe. Move students away from the building to allow room for emergency equipment.
8. Post exit routes in classroom, and be familiar with them.

GRADES

1. Grades are to be kept up to date at all times in the electronic grade book IGPro.
2. IGPro/ClassXP password should match your teacher assigned sign-on. Any change needs to be on record with Data Entry MaryAnn Cosenza and grades facilitator Dan McIntosh.
3. Period and Daily class attendance must be accurately recorded in Class XP due to the effects of Credit Jeopardy.
4. At the end of each marking period (during the teacher "workday"), grades are to be exported by you (the teacher) to Data Entry at the appointment time agreed upon and/or by the end of the school day at 2:05 p.m.
5. Any grade change must be documented on the Grade Change Form located and returned to Data Entry and Curriculum AP, Cheryl Edwards.
6. At no time are students permitted to look through a teacher's grade or access grades on the teacher's computer. Students are denied access to IGPro, class-sets of interim progress report grades, class-sets of report cards, and printed confirmation sheets of grades to be delivered to the school's data entry clerk for the purpose of exporting grades.

GRADING / ASSESSMENT PROCEDURES

1. Per the Charlotte County Schools Student Progression Plan, grading criteria must be based on classroom work, projects/observations, classroom tests, and other relevant information. This is a performance-based criterion for grading. Conduct and effort reflect students' work habits rather than their academic achievement on benchmarks and are to be omitted from the inclusion in calculating the students; academic grade. (For example, an A in English indicates a students' proficiency level on the targeted benchmark for that grading period.)
2. Each teacher is expected to provide a written copy of his/her grading procedure to each student during the first week of class. This same document is also to be on file in the appropriate house administrator's office on or before the first Friday after students begin school.
3. Each teacher is to develop his/her own plan to allow students to make up missed assignments and/or tests. This plan is to be provided in writing to all students by the end of the first week of school and must be in adherence to the district's attendance policy. A copy of this plan is also to be on file in the appropriate house administrator's office on or before the first Friday after students begin school.
4. Each student is to have a reasonable opportunity to demonstrate his/her academic achievement. Regular assessment of students' work is expected. Acceptable methods of assessment include teacher-made exams, teacher observations, checklists, products and projects with established criteria, homework (that is graded); class work (that is graded), criterion-referenced tests, and other methods determined by the teacher to accurately assess mastery of skill or content.
5. Any student has the right to appeal a grade within a reasonable time after the grade has been issued. The Assistant Principal for Curriculum will handle initial appeals.
6. The appropriate administrator must sign all grade changes.
7. Each student is to be awarded the grade he/she earns based on the assessment plan developed by the teacher and using the grading scale listed below. Any adult who attempts to apply pressure on a teacher to change a grade in order for a student to be eligible for extracurricular activities is to be referred to the Principal. Any staff member who makes such an attempt will be reprimanded.
8. The following scale is to be used by all teachers in assessing students at PCHS.

Grade	Percent	Grade Point Value	Definition
A	90-100	4 (honors = 5)	Outstanding progress
B	80-89	3 (honors = 4)	Above average progress
C	70-79	2 (honors = 3)	Average progress
D	60-69	1 (honors = 2)	Lowest acceptable progress
F	0-59		Failure
I	0		Incomplete

Incomplete may only be issued with prior approval of the Assistant Principal for Curriculum and must be resolved by the end of each semester.

9. Semester grades are determined by using the following formula: 40% for the first quarter + 40% for the second quarter + 20% for exam.

GUIDANCE DEPARTMENT

1. The guidance department offers a wide range of guidance services including testing, counseling, scheduling, registration, and dissemination of information. 9th grade = Scott Nicklas, 10th Grade = Ann Matthews, 11th & 12th grade are divided by alphabet: A-G = Ed Schmidt, H-O = Rebel Balkman, P-Z = Madeleine Wykcoff.
2. The Career Center offers an up-to-date selection of college catalogs and reference materials on financial aid and scholarships and is open for student use throughout the school day. Career Counselor = Deb Tate, OJT = Ron Jones.
3. The career counselor and the school-to-work coordinator cooperate with local businesses to place students in jobs and internships suited to their needs. This department also works closely with representatives from the armed forces.
4. Students who wish to see a counselor or occupational specialist may do so at lunch. Guidance Counselors are in the cafeteria during all lunches. Students can ask for a pass during lunch. Please do not send students to guidance unless there is an emergency. If a student has an emergency, he/she should request permission to see a counselor immediately.

HALLWAY PASSES

School-wide consistency in the use of hallway passes is imperative. The guidelines below are to be followed by all staff members. Hallway access for students is to be kept to an absolute minimum during class time. Staff members are expected to remind students to use the restroom, request appointments, etc. between classes, before and after school, and/or during lunch.

1. Students are to have a pass to be out in the hall during class time for any reason. (Note: The pass of preference is the log printed in the student planner that each student will be given. Students who fail to have their agenda book are to be reminded to bring it or purchase a new one.)
2. Staff members are to refrain from writing passes during the first and last ten minutes of a period except in cases of emergency.
3. Passes are to be completed in ink and must include the date and time pass is being written along with the student's name, destination, and teacher's signature. Staff members who write passes are to expect a student's return within a reasonable period of time. Please keep all pass writing on one page in the Agenda.
4. Passes to the student parking lot are unacceptable. Any staff member who knowingly gives permission for a student to go the parking lot during his/her class time faces the potential of a written reprimand. If there is an emergency contact a dean or security officer.
5. Passes for students to leave campus without written and verbal approval of parents and administrators are unacceptable.

HOMEWORK AND SPECIAL ASSIGNMENTS

The assignment, review, and assessment of meaningful homework and special student projects can be an essential part of the teaching and learning process. Such assignments are extensions of regular classroom instruction and are designed so that they can be accomplished without direct supervision of the teacher.

Homework, when assigned, shall:

1. Never be given in excessive amounts or for disciplinary reasons,
2. Should extend, reinforce, practice and/or integrate learning,
3. Be reviewed and evaluated in a timely manner. Assessment results and suggestions for improvement to students should be provided to students in writing,
4. Be thoroughly explained,
5. Be assigned with sufficient time for a student to obtain any resource that is needed or required,
6. Be reasonable in length of time for completion of the assignment.

Student-produced projects are considered to be the property of the students. If the school and/or some other organization will keep student-produced projects, students must be informed of this prior to their turning in the project. Homework may be requested for students as per state law.

IDENTIFICATION BADGES

1. All staff members are to wear the identification badge issued to them by Charlotte County Public Schools whenever they are on campus.

2. All staff members are to display their identification badge for entry into any PCHS activity or event held on campus to receive free admission.

IN-SERVICE / STAFF DEVELOPMENT

1. Staff members are expected to participate in in-service activities designed for their professional growth.
2. Staff members are encouraged to provide input to the appropriate house administrator regarding staff development needs as they arise.
3. Staff members who attend conferences and/or receive professional development training through the use of district / school-based funds are expected to provide relevant information collected at the conference to the staff.

Note: 1999 legislation requires the existence of a professional development plan for each teacher. The teacher professional development plan needs to be based on student data.

INSTRUCTIONAL MATERIALS

Teachers desiring additional classroom materials need to speak to their department chairperson. The department chairperson will bring the request to the Curriculum AP for approval.

Teachers will develop a list of non-adopted books for use in their classrooms. The list of books will

- Be relevant to curriculum guidelines or course outlines
- Be reasonable in length
- Be made available to parents, guardians, and custodial family members in your course syllabus.
- Include books that are regularly assigned for class work or home work across the curriculum

- Provide necessary information –title, author, subject
- Be amended according to established timelines as new scholarship and acquisitions become available
- Include alternatives whenever feasible
- Please provide your non-adopted list to your department head. The department head will compile the list and a copy will be placed in the *Pirate Pipeline*. A copy of the non-adopted list needs to be provided to the Curriculum AP.

The Opt-Out Process

When parents, guardians, or custodial family members decide to opt a student out of reading a non-adopted, assigned book, they will write a simple note to the student’s teacher to include the date, name of the book, and their signature. Teachers will keep the request notes and inform their house administrator, who will ultimately retain the notes. Teachers may assign an alternative assignment based on this request.

INTERIM PROGRESS GRADE REPORTS

1. Interim reports will be distributed as close to the mid-point of the grading period as possible. It is the student’s responsibility to share the interim report with his/her parent.
2. Interim reports at the midterm for all students (i.e., at the 4 1/2 week interval for a regular schedule).
3. Teachers are to provide a percentage and letter grade for each student on his/her report using the school district’s approved grading scale. Note: “no grade or “TBA” on a report is unacceptable.
4. Copies of the interim reports will be provided to the appropriate house guidance counselor.
5. Parents are to be notified at any time during the quarter when it is apparent that the student may fail a course. **(Note: The initial contact re: the possibility of a failing grade is to be made by the teacher. All contacts or attempts are to be documented.)**
6. Students who are absent on the day interim reports are given must be informed in writing if they are failing. In such cases, teachers are to complete a deficiency notice, have the student, sign it in the presence of the teacher, and file a copy with the appropriate counselor.
7. Irregular attendance is to be documented per the district attendance policy.

LAST DAY BEFORE A HOLIDAY

1. A regular day of instruction will take place on the day before a holiday/break begins.
2. All teachers are expected to provide instruction that will encourage student attendance (i.e. labs, group projects, oral reports, and special projects due).
3. All teachers are expected to have a full period of work planned to avoid idle time.
4. Any implication that “nothing is going on in class” this day is unacceptable.
5. Leave requests for the day before (or after) a holiday is discouraged.

LESSON PLANS

Daily lesson plans are to be kept by each teacher and are to be made available upon request.

LOST & FOUND

1. Personal articles found are to be turned in to the Student Office and can be claimed before or after school or during the student’s lunch period.
2. Library books are to be returned to the Media Center.
3. Textbooks are to be returned to the Book Room.

LUNCH SCHEDULE AND CAFETERIA

1. Teachers are to dismiss students for lunch according to the lunch schedule provided. Any variation from the schedule by any teacher is to be approved by the house administrator.
2. Teachers are to remind students that they are expected to proceed to the cafeteria in an orderly manner.
3. Teachers are to remind students that food and drinks are to be consumed only in the cafeteria.
4. Teachers and students are to avoid removing trays from the cafeteria.
5. Please wait for the bell before dismissing students to proceed to the cafeteria. This allows for the staff working in the cafeteria ample time to clean and prepare for the next lunch shift.
6. Students must have a pass, dated the day of presentation, in order to be dismissed from the cafeteria during his/her lunch period.

MAILBOXES (Located in the Cafeteria Faculty Lounge)

1. Staff members are to check their mailboxes daily each morning.
2. A student being sent to collect a staff member's mail is inappropriate and unacceptable.

MAKE-UP Work (all missed work should be made up...the question is whether for credit or not depending on excused absence.)

While make-up work will be provided for all students as outlined below, no activities or assignments can replace the learning that occurs in the classroom when the student is present.

1. It is the responsibility of the student/parent to request all make-up work.
2. At the secondary level, absences are tied to course credit. Nine (9) absences per semester (five (5) in the extended period or block class) are tolerated. Work may be made up as follows:
3. Make-up work may be requested for both excused and unexcused absences. However make-up should be completed for credit after "excused" absences as follows:
 - a. A student is eligible for make up work due to absence without academic penalty.
 - b. Make up work for absences due to the first out-of-school suspension of the school year may be requested if :
the suspension is not a zero tolerance issue, or
the suspension does not cause the student to exceed the nine (9) day limit.
4. Two (2) days for each day of eligible absences (9 days per semester/5 days in the extended period per 9 weeks) shall be given to complete all class make up work. Long-term projects assigned prior to the absence shall be due on the date the student returns to class. Exams, tests, or quizzes shall be rescheduled at the discretion of the teacher.

MEDIA CENTER

The Media Center has print and non-print materials available for assigned study and personal growth. The media specialists assist with the location of information and the development of projects and encourage students and staff to use the Media Center materials and facilities.

NEWS RELEASES / MEDIA

1. The principal is the official media contact at the school.
2. All news releases concerning the school or school affairs must be released through the principal.
3. News media must have permission from the principal to be on school property.
4. Staff and students must have the permission of the principal prior to granting an interview on campus.
5. Staff members are discouraged from speaking to any member of the media without first consulting with the principal.

NURSE'S OFFICE

1. Any student who becomes ill is to be sent to the nurse's office with a pass that includes the teacher's name, student's name, date, and time. The student is not marked absent if sent by you to the nurse's clinic.
2. If the student returns to class it must be with a nurse's pass. This pass may indicate early release. If the student does not have a nurse's pass contact the dean and/or nurse to verify if the student did indeed go to the nurse's office.
3. Students who are under the supervision of a doctor and required to take medication during school hours will be permitted to do so as prescribed only at the nurse's office. Staff members may verify such schedules with the school nurse.

PARKING

Staff and students are expected to display parking tags in their cars as directed. Staff members are to park only in area designated for staff parking.

PAYCHECKS

Paychecks will be distributed through the Principal's Secretary's Office per the District Calendar of paydays.

PEER TEACHER / NET

First year teachers will be assigned to a tenured instructor who will act as a peer teacher / advisor for the entire school year. Peer teachers should have completed clinical education training. Staff members interested in serving as a peer teacher are to contact the principal.

PERSONNEL FILES

The official personnel file for each staff member is maintained at the District Personnel Office. Anyone wishing to review his/her file is to contact the Director of Human Resources.

PERSONNEL INFORMATION

1. All staff members are expected to keep their address and telephone numbers current with the secretary to the principal.
2. All instructional personnel are to provide a copy of their most recent Florida teaching certificate to the secretary to the principal to keep on file in the school office.

PROFESSIONAL LIBRARY

A professional library is housed in the Media Center. Staff members may check out materials through the media specialist. Reference books, journals, reports from state and federal educational agencies, research, etc. are included in this library designed to provide resources for professional growth and development. See a Media Specialist for the exact location of the Professional Library.

PROGRAM PLANNERS

Program Planners are responsible for assisting the members of their department/content area in the ordering of instructional materials and supplies to be used for classroom instruction. Program Planners are expected to serve as a liaison between their department members and the administration.

PURCHASING INSTRUCTIONAL MATERIALS

All instructional materials purchased through textbook funds need Program Planner approval. The Program Planner should bring requests to the Curriculum AP. All instructional texts need to follow the procedures outlined in the "Selection Process For State-Adopted Books and For Non-Adopted Books" guide.

SALES AND PAID ACTIVITIES

1. Clubs and organizations must receive approval from the AP for Facilities/Activities before any sales are conducted.
2. ALL STAFF MEMBERS AND THEIR IMMEDIATE FAMILY WILL BE ADMITTED FREE TO ALL PORT CHARLOTTE HIGH SCHOOL ACTIVITIES (excluding FHSAA and/or any other state-sponsored events).
3. Requiring admission to activities held during school hours is unacceptable.

SCHEDULING OF EVENTS

Any teacher, club, or organization sponsor who wishes to hold any after-school activity must contact the Assistant Principal for Facilities/Activities so that the activity can be entered on the school calendar. Scheduling of events should be completed, as far in advance as possible to assure that a date will be available. Failure to place event on the master calendar may result in the cancellation or postponement of the activity.

SCHOOL FACILITIES USE

Any group wishing to use the school facilities after school hours or during holidays must complete the necessary paperwork and receive approval from the AP for Facilities/Activities. Any group meeting to be held in the building is to be scheduled on the master school calendar. Students must clear the building 15 minutes after the last bell unless supervised by a staff member.

1. The school building is intended for educational purposes and for the benefit of students.
2. All school groups will be given priority over non-school groups for use of the building.
3. Any request for use by non-school groups must be made, in writing, to the AP for Facilities/Activities and proof of appropriate insurance must be provided.
4. Any abuse or destruction of school property is to be reported to the AP for Facilities/Activities as soon as it is discovered. The offender will be held financially accountable in addition to receiving any other appropriate consequence.

SMOKING AND USE OF OTHER TOBACCO PRODUCTS

1. Florida statutes prohibits smoking in state buildings.
2. District policy prohibits tobacco use anywhere on school grounds.
3. No form of tobacco may be used on school campus.

STAFF WORKDAY

1. The workday for teachers will begin at 6:35 a.m. and end at 2:05 p.m.
2. The workday for all other staff members (i.e. support personnel, aides, food service, etc.) will be based upon duties and requirements of specific jobs.
3. All staff members are expected to arrive to work on time and remain on campus throughout their scheduled workday.

STUDENT ATTENDANCE

All teachers are expected to keep an accurate record of attendance for each student in his / her class. It is unacceptable to have students take attendance in place of the teacher. Attendance is a legal document and should be dealt with as such. Clear instructions on attendance (including seating charts) and its importance should be left for substitute teachers.

1. Definitions

a. Compulsory Attendance (PCHS Attendance = 941-255-7492)

All children who have attained the age of 6 by February 1 of any school year or who are older than 6 years of age but have not attained the age of 16 are required to attend school regularly during the entire school term unless otherwise exempt by law.

b. Driver's License

All students under the age of 18, who have not graduated are expected to attend school. Student's accumulating 15 unexcused absences in a 90 day period will have their name reported the Florida Department of Motor Vehicles. Please note: If a student is absent over nine days in a semester they are unexcused unless the student provides documentation as outlined in the Student Code of Conduct.

c. Attendance Recording

Students shall be counted in attendance when they are present. Students who are on hospital/homebound instruction are counted as present. If you notice a student on the absentee who is present, please contact the student office. Students who are on school field trips are to be marked as such. These students will have a permission form to be signed by you.

d. Absence

A student who is physically missing from school or a class or an activity sponsored by the school that he/she was scheduled to attend shall be counted as an absence from school.

e. Truancy

Truancy is defined as the absence of a student within the compulsory attendance age with the knowledge, consent, or connivance of the parent.

f. Excused Absence(s)

According to law, students must be in school unless they have permission to be absent from the principal or principal's designee. Absence from school may be excused, by the principal or the principal's designee, for the following reasons or as otherwise provided by law: 1) religious instruction; 2) religious holidays or holy days; 3) sickness, injury, death in the family, or long-term illness verified by a physician's note; 4) field trips, athletic events, and/or other school-sponsored activities; 5) testing for District and/or State-mandated tests; 6) class meetings that are held for the entire student body; 7) school-based award ceremonies; award breakfasts or lunches from the local, community, or State-sponsored club; 8) court date; 9) legal issues; and 10) School Board-approved activities.

2. Parental Responsibilities

- a. Whenever a student of compulsory school attendance age is absent, the parent/guardian of the student is to (1) immediately report and explain the cause of such absence to the appropriate school personnel. (2) Provide formal documentation specifying the date(s) and the reason(s) for the absence upon the student's return to school.
- b. By law, the responsibility for school attendance of children, within the compulsory attendance age limits, rests primarily with the parent/guardian.
- c. Parents/guardians who are criminally liable pursuant to Florida Law.

3. Reporting Student Absence (PCHS Attendance = 941-255-7492)

There must be communication between the school and home regarding each absence. All absences must be reported and explained by a parent or guardian as soon as possible. If a student has had at least five (5) unexcused absences, or absences for which the reason is unknown, within a calendar month or ten (10) unexcused absences or absences for which the reason is unknown, within a 90-calendar day period, the student's teacher shall report to the appropriate administrator that student may be exhibiting a pattern of nonattendance, refer the case to the school's student assistance team to determine if early patterns of truancy are developing. If the Student Assistance Team (SAT) finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to

identify potential remedies. A student with 15 or more unexcused absences within 90 calendar days will be considered habitually truant from school in accordance with Florida Statute 984.03 (2a)(a).

4. School Responsibilities

- a. Each time a student is absent from school, the school shall make a good faith effort to contact the parent or guardian by telephone when the absence fails to be reported by a parent/guardian.
- b. Parents/Guardians will be invited to meet at school to discuss and resolve any chronic attendance problem.

5. Absent Beyond Nine Days

Per the Code of Student Conduct... at the secondary level, more than nine (9) absences in a semester are considered excessive with the result that subsequent absences will automatically be considered unexcused unless they are substantiated by formal written documentation.

6. Absences in Extended Period Classes

Five (5) absences per each nine-week grading period will be the cap for courses taken in an extended period (e.g. 90 minute period).

7. Attendance and Promotion / Credit

- a. Consistent attendance is essential to the community of learning.
- b. In order to receive course credit, a student who exceeds nine (9) days of absence per absence per class (either excused or unexcused) in a semester or five (5) absences per nine weeks in an extended period class must do the following:
 1. Have a combined passing average for the semester.
 2. Show proficiency in the course by passing a standard based semester exam with at least a grade of C, or demonstrate mastery on an equivalent assessment. (See the Pupil Progression Plan for further explanation of receiving credit.)

STUDENT RECORDS

1. Cumulative folders are kept in the vault in the Student Services area. Teachers must sign in and out of vault when reviewing records.
2. Teachers may examine records as often as necessary.
3. Students are prohibited from examining or handling cumulative folders.
4. Cumulative folders must remain in the vault at all times.
5. Students are denied access to student ID numbers (including ID numbers assigned by such testing products as Kaplan and FCAT). Students are prohibited from handling state standardized test materials (FCAT), including the progress monitoring test materials of Kaplan.

SUBSTITUTE TEACHERS

For your sub have:

- Seating Charts
 - Lesson Plan (in addition to Emergency Lesson Plan)
 - Student name in each class that the Sub can trust.
 - Students in seats to be released (not at door)
 - Have sub COLLECT at least one assignment from the day so that individuals will be held accountable for work completion.
1. Teachers are expected to provide an adequate amount of work to fill the class period, along with clear directions for the substitute to implement the desired lesson plan for the day. The learning process is to continue even when a substitute teacher is in the classroom.
 2. Teachers are expected to report any problems with substitute teachers during the course of the school day to the appropriate administrator.
 3. Substitutes will be provided necessary information to become familiar with the program at Port Charlotte High School upon their arrival to substitute.
 4. Substitutes will be provided evaluation sheets to assist you and the AP in checking effectiveness of lesson plans, etc.
 5. Please be sure your computer is off and leave explicit directions regarding technology for the substitute.
 6. The following items are highly beneficial to the substitute teacher: the names of helpful teachers and /or students, good seating charts, emergency procedures, and clearly explained rules and routines.

TECHNOLOGY (Internet, Local Area Networks, Computers, and Related Technology).

General Policy and Guidelines

Inappropriate use of the Internet by a student will result in school discipline and possible cancellation of user privileges.

Inappropriate use of the Internet by a school district employee may result in personal disciplinary action.

Internet and Local Area Network Activities

All use of networks must be in connection with education and research and be consistent with educational purposes.

Any use of the network for commercial or for profit purposes is prohibited.

Any use of the network for personal or private business is prohibited.

Any use of the network for advertisement or political lobbying is prohibited.

No disks, CD's etc. from outside the classroom are to be used by students without teacher prior approval.

Students may not access e-mail accounts from school. If student accounts are necessary the teacher must request a classroom account through the Tech. Facilitator.

Network accounts are to be used only by the proper authorized owner of the account for appropriate purposes.

Users shall never intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the network.

All communications and information accessible via the network should be assumed to be public record.

Use of the network shall never disrupt other users on the network; hardware or software shall never be destroyed, modified, or abused in any way.

Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer system is prohibited.

Hate mail, harassment, discriminatory remarks, profanity, obscenity, or language which may be offensive to another user or other antisocial behaviors are prohibited on the network.

The illegal installation of copyrighted software for use on any district computer is prohibited.

Use of the network to access or process pornographic materials, inappropriate text files, or files dangerous to the integrity of the local area network, is prohibited.

Any violation of the use of the Internet shall be reported to the assigned teacher or Tech Facilitator and the appropriate administrator.

Users are responsible for keeping copyrighted software of any kind from entering the local network via the Internet.

The user shall maintain the integrity of the district's electronic mail system. The user is responsible to report all violations. The user is also responsible for making sure all e-mail sent or received by him/her contains no pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the local area network or the Internet.

All file transfers on-line must be logged (in a logbook) and any downloaded files must be sent to a computer with a virus-scanning program.

Users shall log out correctly from all network connections.

All student Internet connections must be monitored by a teacher, technology facilitator, or administrator.

“TO BLOG OR NOT TO BLOG THAT IS THE QUESTION” (Even Shakespeare would be Wary)

Recent disciplinary trends in Florida indicate that all public school employees need to be cautious when engaged in blogging, emailing and other types of internet communications, particularly if using an employer owned system. Because educators in Florida are held to a higher standard of conduct in both their personal and professional lives, what might be

acceptable in private industry may not be appropriate for public school employees. As public school employees, your First Amendment rights may be limited by the positions you hold.

1. Limit access to your blog or web page using a “friends only” or similar type of restrictive setting.
2. If visitors post to your blog or web page, monitor postings constantly and remove anything that is inappropriate or even gives the appearance of inappropriate conduct.
3. Do not blog or post about your job duties, colleagues, supervisor or students to minimize the possibility of disclosing confidential information, sharing information about a private workplace complaint, or otherwise carelessly or unintentionally engaging in speech which could affect your employment.
4. If you post or blog as a citizen about a non-job related matter of public concern (elections, environmental issues, etc.) be careful that your comments do not negatively affect your employer’s effectiveness or efficiency or otherwise disrupt the workplace.
5. Even if you are posting or blogging about innocuous information (i.e. your favorite football team or family genealogy), you still must be careful not to make statements that might harm your employer or interfere with your ability to carry out your job duties.
6. Do not post or blog about personal subjects (i.e. dating, romance, or drug or alcohol use). Your blog or web page should not contain any references to sexual subjects, or contain vulgar or profane language or graphics. If you blog or web page was a movie, it should be rated “g”.
7. Blogging and posting anonymously does not protect you. The names of bloggers, web page authors and other internet users can be discovered through litigation.
8. Check to see if your employer has any policies regarding blogging or web pages. If so, you should review the policy with your local officers or staff.
9. Know your Acceptable Use Policy (AUP) and follow it. Your employer can discipline you for failure to follow the policy. If possible, do not use the school board’s computer system for anything other than school related matters. Even opening your private email may cause problems.
10. Email messages made or received by agency employees in connection with official business are public records and subject to disclosures under Florida law. There is no exemption for so-called “personal” email on public computers but private email stored in government owned computers does not automatically become public records just because of that storage.
11. Assume that you have no privacy regarding any email you send or receive on any system owned by your employer especially if the AUP states that the employer has the right to search. Send only emails that you would feel comfortable having your mother read.
12. No email is ever fully deleted. Skilled technicians can often retrieve “deleted” materials.
13. These same computer experts can determine all Internet sites accessed from your computer, the date and time of day, the length of time on the site, along with frequency of access. School employees have been disciplined not only for accessing inappropriate sites but for accessing such sites during work hours.
14. Keep your passwords private. Don’t share with students or colleagues and change it often. Remember to log off or lock your computer if you leave your work station.

Disciplinary Action for Violation of Computer Policy

The violations listed above are only representative. Other forms of misconduct arising from, or connected with, the use of the Internet or local area network may result in disciplinary action.

User Responsibilities and Security

Failure to adhere to these guidelines may result in suspending or revoking the offender's privilege of network access.

Student Names / Picture

At no time are student names and / or pictures to be displayed on the Internet.

TELEPHONE MESSAGES

1. Telephones are available for in-building and local calls.
2. Teachers will be called out of class to answer the telephone only in the case of an emergency.
3. Long-distance calls can be placed through one of the secretaries. Long distance phone calls that are charged to the school must be for school business only.

TESTING

All standardized tests given at Port Charlotte High School are coordinated through the Assistant Principal for Curriculum and Guidance. Testing dates and schedules will be provided to staff members in advance.

TEXTBOOKS

1. Textbooks are inventoried through a bar code and scanning system. The program planner will explain the process for distribution to all teachers prior to the start of the school year. Teachers are expected to follow the process as instructed.
2. Teachers are responsible for all books issued to them.
3. Teachers should ask students to write in ink their name, and the school year in the textbook prior to it being issued.
4. Damages to books are to be assessed as a percentage of the true value. True value is based on the age of the book and its original cost. (New – 100%, Good – 75%, Average – 50%, Poor – 25%, Unusable – 0%)
5. Students will ask to leave textbooks in the classroom. If you agree, students and parents believe that you are accepting responsibility for the textbook. Do not allow students to house textbooks in your classroom.

TRESPASSING

Anyone on school campus or on school grounds must sign in at the Main Office prior to visiting any area of campus. A visitor's pass will be issued to those who have permission to be on campus. All others are subject to arrest for trespassing. Staff members are expected to report any person seen walking the campus that fails to display a visitor's pass or a CCPS identification badge. Staff members are to wear their identification badge at all times during their workday.

USE OF SCHOOL STATIONERY

Any correspondence being sent on school stationery must be reviewed and approved by the principal. Use of school stationery for personal use is inappropriate and unacceptable.

VISITORS

1. Parents are encouraged to visit the school. They must arrange to visit classes in advance. Teachers will be notified of any requests to visit classes.
2. Candidates for public office, incumbent or otherwise, may not be scheduled to make presentations to students during the time between the date of qualification for candidacy for office and the final election for filling each office.
3. Staff members are to notify the appropriate administrator when a guest speaker is scheduled. A student or staff member is to be available to greet the visitor at the sign in desk in the student office.
4. Visitors to the school are to sign in through the Main Office.
5. An administrator or his/her designee will escort visitors other than those invited by staff members to participate in a class, to their destination.
6. Students bringing visitors to spend the day in school is prohibited.

PCHS

2009/2010 Bell Schedule

7:25 – 7:34	Pledge/Pirate TV
7:34 – 8:20	1st period
8:25 – 9:11	2nd period
9:16 – 10:02	3rd period
10:07 – 12:13	4th period
A lunch	10:07 – 10:37
B lunch	10:39 – 11:09
C lunch	11:11 – 11:41
D lunch	11:43 – 12:13
12:18 – 1:04	5th period
1:09 – 1:55	6th period

CTC AM Schedule

7:45 – 9:35 CTC AM

9:35 – 10:07 Transition to PCHS

10:07 – 12:13	4th period
A lunch	10:07 – 10:37
B lunch	10:39 – 11:09
C lunch	11:11 – 11:41
D lunch	11:43 – 12:13
12:18 – 1:04	5th period
1:09 – 1:55	6th period

CTC Midday

7:25 – 7:34	Pledge/Pirate TV
7:34 – 8:20	1st period
8:25 – 9:11	2nd period
9:16 – 10:02	3rd period
10:02 – 10:40	Lunch/Transition to CTC
10:40 – 12:10	CTC Midday
12:10 – 12:18	Transition to PCHS
12:18 – 1:04	5th period
1:09 – 1:55	6th period

CTC PM

7:25 – 7:34	Pledge/Pirate TV
7:34 – 8:20	1st period
8:25 – 9:11	2nd period
9:16 – 10:02	3rd period
10:07 – 12:13	4th period
A lunch	10:07 – 10:37
B lunch	10:39 – 11:09
C lunch	11:11 – 11:41
D lunch	11:43 – 12:13
12:13 – 12:35	Transition to CTC
12:35 – 2:25	CTC PM

2009 – 2010

PCHS FACULTY HOUSE ASSIGNMENTS

Steve Dionisio Principal	Lou Long Assistant Principal	Cheryl Edwards Assistant Principal	Karen LaPorte Assistant Principal
Caswell, Dave Clawson, Jeanne Coffey, Tiffany Fourman, Bruce Francis, Denise Hoffer, David Jones, Ron Leal, Roman Perez, Linda Vernon, James Wang, Liang Wendell, Don TBA (McGuire)	Baermann, Kim Beasley, John Bowie, Leighton Campagne, Frank Capeto, Mike Chumbley, Ray DeWitt, Joseph Dubbaneh, Megan Garbarini, Anne Hagerty, Amy Henry, Tommy Johnson, Bob Means, Mike Muir, Kelly Newhouse, Kim Okonkwo, Philomena Ortenzio-Underwood, Michelle Pahutski, Julie Pilcher, Lynne Stice, Yvonne Taylor, Mary Taylor, Stephanie Tirb, Sonia Tirb, Tom Toney, Scott Wilder, Brett Williams, Curtis Wilson, Louise	Ayers, Pam Bishop, Eric Blaylock, John Buchik, Jeff Cady, Karen Chandler, Theresa DeWitt, Lillian Drummer, Chris Dukor, Barbara Dunham-Derheimer, Cynthia Ethington, Daphne Flowers, Stefanie Fullington, Mike Gruneisen, Roger Hallenbeck, Don Harrison, Lisa Hauser, Laura McCoy, Christina Montero, Ray North, Amy Pellegrino, Lisa Penwell, Ben Poore, Joanne Ramos-Voigt, Lisette Root, Katie Throop, Dave Voigt, Greg Wilder, Dawn	Barr, Jason Bouton, Bryan Branno, Lisa Bruglio, Bob Bruglio, Julie Buye, Nina Carter, Gale Cass, Bert Cicchino, Amy Crockwell, Cynthia Derocher, Stephanie Edwards, Dan Evans-Vierday, Barbara Hall, Dennis Hofer-Frascatore, Lorraine Kasanofsky, Michelle King, Michael Leonard, Tim Lopez, Jose Micalizzi, Justine Morgan, Gene Perkins, Quintel Portwood, Allison Primerano, Mark Serrano, Paulo Taylor, Rodney Tornwall, Judy TBA (Witmer)
Bookkeeper	Deans, Security, & ISS Aide	Media Specialists & Aide	Support Staff
Principal's Secretary	Nurse	Guidance Counselors	Social Worker
	Custodians	Occupational Specialist	ESE Liasons & CABA
	Embry Riddle Instructor	ESOL Aide	ESE Teacher Aides

PORT CHARLOTTE HIGH SCHOOL
Administrative Team Assignments 2009-10

<p>PRINCIPAL Steve Dionisio</p> <hr/> <p>Administrative Meetings Assistant Principals Brutal Facts Communicator Budget Community & Media Contact CWT Evaluations: Principal Secretary & Bookkeeper Finance Internal/District Funds FTE Audit Leave Requests Pipeline Pirate Perspective Room Assignments School Advisory Council (SAC) Staff Meetings Supplements Teacher Certification</p>	<p>ASSISTANT PRINCIPAL, FACILITIES/ACTIVITIES Lou Long</p> <hr/> <p>Administrative Coverage & Teacher Duties Athletics Bell Schedule Athletic & Academic Boosters Buses Capital Outlay (Overall) Construction/Facilities Improvement Custodial Evaluations CWT Deans, SRO, & Security Officer Emergency Action & Crisis Plans Facilities/Work Orders Health Inspections Keys Master Calendar Activities Security Extra Curricular Senior Awards SERT Contact Student Activities Student Re-entry Conferences Technology</p>
<p>ASSISTANT PRINCIPAL, CURRICULUM Cheryl Edwards</p> <hr/> <p>ACT Plan Advanced Placement/Dual Enrollment Articulation/Edison/Vo-Tech AYP School Improvement Plan Career Center CWT Curriculum (all areas including Grades) ESOL Department FCAT Programs Guidance Counselors & Guidance Support Instructional Materials Master Schedule: Curriculum New Teacher “NET” Contact Partnership & Performance Council (PPC) Program Planners PMP: Framework for Student Success Registration School Advisory Council (SAC) Staff Development Student Success! Plan Teacher Support Team Testing (PSAT, Kaplan, FCAT, Midterm/Finals)</p>	<p>ASSISTANT PRINCIPAL, STUDENT SERVICES Karen LaPorte</p> <hr/> <p>9th Grade House (student & staff development) 8th—9th Transition Activities AESOP—Teacher Coverage & Substitutes Announcements Attendance (Students, Teacher Period, & Monitoring) AVATAR Contact Awards Program (9-11) Credit Denial Appeals CWT Driver Licenses ESE Department, Teachers, Liaisons & Aides Handbooks (Teacher, Student, Substitute) Open Houses Performance Matters PLC: Pirate Quest P.R.I.D.E. Recognition Program Pirate Peer Mentoring Program Secretaries & Support Staff Student Assistance Teams (9/10 & 11/12) Tutoring Programs Summer Work Wellness Contact</p>