

**Oasis High School**  
**Cape Coral, Florida**

**Staff/Student**  
**Handbook**  
**2018-2019**



## Oasis High School Mission Statement

We believe that everyone can succeed in a safe and nurturing learning environment through positive partnerships between parents, school, and the community.

### School – Leadership Team

#### Superintendent

Jacquelin Collins

#### Administrators

Dr. Christina Britton- Principal  
Tod Baldwin-Assistant Principal  
Tim Loughren-Assistant Principal

### Who to see

What	Who
Morning / Afternoon Announcements	Morning-student- Afternoon-TBD
Attendance	Ms. Abbondandolo or Ms. Jansen
Boosters	Mr. Haba
Bus Transportation	Mr. Baldwin
Business Partners	Dr. Britton
Cafeteria (changes in lunch schedule, i.e. field trips, picnics, etc.)	Mr. Baldwin

Calendar Events/Activities	Dr. Britton
Child Abuse	Call 1-800-962-2873 and notify grade level administrator
Clean Up Spills	(custodial)
Crime Report (including stolen property)	SRO, any administrator
Discipline / Referrals	Mr. Loughren
Emergency Evacuation i.e. fire, weather, etc.	Mr. Baldwin
ESE	Ms. Wolters
Field Trips	Mr. Baldwin
504 Plan	Counselors
Fund Raising	Dr. Britton
In-service Credit Report Form	Ms. Hess
Leave (ATD and other)	Front office
Lesson Plans (emergency)	Ms. Wermerskirchen
Lost and Found	Front Desk/box in cafeteria
Master Schedule	Dr. Britton
Media Center	Ms. Wood
Medical Emergency- medication	Clinic- Ms. Abbondandolo
Meeting Room	Mr. Baldwin
Observations	Assigned administrator
Parent Conference	Counselor
Peer Mediation	Counselor
PTO	Dr. Britton
Repairs to Room (AC, locks, furniture, etc)	Mr. Baldwin
Repairs to AV Equipment (TV's, VCR's, etc)	Mr. Cole
SAC / SIP	Dr. Britton
School Pictures	Dr. Britton
School Volunteers	Front office
Substitute Teacher	Ms. Wermerskirchen
Supplies	Front Desk
Technology Malfunction	Mr. Cole
Testing	Guidance
Textbooks	Department Head / Mr. Loughren
Work Orders General	Mr. Baldwin

Principal’s Vision -	Page 5
Teacher Expectations-	Page 6
Department Chair Expectation –	Page 7
Team Leader Expectations-	Page 8
Principles of Professional Conduct-	Page 8-11
Interaction with Students -	Page 12
Record Keeping and Accounting Procedures-	Page 13-14
Classroom Management Issues-	Page 14-15
Accidents	Page 15
Advance classes	Page 15
Announcements	Page 16
Athletics/clubs	Page 16
Attendance/Tardy Policy-	Page 17
Blood Borne Pathogens-	Page 18
Cell Phone Policy	Page 18
Child Abuse Policy	Page 19
Clinic- Medications	Page 20-21
Conferences	Page 21
Copies	Page 21
Counselors	Page 22
Dealing with the Media-	Page 22
Discipline	Page 23
Dress Code	Page 24-26
Email	Page 26
Emergencies	Page 26-31
Evaluations	Page 31
Exams	Page 31
Field Trips	Page 32
Fundraising	Page 32
Grading	Page 33
Homework	Page 33
Keys-	Page 34
Lesson Plans-	Page 34-35
Mail Services-	Page 35
News media	Page 35
Parking	Page 35-36
Participation	Page 36
Pay	Page 36
Peer teachers	Page 36
Publications	Page 36-37
School closings	Page 37
Sexual harassment	Page 37-38
Social media	Page 38-40
Staff Development	Page 40
Student search	Page 40
Use of force	Page 41
Volunteers	Page 41
Workplace hours	Page 41
Work place violence	Page 42

## Principal's Vision for Oasis High School

**Vision Support:** The following expectations support the principal's vision for the school:

- All means all – we educate everyone that comes through our doors. We cannot pick and choose.
- The most important determinant of student success is an effective teacher using curriculum at grade level, as supported by standards, benchmarks and researched practices.
- Effective teachers have an inviting personality, care about students and create a stimulating classroom space.
- The school welcomes parents as partners in the education of their children, and the staff is expected to foster this partnership. Communication between teachers and parents is essential to student success.
- Effective teachers set positive expectations and minimize student misbehavior by implementing well-planned, engaging lessons.
- Discipline issues stem from a lack of procedures and routines. Student behavior, which keeps the teacher from teaching and other students from learning, is unacceptable and will be dealt with through established discipline procedures.
- Discipline shall be administered in a firm, fair and consistent fashion that maintains the dignity of the child and is developmentally appropriate.
- The most effective schools are those where there is a cooperative staff that pulls together. The staff is a community of learners and is expected as much as possible, to stay current in their field through staff development activities.
- Teachers are expected to support their colleagues and department and to plan cooperatively.
- The staff is expected to assist in active supervision of students as necessary to facilitate a safe learning environment.
- The staff will strictly adhere to and model the Florida Code of Ethics for Educators.

*As individuals we realize that every day we contribute to the lives of our colleagues and students in a positive or negative way--we choose our effect and create our own environment.*

*If the student cannot demonstrate learning or achievement; then WE have failed the student; the student has not failed. Failure is NOT an option!*

## **Teacher Responsibilities and Expectations**

1. Plan collaboratively, submit and implement lessons based on standards and benchmarks for the courses being taught at the appropriate grade level.
2. Post learning objectives / essential questions and agenda on the board daily
3. Higher order tasks and questions are expected to be planned and implemented as part of the lesson. Emphasize and implement AVID and Rigor and Relevance strategies in all subject areas.
4. Understand and implement accommodations as per Individual Educations Plans (IEPs); 504 Plans, and LEP Plans to ensure student success. Utilize RTI (Response to Intervention).
5. Complete paperwork and read email in a timely manner: i.e.: lesson plans, child study packets, leave forms, sub plans, fundraiser and field trip forms, guest speaker forms, etc.
6. Know and enforce the Student Code of Conduct, discipline policy and tardy policy. Be familiar with signs of bullying and be pro-active in its prevention.
7. Maintain a safe, orderly learning environment by establishing rules and procedures that make every student feel safe and valued.
8. Maintain accurate grade book records with student grades AND period by period attendance and enter grades at least weekly.
9. Follow district grading policies and the Student Progression Plan.
10. Attend parent conferences, faculty meetings, committee meetings, data PLCs, and department meetings.
11. Call parents regarding grades, behavior, etc. in a pro-active manner.
12. Provide supervision on campus and in hallways prior to school, during class change, and at the end of the day.
13. Work cooperatively and collaboratively with colleagues, departments and administration.
14. Continue professional growth by seeking professional development opportunities.
15. Know and adhere to the Code of Ethics.

### **Department Chair Expectations**

1. LT) meetings and communicate information to teachers in the department and to administration.
2. Support professional learning, data analysis and collaboration.
3. Hold regular department meetings, data PLCs, and communicate concerns and ideas to the principal. Turn in agendas and minutes to the principal.
4. Monitor curriculum and instruction in the department to ensure benchmarks and standards are aligned and implemented.
5. Review and work with the assigned administrator to order textbooks as necessary.
6. Support new teachers in the department by informally meeting with them regularly.
7. Focus department PLCs on teaching and learning.
8. Monitor implementation of curriculum maps, district curricular expectations. With approval of appropriate leadership, adjust maps as needed.
9. Monitor the departmental budget, including the copying budget to ensure compliance.
10. Serve on school committees as designated by the principal.
11. Support a healthy climate and culture on campus by supporting administrative visions and goals and fostering open communication.



### **Team Leader Expectations**

1. Attend School Leadership (SLT) meetings and communicate information to teachers in the grade level and to administration.
2. Provide guidance to grade level teachers in implementing expectations, i.e.: attendance, grades, discipline, student data.
3. Hold regular meetings (as specified):
  - a. Turn in agendas and minutes to the principal.
  - b. Communicate concerns and ideas to the principal.
  - c. Keep meetings appropriate, positive and professional in tone.
  - d. Communicate appropriate student needs to guidance, discipline.
4. Support new teachers in the grade level by informally meeting with them regularly.
5. Facilitate lunch expectations, seating.
6. Coordinate grade level events and activities. Communicate all planning with necessary staff.
7. Serve on school committees as designated by the principal.
8. Support a healthy climate and culture on campus by supporting administrative visions and goals and fostering open communication.

### **Principles of Professional Conduct for the Education Profession in Florida**

*6A-10.081 Principles of Professional Conduct for the Education Profession in Florida.*

***(1) Florida educators shall be guided by the following ethical principles:***

*(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.*

*(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.*

*(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.*

***(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.***

***(a) Obligation to the student requires that the individual:***

*1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.*

*2. Shall not unreasonably restrain a student from independent action in pursuit of learning.*

*3. Shall not unreasonably deny a student access to diverse points of view.*

*4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.*

*5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.*

*6. Shall not intentionally violate or deny a student's legal rights.*

*7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.*

*8. Shall not exploit a relationship with a student for personal gain or advantage.*

*9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.*

***(b) Obligation to the public requires that the individual:***

*1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.*

*2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.*

3. *Shall not use institutional privileges for personal gain or advantage.*
4. *Shall accept no gratuity, gift, or favor that might influence professional judgment.*
5. *Shall offer no gratuity, gift, or favor to obtain special advantages.*

***(c) Obligation to the profession of education requires that the individual:***

1. *Shall maintain honesty in all professional dealings.*
2. *Shall not on the basis of race, colour, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.*
3. *Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.*
4. *Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.*
5. *Shall not make malicious or intentionally false statements about a colleague.*
6. *Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.*
7. *Shall not misrepresent one's own professional qualifications.*
8. *Shall not submit fraudulent information on any document in connection with professional activities.*
9. *Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.*
10. *Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.*

11. *Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.*

12. *Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.*

13. *Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.*

14. *Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.*

15. *Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.*

16. *Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.*

17. *Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.*

*Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16.*

## **How to use Common Sense and Professional Judgment to Avoid Legal Complications in Teaching**

### **Interaction with Students**

1. Maintain a professional barrier between you and students. You are the adult, the teacher, and the professional; act like the expert not like another one of the “kids.”
2. Keep the classroom door open when talking with students.
3. Refer students to the appropriate resource person for counselling and / or discussions about personal matters.
4. Do NOT flirt with students.
5. Do NOT discuss your personal life or personal matters with students. Do NOT discuss your husband, wife, girlfriend, boyfriend, or dates with student.
6. When transporting students, coordinate transportation ahead of time, and use school or mass transportation. If necessary, call a taxi for the student.
7. Avoid leaving your students unsupervised; have an alternate plan of action.
8. Keep your hands and other parts of your body to yourself.
9. Use verbal praise and reinforcement.
10. Know your school policies and district and state laws governing corporal punishment. Establish and follow a consistent behavior plan. Treat each student with respect. Know the students’ rights.
11. Chaperone only school-sponsored functions. Do NOT socialize with students. If you chaperone a field trip, put in writing what your responsibilities will be. Do NOT drink alcoholic beverages in front of students. Do NOT take children home with you.
12. Do NOT make telephone calls or write notes of a personal nature to students.
13. Do not harass students; respect their differences. What you intend as humor may, in fact, be cultural bias or harassment.

## **Record Keeping and Accounting Procedures**

1. Know the laws, school board policies, and school rules and follow them. Know your rights.
2. Know your school policies and district and state laws regarding collecting money, purchasing materials and equipment, and follow them. Work in pairs when collecting large amounts of money.
3. Establish a policy regarding your grading system consistent with school and district policies, where applicable. Give a written explanation of it to students and parents at the beginning of the year or when they begin your class or unit of instruction.
4. Establish a policy regarding your behavioral management system. Give a written explanation of it to students and parents at the beginning of the year or when they begin your class unit of instruction.

## **BOOKKEEPING PROCEDURES**

### **Internal funds**

#### **Receiving Money for Your Internal Funds**

When you receive payments for your internal fund activities (i.e., field trips, fundraisers, etc.), you must complete an **Internal Funds Deposit Verification Form** and submit it to the Bookkeeper along with the funds to be deposited.

All checks are detailed on an **Internal Funds Deposit Verification Form (under check section)** as an addendum to the Internal Funds Deposit Verification Form. If you receive cash for these activities you will also need to detail payments on an **Internal Funds Deposit Verification Form (under Cash Section)**. The Cash Collected Form will provide your only proof that a student has paid for the activity when they pay with cash. It is recommended that you provide the payer with a receipt to eliminate any potential misunderstanding.

**All required forms are located on the shared drive in the “Blank Forms” folder.**

The appropriate forms are to be submitted with the funds to be deposited to the Bookkeeper within 24 hours of when they were collected. If the deposit documents are not ready for deposit, the Bookkeeper will secure the funds overnight and return them to the fund sponsor the next day. Funds should be secured overnight in the school safe and NEVER in a desk, drawer, cabinet, or any other location on or off the school premises.

## **Payments to Vendors**

In order to make a payment to a vendor for products or services, the vendor must first be registered in our accounts payable system. **It is the responsibility of the teacher/sponsor to verify that the person/organization is an approved vendor.**

**The list of approved vendors can be found on the shared drive under the Blank Forms folder (“Vendor List”).** All NEW vendors must have both the **Vendor Registration Form**, W9 completed to be processed by the City before any orders can be placed. Both forms are included in the **“Blank Forms”** folder on the shared drive so it can be attached to an email to your prospective vendors. Processing by the City includes validation of the SSN or FEIN and name match with the IRS records database before the vendor can be established in the accounts payable systems.

This process also applies to your school internal funds vendors; vendor payments may be delayed if this process is not completed before the order is placed. Once you receive the forms back from the vendor, provide them to the Bookkeeper to be processed. The Bookkeeper will NOT be able to cut a check to the vendor until she receives notification back from the City that the vendor has been established in the system. This includes payments from both general and internal funds. This process also applies to individuals that provide products or services; in these cases, the vendor must also provide their social security number.

Any orders placed or products or services purchased without prior authorization may be the responsibility of the employee.

## **Classroom Management Issues**

It is strongly urged that each classroom teacher attempt to deal with general classroom disruption by taking in-class disciplinary action. Failure to bring notebook, pencil, books, or required materials to class, refusal to do homework, or to work in class are **NOT** cause for disciplinary referrals.

Teachers should have expectations for behavior clearly posted in the room and should discuss the expectations with students. If a teacher observes a negative behavior pattern, the teacher should call/meet with the parents to enlist their help with the student. Some infractions may require immediate referral to the office (i.e. profanity, fighting, etc.) but if a student is exhibiting a pattern of negative behavior, parent communication should be the **first** step.

## **THIS PLAN SEEMS TO WORK BEST WHEN:**

1. Expectations and consequences have been clearly explained to students and parents.
  - a. Handouts
  - b. Signs posted in rooms
  - c. Notification to parents
  - d. Meeting with students
2. Teachers and administrators agree on a definition of disruptive behavior, i.e. behaviors which keep the teacher from teaching or students from learning.
3. The teacher provides **positive reinforcement for good behavior.**
  - a. Note or call home
  - b. Homework pass
  - c. Special activity

### **Additional Procedures**

#### **Accidents**

Staff members must notify the Main Office staff immediately of any accident or injury sustained on school property and/or in connection with a school-sponsored activity. The supervising faculty or staff member must complete and sign all necessary accident forms. If a staff member is injured, the proper forms must also be completed for insurance purposes. Direct any questions regarding the forms to Main Office staff or the school nurse.

Any student involved in a minor accident and/or sustaining a minor injury must be sent to the clinic so that accident reporting can be initiated and appropriate treatment provided. Always escort the student to the office - never send the student alone. If the accident and/or injury appears to be serious, the injured person is to be kept stationary, and an Administrator will be contacted immediately.

If an injury appears to be life-threatening in any way, contact 911 immediately. Do not wait for an Administrator to give you permission to contact emergency services. Send someone to also notify the office of the situation.

#### **Advanced Classes**

It is important for teachers to monitor student progress to make sure students have been placed correctly, based on ability and work ethic. If a student is “struggling” in an advanced class at the first quarter progress report (making a “C” or below), the teacher must inform the Guidance Counselor and contact the parent to explore the best placement for the student.



## **Announcements**

Morning announcements will be made, along with the Pledge of Allegiance (led by a JROTC cadet), as soon as possible after the first block is in session. Please allow students to listen for the announcements.

Afternoon announcements will be limited to bus and practice/meeting location/time changes, and/or activity cancellations.

Teachers or Staff will submit announcements via the Google Form Announcement Request not later than one (1) day prior to the desired announcement date.

Assemblies and Pep rally's will be scheduled ahead of time and students dismissed by announcement.

## **Athletics/Clubs**

The Athletic Director is responsible for the supervision of all athletic programs. They are to ensure that all coaches know and understand the rules. All students and coaches must be in compliance with paperwork and training.

Activities that require student-athletes to miss any part of school are to be approved by the Principal or designee. Teachers will be provided a list of attendees.

The coach/sponsor must be present at every meeting/practice of the team/organization. Parent involvement as volunteer coaches is encouraged.

School-sponsored groups or organizations that require transportation must adhere to the rules and policies of the charter school system. A student is not permitted to drive themselves to athletic competitions unless authorized by the Principal in writing.

Sponsors/coaches will be present from the beginning until the end of every practice/activity and all participants are picked up.

Coaches/sponsors are directly responsible for student supervision between the end of the school day and the beginning of the practice/meeting if students are remaining on campus. Students will not be allowed to move freely throughout the school, gym, or campus unless accompanied by the coach/sponsor. Students may be placed in the coach/sponsor's classroom as long as the coach/sponsor is with them.

## Attendance Policy

Attendance is compulsory for all students who have not attained the age of sixteen.

A. All students are expected to be on time and present each day school is open during the school year.

B. Students may not be absent from school without permission of the principal/designee.

1. The school principal or designee is the only person authorized to excuse a student's absence.

2. A note from a parent/guardian is a request that a student's absence be excused.

3. When a student accumulates an excessive number of absences (5 days in a calendar month or 10 days within 90 calendar days) and additional absences occur which are caused by illness, a written statement from a physician verifying that the absence was caused by an illness may be required by the principal to be submitted by the parent/guardian (School Board Policy 4.16).

C. Habitual tardiness is defined as six (6) or more tardies to school or to an individual class per quarter.

D. For enforcement of compulsory school attendance, three unexcused tardies or unexcused early sign-outs may, at the discretion of the school principal, be considered equal to one day of absence.

### B. Tardiness

If you arrive to school after 7:10 am, report to the attendance office for a late slip. Disciplinary action will be taken if you arrive late to classes during the day and your tardiness is unexcused. Tardies are considered level offenses and are subject to a lunch detention after 3 minor offenses.

**1<sup>st</sup> offense-Warning/call home**

**2<sup>nd</sup> offense-Warning/call home**

**3<sup>rd</sup> offense-Warning/call home**

**4<sup>th</sup>-5<sup>th</sup> offense-Call/lunch detention**

**6<sup>th</sup> plus- Meeting with guidance/administrator**

E. Students are not permitted to leave the school grounds at any time during the school day without permission from the attendance office. If you must leave the building due to illness or any other emergency, your legal guardian must sign you out at the attendance office. Other authorized personnel may be permitted to check out students with written permission or telephone verification by the legal guardian. Failure to follow the proper procedure will be considered an unexcused absence and will result in disciplinary action. School Board Policy states that excessive tardiness, leaving school grounds without permission, and/or skipping class may be subject to disciplinary action.

## **Blood Borne Pathogens**

All teachers have been given a First Aid Exposure Protection Kit. This contains everything you will need to protect yourself in the event of exposure to another person's blood or body fluids. You will also be given extra latex gloves, band aids and clinic passes at the beginning of every year.

It is very important for all staff to use **Universal Precautions** when coming in contact with another person's blood or body fluids. You must assume that all blood and body fluids from all persons are infected with the Hepatitis B or Aids Virus. **Always** put on latex gloves **before** touching blood or body fluids.

If you do have a breach of Universal Precautions, you must report to your immediate Supervisor, see the secretary to fill out an accident form and go the nearest assigned clinic for evaluation and follow-up.

## **Cell Phone Policy**

Students are not permitted to possess and use cell phones during school hours. In case of emergency, please consult your teacher or administrator. Inappropriate use of a cell phone or other electronic device (Chromebook) includes, but is not limited to, using it in class without the approval of the teacher, distracting/audible ring tones/sounds/music regardless of location; video or audio recording of teachers or students without their express permission; causing a disruption via device usage; creating a safety hazard; tardiness due to electronic device usage; or demonstrating an inability to interact responsibly/maturely with a staff member while in possession of an electronic device.

**1<sup>st</sup> offense-Warning**

**2<sup>nd</sup> offense-Warning-call home**

**3<sup>rd</sup> offense-Warning-call home**

**4<sup>th</sup>-5<sup>th</sup>- Call home- phone kept in office-end of day**

**6<sup>th</sup> plus- Parent will pick up phone in office-1 day (ISS)**

Teachers will refrain from using cell phones in the classroom in the presence of the students unless in support of instructional activities. Teachers will not use cell phones during passing periods in order to ensure proper supervision of students.

### **CHILD ABUSE /REPORTING (1-800-96-ABUSE)**

Florida Statute, Section 39.201, requires that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Department of Children & Families. The Department maintains a 24-hour hotline to which reports of child abuse, abandonment and neglect may be made. The number is listed above.

The statute lists several categories of persons that the Department considers "Mandatory" reporters. School teachers and "other school official(s) or personnel" are one of these categories. Teachers or other school personnel must provide their name to the hotline when they make a report.

#### **All OHS employees are considered mandatory reporters.**

The hotline takes reports of child abuse from teachers and school personnel very seriously. In fact, the statute requires the hotline to consider any reports of abuse by them as valid and accept them for investigation by the Department of Children & Families.

While teachers and school personnel must identify themselves when making a report to the hotline, their identity is confidential and is not generally subject to disclosure. The only persons that may have access to the identity of a reporter are employees of the Department of Children & Families, Law Enforcement or State Attorney's Office. Any person who discloses the identity of a reporter to an unauthorized person is subject to criminal penalties.

Protocol at OHS requires that the staff member who reports abuse should immediately notify the student's school counselor. A process document is in place that permits students to speak with DCF representatives, but ONLY through the school office. If a school representative is not available, a member of the administration will facilitate.

## **Clinic**

When a student needs to go to the clinic please fill out a clinic pass with students first name, last name and the reason for the visit. Students are not allowed in the clinic without a pass unless it's an emergency.

Once in the clinic students are welcome to call their parents and discuss their medical condition with them. If it is decided the student is not going home they are only allowed to stay in the clinic for approximately 15-20 minutes. Students must go home if: they have a fever over 100 have been vomiting or they have a suspected contagious disease. If we cannot contact the students' parents regarding these conditions they may stay in the clinic until we do.

If a student receives any head injury while at school we always call and notify the parents. When a student is able to go back to class, we give them a signed pass.

## **Emergencies / High Risk Cases**

If you have an emergency in your classroom please notify the front office by dialling extension 200. You will be supplied with a **confidential** High-Risk list which will identify the students who have emergency medicines in the clinic for life threatening conditions such as bee stings, allergies, etc. The health staff is able to administer all drugs, CPR and first aid.

## **Clinic Guidelines**

The clinic guidelines are posted on the clinic door for students to read. It is important that clinic rules are followed by both students and staff. The following is a copy of the guidelines.

1. It is our intent to provide the best possible care for students who are ill or injured during the school day. Due to limited space available, it will be necessary to send students back to class after an assessment and if no evidence of illness or injury are found.
2. Every visit to our clinic will be documented on the health room log and by use of clinic passes.
3. If the student visits the clinic three times within a two-week period, parents will be notified by phone or written notice.

4. Every visit after the third visit within the two-week period will constitute notification of the parent concerning their child's frequent use of the clinic.
5. If a student does not have a temperature (99.9 or below) and has no evidence of illness or injury, the student will be sent back to class. IA student will be sent home if they have a fever of 100° or above.
6. All students entering the clinic MUST have a valid pass.
7. No student will be treated without a pass, except in case of an emergency illness or injury.
8. No ice will be carried out of the clinic.
9. No student will be allowed in the clinic simply to use the restroom facilities.

### **Clinic-Medications**

Only medications with a doctor's prescription and/or medication use form can be administered at school. Students are not allowed to be self-administering over the counter remedies to themselves while at school. There are students who obtain permission from their doctor to use certain medicines at school. These medicines are given in the clinic. If you observe a student with a bottle of medicine in his/her possession, send the student to the clinic for further verification.

When students are to receive a medicine every day, we notify the teacher whose class will be affected by the student coming and going. If a student needs medication for a few days we provide them with a pass to come to the clinic during that time period. Students reporting to the clinic for regular administration of prescribed medication shall not be penalized for attendance.

### **Conferences**

It is OHS policy to involve parents fully in their children's education.

Parents of failing students will be contacted weekly. Documentation of parent contact and any other intervention is required. Retention or failing of a core class requires a parent meeting in advance.

Parent/teacher conferences will be scheduled through the school counselors for a date/time that is convenient to both the parent and the teacher(s) involved. If scheduled by the counselor, the teacher(s) will be notified of the scheduled conference at least 24 hours in advance. Teachers will attend all conferences requested by parents, counselors, or Assistant Principal.

Teachers will provide accurate documentation of a student's performance during the conference. At a minimum, this documentation will include the student's attendance record, grade records, specific assignments, and previous attempts to contact parents, as well as any intervention efforts that have been made by the teacher on behalf of the student.

### **Copy Machines**

Faculty and Staff are encouraged to use the copier in the teachers' lounge without any prior approval. The copier located in Main Office is for office personnel only.

If a teacher wants the Media Specialist to process a copy request, an email, or face-to-face coordination must be made with at least a 24-hour advance notice.

Copyrighted materials will not be copied without permission from the material owner(s).

### **Counselors**

Counseling and academic advisement is available to all Oasis High School students. School counselors, in partnership with the faculty and staff, exists to assist students with their personal, academic and career choices.

These services include:

Assistance with educational planning, interpretation of test scores, occupational and career information, information about colleges, technical and vocational schools, scholarships, and job training programs

Help with home, school, and social concerns. The student determines directions and goals in counseling. A student may discuss and explore freely and in confidence any problem or feelings that are personally important.

Should you have a concern about any of your students, check with the appropriate counselor. Together, you can form a plan to best serve the needs of the student. The faculty is encouraged to use the department members as a resource to assist in helping with classroom management and concerns about an individual student. Faculty should also feel free to refer parents to the counselors when appropriate.

If a counselor requests to see a student (normally via email), or a student fills out a request slip to see a counselor, a pass will be issued by the teacher. When a student leaves the counselor's office, the counselor will fill in the appropriate time and initial the pass. The student will show the teacher the pass when returning to class. In the event that a student is unable to be sent to the counselor due to instructional activities, the teacher will inform the counselor that the student will be sent after the activity is completed.

### **Dealing with the Media During A Crisis Situation**

All incidents that could potentially draw media attention will be reported to the District Office by the principal or principal's designee. The principal will be the spokesperson for incidents involving students and/or staff. The principal will make every effort to keep the staff informed of such occurrences. If staff members are contacted by the media they may refer this person to the principal.

## **Discipline**

While the focal point for student discipline is the Assistant Principal, every employee, regardless of position or duties, is responsible for enforcing the school-wide discipline program and Student Code of Conduct. The Code of Conduct is a guide to behavior accountability, and employees will strive to deal with discipline in a measured, reasonable and common-sense manner that includes respect for all parties involved.

Instructional Staff will ensure that all students are referred to the online Code of Conduct ([www.leeschools.net](http://www.leeschools.net)), as well as briefed on classroom rules, standards and expectations in the first or second class meeting of the school year. Both teachers and students are expected to review the Code of Conduct and comply with the policies and procedures contained in it.

Classroom management and discipline is the responsibility of the teacher. In nearly all cases, if a student is not complying with teacher direction or expectations, teachers will contact parents/guardians either telephonically or via email in an effort to resolve the situation. If the behavior is not corrected in a reasonable time period, the student will be referred to the Assistant Principal using the Google Forms referral document.

As a general rule, minor classroom discipline will be handled by the teacher. If and when necessary, teachers will involve the parents/guardians. When in doubt regarding the proper steps to follow, contact administrator.

Referrals will be processed to the Assistant Principal only after the teacher has implemented classroom accountability measures, involved parents/guardian, and student behavior has not improved. At that point, the Code of Conduct and school policy will dictate the appropriate accountability measure(s). Teachers and parents/guardian will be provided feedback by the Assistant Principal regarding consequences.

If a major infraction of school rules occurs (fighting, etc.), teachers must notify an Assistant Principal or Main Office immediately. If a situation requires that a student be removed from the learning environment, call the Main Office so that security can be notified. When the student is removed, a referral must be submitted as soon as possible but no later than the end of the school day. No student will be released from class for a major infraction without an administrator or security escort.

Suspensions and detentions and Alternative Learning Center (ALC) transfers will be processed under the guidelines of the Student Code of Conduct and administered by the Principal. Notification of suspensions and detentions will be disseminated to the student's teachers via email.

Internal suspensions and detentions, when appropriate and necessary, are designed to provide constructive alternatives to external suspensions. All students with assigned internal suspensions or detentions will be closely supervised and accountable to complete assigned tasks.



## **Dress Code Procedures**

If any student appears to be in violation of the dress code please send that student to the office to get the dress code back in compliance (parent may bring/shirt from office). This is considered a minor offense and after three minor offenses the student will receive a lunch detention.

- 1<sup>st</sup> offense- Warning/Change attire**
- 2<sup>nd</sup> offense- Change attire/lunch detention**
- 3<sup>rd</sup> offense- Change attire/lunch detention**
- 4<sup>th</sup> offense- Send home/1 day ISS**

## **Dress code (Staff and Students)**

### **Staff**

Employee attire will reflect the professionalism of the individual's position, especially those who are directly involved in the education of our students. For female employees, this includes dresses, dress pants, capris, skirts and professional tops. For male employees, this includes collared shirts with dress pants (not cargo style).

Jeans (refer to Student Dress Code for appearance standards) may only be worn on Fridays or designated Spirit Days. Non-collared shirts may only be worn on designated Spirit Days.

Shorts (dress or gym style) are only authorized for those employees conducting physical education classes/training or performing maintenance or cleaning duties.

Shoes will generally follow the same standards expected of students; dress sandals or dressy, open-toed shoes for female teachers are acceptable.

### **Dress Code (Student)**

To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the following guidelines for appearance and dress.

Students will comply with the approved Dress Code. Refer to the school website for specifics. All employees, specifically instructional staff, are responsible to enforce the Dress Code and process students for violations.

### **Specific Dress Code Expectations for Male Students**

1) Shirts: Non-spirit day shirts must be solid with an OHS logo or solid with one logo no larger than the standard OHS logo; that logo (Nike Swoosh, for example) must be located on the front chest area. Shirts must be in a school-approved color (black, navy/royal blue, white, pink, or gray; no patterns) and have a full collar; both polo and oxford-style shirts are authorized. Spirit day shirts will be worn as described above.

2) Shorts: Relaxed-fit, cargo, or regular black, navy/royal blue, or tan shorts (one solid color; no patterns) in either a flat or pleated front may be worn. Shorts must extend at least midway between the longest fingertip and top of the knee. They may not be too baggy or too tight and must be worn at the waistline.

3) Pants (including cargo style) will be solid in color (black, navy/royal blue, or tan; no modifications or patterns), and have front and back pockets with a zipper or button fly. No stretchy material or tight-fitting stocking type pants are allowed. Oversized or baggy pants are not permitted. Pants will be fastened at the waist. No distress marks are permitted. Pants with elasticized leg openings (joggers, for example) are not authorized. Plain jeans (blue, black, or tan with no modifications) may be worn.

4) Shoes: Dress shoes, leather deck shoes, leather loafers, or athletic shoes are acceptable. Shoes must have closed toes and a closed back. Sandals, flip flops, slides, boots, soft-soled moccasins, slip-on shoes, and Crocs are not authorized to be worn.

5) Hair must be clean, groomed, and moderate in style. Extreme hairstyles, length or artificial coloring are not permitted.

### **Specific Dress Code Expectations for Female Students**

1) Shirts: Non-spirit day shirts must be solid with an OHS logo or solid with one logo no larger than the standard OHS logo; that logo (Nike Swoosh, for example) must be located on the front chest area. Shirts must be in a school-approved color (black, navy/royal blue, white, pink, or gray; no patterns) and have a full collar; both polo and oxford-style shirts are authorized. Spirit day shirts will be worn as described above. Undergarments/straps may not be visible due to the material, design or wear of the shirt.

2) Shorts/Skorts/Skirts/Capri: Black, navy/royal blue, or tan bottoms (one solid color; no patterns) in either a flat, pleated, or Bermuda-style front may be worn. The item worn must extend at least midway between the longest fingertip and top of the knee. They may not be too baggy or too tight and must be worn at the waistline.

3) Pants may be worn. They must be solid in color (black, navy/royal blue, or tan; no modifications or patterns), and have front and back pockets with a zipper or button fly. No jeggings or stretchy material that fit like stockings or yoga pants are allowed. Oversized or baggy pants are not permitted. Pants will be fastened at the waist. No distress marks or holes are

permitted. Pants with elasticized leg openings (joggers, for example) are not authorized. Plain jeans (blue, black, tan, or white with no modifications) may be worn.

4) Shoes: Flats, loafers, deck shoes, and athletic shoes are acceptable. Shoes must have closed toes and a closed back. Sandals, flip flops, slides, boots, soft-soled moccasins, slip-on shoes, and Crocs are not acceptable.

5) Hair must be clean, groomed, and moderate in style. Extreme hairstyles, length or artificial coloring are not permitted.

### **E-Mail**

School e-mail will be business related and professional. Keep it factual, statistical, quantitative, and educationally related. Every e-mail message is a court-recognized business record. Everything you type is public record and may be requested as such.

In particular, e-mail communications between teachers and parents/guardians needs to adhere to professional e-mail standards. Use the telephone for potentially sensitive parent-teacher communications.

The OHS standard for responding to a parent query (email, phone message, etc.) is 24 hours or less.

All employees are required to check their OHS email account at least twice a day; all employees are required to check their LCSD email account at least once a week.

### **Emergency Situations**

Successfully responding to an emergency situation is a result of calm leadership, realistic training, and exercising good judgement under pressure.

All occupants of the gym and main academic building will post Partial Lock Down and Full Lock Down emergency procedures in a centralized location to ensure widest awareness. All employees will be familiar with all emergency procedures. Students will be briefed on emergency procedures in the first week of school.

Regulations require that a minimum of 10 emergency evacuation drills be held each school year. These drills will be unannounced and under varying conditions. Two drills will be held during the first two weeks of school.

Once teachers reach their assembly point during an evacuation, they will immediately take attendance; do not delegate that responsibility to a student/student aide. Once attendance is taken, teachers will hold up a green card to indicate that they have full accountability for their students; a red card being held up indicates that a student(s) are not accounted for; if both red and green cards are being displayed, some type of accountability issue exists (more students present than assigned, etc.)

Evacuation routes will be posted in each room of the school. Staff members and students must be briefed on these routes during the first week of school.

Coaches will be familiar with emergency procedures in case of inclement weather. The athletic director will provide this information. Any teams or clubs conducting outdoor activities must have the capability to detect lightning.

In case of an emergency evacuation, staff members will follow these guidelines:

1. Bring student class rosters (including sign out roster) and red and green cards when evacuating the building regardless of the reason for the evacuation.
2. Take only those personal belongings in your immediate possession.
3. Ensure that all students are out of the classroom and adjoining bathrooms.
4. Proceed to one of the two pre-determined assembly points and maintain order. Place your students in a STRAIGHT LINE to assist with accountability and control.
5. Take attendance; ensure you have accountability for all assigned students; display the appropriate colored card.
6. Remain with your class until an *all-clear* signal is sounded or an administrator gives other instructions.

All personnel on the OHS campus will move to one of the two designated assembly points. All personnel will use the same exit patterns regardless of the type of evacuation:

Any employees/students who exit the school via the **main front doors** or **south side exits** (JROTC end of the building), regardless of which floor the classes are on, will move to the assembly area outside and south of the main entrance gate. Do not cross over Oasis Blvd unless directed to do so. Teachers will supervise their individual classes. An administrator will take charge of that site and determine final accountability as soon as possible.

Any employees/students who exit the school via the main building **rear entrance** (by the school counselors' offices) or **north side exits** (parent pick up side), regardless of which floor the classes are on, will move to the athletic field assembly area; teachers supervise their individual classes. An administrator will take charge of that site and determine final accountability as soon as possible.

All **gym personnel** will use the closest exit door and move to the athletic field assembly point; teachers will supervise their individual classes.

The Principal is responsible for clearing the main building. The Athletic Director or a designated PE faculty member will clear the gym. The Charter System personnel will clear the Administrative Offices on the second floor of the gym as per their internal procedures.

## **Lockdowns**

Lockdown Drills are held twice each year. An announcement stating either “Partial Lockdown” or “Full Lockdown” (repeated three times) followed by as much detail as available will initiate the procedures. Assume that any lockdown is REAL and respond accordingly.

Full Lockdown – severe situation with a dangerous person(s) on the Charter Schools campus. Anyone aware of a potential Full Lockdown situation will dial 911. An Administrator will also notify 9-1-1 to ensure notification as soon as they are aware of the situation. The closest Administrator to the emergency panel (outside Principal’s office) will secure the OHS campus buildings by activating the badge lock down procedure.

Partial Lockdown – a situation requiring enhanced awareness/security is happening in the school or nearby. The goal is to maintain the educational environment with a focus on safety; no one will be allowed to move about the school or campus during this time.

### **Classroom Procedures for Full Lockdown**

Immediately lock classroom door(s) from inside – do not reopen doors under **ANY** circumstances until directed to do so by emergency responders or an administrator; do not attempt to admit students remaining in the hallway.

Turn off all lights; close blinds.

Move students quickly and quietly onto the floor, behind tables, into closets, etc. Stay away from doors and windows. Maintain the lowest profile possible.

No talking, no noise, no movements, no phone calls! Do not leave the classroom even if the fire alarm sounds.

If an issue develops that you want emergency responders to deal with (sick or injured student, etc.), the teacher will place the RED CARD in your door window or under the door. Otherwise, place the green card in your door window or under the door.

Students or teachers not inside a room when the lockdown is initiated should either vacate the school and move to one of the evacuation points or attempt to hide themselves in the safest possible place in the quickest manner possible.

Remain in this security posture until an Administrator or law enforcement officer personally delivers the “all clear” by unlocking your door and using the “all clear” words “**SHARKS SAFE**”. No one is authorized to share the “all clear” process with anyone outside the OHS staff and faculty.

If a Full Lockdown situation occurs before school hours or during dismissal and students/staff are on campus, any adult is authorized to take charge of any group and move them to a protective

location (back inside the school, etc.) The priority is to keep everyone calm, moved to and secured in the closest protective location, and kept stationary with the lowest possible physical profile until the situation is resolved.

### **Classroom Procedures for a Partial Lockdown (No Injured/Sick Teacher or Student)**

Check hallway for students and direct them to return immediately to their assigned classroom.

Lock classroom door; admit students that have returned to your room if applicable, but once you have full accountability of your class, keep your door locked/closed.

Continue teaching as normal; do not allow anyone to leave the classroom for any reason until an announcement is made over the intercom by an administrator that the partial lockdown is over.

### **Classroom Procedures for Partial Lockdown (Injured/Sick Teacher or Student):**

1. Adult or Student immediately dials 9-1-1 if there is any doubt as to the health status of the teacher and keeps the line open.
2. Two students calmly move to Main Office and inform office personnel. Once they have notified a staff member, return to the classroom.
3. Two students attempt to locate and inform either the Principal or Assistant Principal. Once they have located an administrator, return to the classroom.
4. Two students move quickly to the cafeteria and bring the AED to the Injured/Sick teacher's location. Anyone is authorized to use the AED, especially if EMS has not arrived.
5. Remainder of students move tables, chairs, desks, etc., to create open space around the teacher and make room for EMS personnel. Students should also move as far away as possible but will not leave the classroom unless directed to do so by an adult.
6. Anyone is authorized to provide first aid to the maximum extent possible.
7. All other students will remain in their locations. Disregard the bell schedule and follow any administrator directions over the intercom.
8. Once EMS arrives, take all directions from them.

### **Injured/Sick Student:**

1. Teacher immediately takes charge of the situation and dials 911 if there is any doubt as to the health status of the student.
2. Teacher provided First Aid to the maximum extent possible until EMS arrives.
3. Two students calmly move to Main Office and inform office personnel. Once they have notified a staff member, return to the classroom.
4. Two students attempt to locate and inform either the Principal or Assistant Principal. Once they have located an administrator, return to the classroom.
5. Two students move quickly to the cafeteria and bring the AED to the Injured/Sick student's location. Anyone is authorized to use the AED, especially if EMS has not arrived.

6. Remainder of students move tables, chairs, desks, etc., to create open space around the teacher and make room for EMS personnel. Students should also move as far away as possible but will not leave the classroom unless directed to do so by an adult.
7. All other students will remain in their locations. Disregard the bell schedule and follow any administrator directions over the intercom.
8. Once EMS arrives, take all directions from them.

If a Partial Lockdown situation occurs before school hours, students will be moved to their 1st Block classes until normal start time. Buses will continue to run unless directed otherwise by law enforcement personnel. If a Partial Lockdown situation occurs during dismissal and students/staff are on campus, students will continue to depart campus per normal procedure unless directed otherwise by law enforcement personnel.

**Emergency Phone Numbers:**

Police/Fire/EMS	911
Poison Control Center	1-800-282-3171
School Nurse	542-1577, ext. 201
Cape Coral Hospital	574-0354
Risk Management	574-0529, ext. 1

**Tornado Warnings or Drills**

We are required to conduct one tornado drill each school year. In the event of an actual tornado warning or drill, the following procedures will be followed:

1. A Drill will be announced over the intercom in the following manner: “This is a drill. This is a drill. This is a drill. We will now practice our tornado warning procedures. Teachers, please move your students to the downstairs hallways and have the students sit down and face the inner walls quickly and quietly.”

2. If it is an actual tornado warning, the following announcement will be made: “Teachers and students, there is a tornado warning for our area. Teachers, please move your students to the downstairs hallways and have the students sit down and face the inner walls quickly and quietly.”

3. The Administration will stay abreast of developing news related to the tornado warning.

4. If school is in session, all students in the main academic building will be moved out of the classrooms and into the bottom floor hallways, facing the interior of the school in a seated position. Students in the gym will be moved to the bottom floor of the main

academic facility and sit in the hallways facing the interior of the school. The Media Center and Conference Room can also be utilized.

5. Loose outdoor objects will be secured or moved inside by the Maintenance Team. Any students outside for any reason will move to the main academic building; under no circumstances will students continue to operate a vehicle if departing or arriving on campus; immediately park your vehicle and enter the main academic building ASAP.

6. Everyone will remain in the main academic building hallways until the warning or drill has been cancelled.

### **Evaluations**

All personnel will be evaluated by the Administration during the school year. This is part of their permanent record.

Faculty will be evaluated using a variety of instruments including walk-through observations and formal lesson evaluations and in accordance with the terms approved by the Charter School Authority and the State of Florida. If need for improvement is observed during walk-through observations, examination of lesson plans, classroom management issues, curriculum concerns or other areas, the principal or assistant principal may place a teacher on an Intensive Assistance Plan in order to improve performance in these areas.

Support Staff evaluations are completed by the Administration and performance conferences are held prior to the end of the school year. Non-instructional 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.

### **Examinations**

The testing coordinator will publish all directives regarding examinations. No examinations will be administered early. Exceptions to this are by the Principal only.

Any course that has an End of Course Exam (Algebra 1, Geometry, Algebra 2, US History, Biology) the teacher is NOT required to give a semester exam. The semester exam column in FOCUS must remain blank for both semesters. The EOC exam grade will go into the Semester 2 Exam column for proper calculation of the course grade. If you give a semester exam, it must be put in the 2<sup>nd</sup> or 4<sup>th</sup> Quarter as an Exam Assignment.

AICE course is NOT required to give a semester exam. If you give a semester exam, it will be put into the 1<sup>st</sup> or 2<sup>nd</sup> Semester Exam column.



For any course that is NOT required to give an exam and you choose not to, the exam days must be used to continue your curriculum.

### **Senior Exams**

Teachers cannot require seniors to return to school after their last day. Seniors cannot be penalized for missing work that occurs in a class that continues after the last senior day – this includes AICE courses.

Seniors final grades are final on the last official senior day. No grades will be entered for seniors after their last official day.

The following exam exemption policy applies to SENIORS ONLY. The policy states if a senior has an averaged semester grade of an “A” and no more than 5 absences per course, they are NOT required to take a semester exam. The student receives the averaged grade for the exam in FOCUS.

### **Field Trips**

Consult District Policies-Fill out correct forms that can be downloaded from the school share file. All field trips need to be approved by Principal or designee. All Chaperones must be approved ahead of time and given a list of responsibilities. All trips must be based on an instructional unit and not be isolated experiences. All destinations must be approved by the principal based on appropriateness, safety and available funds.

Only currently enrolled high school students are allowed to attend; no siblings (even if the parent volunteers drive their own car to the location) are allowed for insurance and liability reasons.

Chaperones earn Parent Involvement Hours for supervising field trips. Chaperones will ensure that the vehicles used (buses, van, etc.) are cleaned prior to releasing students. No food or beverage other than water is allowed on the bus.

A teacher/coach/chaperone must be on each bus carrying students.

Buses are for student use. Extra buses will not be assigned to accommodate parents. Parent chaperones may ride the bus if student seating is under maximum capacity.

Any overnight or out of county trip request must have prior Governing Board approval; plan ahead accordingly. Submit your request to the Principal for processing with the Board.

Sponsoring organizations may be charged a fee for fuel and labor according to current Charter System Authority policy.

### **Fundraising**

Prior to any fundraising activity taking place, fundraising request forms MUST be completed and approved by the principal. If the fundraising activity takes place through the athletic department the athletic director will need to give approval. Failure to do so may result in an organization forfeiting any funds raised for an activity that takes place without prior approval. It is important that you refer to proper bookkeeping procedures and follow the guidelines.

## **Grading**

The Principal and Assistant Principal will disseminate grading criteria/directives at the beginning of each school year.

Unless directed otherwise, OHS grading policy follows LCSD directives. Every teacher will explain his/her grading procedure to every student in the first week of school and document it in their syllabus. This same information is also to be provided to the Director of Curriculum. Parents/guardians must be notified ASAP when a student is failing a course.

**A minimum of 1 grade per week is required to be graded and entered for each student!**

### **Make up work:**

The student will be given the number of days absent plus one additional day to make up all missed work for full credit. For example, a student missed class on Monday and they return the next day. In this scenario, the student must submit make-up work in class on Friday. They get two class periods to submit their make-up work. Teachers should calculate the due dates based on the days they see the student.

Semester grades are determined by using the following formula: 40% for first quarter + 40% for second quarter + 20% for exam. This is for traditional classes that do not have an End of Course Exam (EOC).

### **Oasis Grading Scale:**

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

## **Homework**

Relevant homework can be an **extension of the daily lesson**. Homework should be assigned with a real purpose in mind, and it must be planned to benefit the student. Homework should be graded in a timely manner and returned to the student to enhance learning. Since homework should be designed to reinforce the daily lesson, feedback at the end of the quarter is neither desirable nor acceptable. High expectation levels are to be set for all students. Students who do not bring in homework as assigned are to be given the appropriate grade for non-completion. If resource materials other than textbooks are needed for the completion of assignments, these are to be provided along with the assignment.

p.m. the day after the request is made. Teachers are required to respond to requests in a timely and positive manner. Requests for homework will be coordinated by the Attendance/Guidance secretary. Any homework / make up work not picked up in a timely fashion will be placed back in the teacher's mailbox.

### **Keys**

Each teacher will sign for a room. The key(s) must be returned to the office at the end of the year. Rooms **MUST** be locked at lunch, at night when you leave, and during assemblies. Never lend your keys to a student. Never, Never, leave your home keys or school keys any place where students, visitors, or workers have access. You are accountable for your classroom and equipment. Leaving or lending your keys to anyone leaves you liable.

### **Lesson Plans**

With the emphasis on continuing accountability, lesson plans become a vital way to document that we are teaching the Florida Standards and preparing students for FSA.

It is the professional responsibility of each and every teacher to be informed about the curriculum content and to document that it is being taught. Teachers should also become informed about *Progress Monitoring* and utilize continual assessment of students.

Complete the lesson plan template on Schoology for each course you teach and submit to the assigned administrator and to your department chair. Joint lesson planning is encouraged, but please make sure each teacher puts the lesson into Schoology. A *copy* of your *daily* lesson plans should be submitted every week on the Sunday before you begin teaching them. Modifications to the lesson plan (i.e. because you teach all three grade levels and all four subjects) must be approved by the principal.

\*\*Turning in complete lesson plans when they are due is part of your professional responsibility.

## **Lesson Plans (emergency)**

Complete the *Substitute Lesson Plan packet* and return to Office by Friday, Aug. 31, 2017. Sub plans **MUST** be updated if they have been used. In settings such as the Art room or computer labs, etc. it is important to specify who can use what equipment, where materials are located, etc. If you are calling in sick from home, you can e-mail plans for that day to a member of the front office **AND** leave her a phone message about them, but you still must have an adequate emergency plan on file. Once the emergency plan has been used, it will be returned to you to be updated.

## **Lesson Plans for Substitute Teachers**

*“When we are confronted with failure, it is not because we planned to fail, it is because we simply failed to plan.”*

At Oasis High School, it is our goal to assure that our substitute teachers have a positive experience when teaching our students.

1. Everyone has been in a situation when an emergency arises and you must be out. This is when the emergency substitute plans in the sub folders come into play. The better organized and structured the plans, generally the better the learning experiences. Leave activities that involve the students for the entire period. Please make sure all information needed, such as planning time, lunch schedule, seating chart, names of students who can help, emergency plans, phone list, etc. is in order. These folders are due to the office before the first day of school. Every teacher must have current emergency plans in their sub folder. Please make sure your plans are updated and are in the sub folder. If you are out and the plans were used, please update.

## **Mail Services**

There is a mail tray located in the front office for county mail and USPS. County mail is generally picked up by 10:00 a.m. USPS mail is generally picked up by 1:00 p.m. Please make sure all envelopes are clearly marked. Teachers will have a mailbox in the front office, please check daily.

## **News Media/Press Releases**

All news releases concerning the school or school affairs must be approved by the Principal or Assistant Principal prior to release. The Athletic Director is the approval authority for sports-related news.

News media personnel must have prior permission from the Principal or Assistant Principal to enter onto school property. Teachers/staff members will obtain permission from the Principal or Assistant Principal prior to meeting or conducting interviews involving the press.

## **Parking**

A parking space will be assigned to each adult employee working during school hours. The Assistant Principal will maintain the list of assigned spaces. The employee is only authorized to park in that specific spot; parking in an unauthorized spot or area may result in the vehicle being towed.

Employees will be given a tag at the beginning of each school year that indicates his/her assigned spot; that tag must be visible to assist in spot checks; it can be hung from the rear-view mirror or placed on the driver's side dashboard.

If an employee has a specific parking requirement (handicap spot, etc.), coordinate that with the Assistant Principal.

Student parking will be assigned in accordance with the current policy. See the OHS web site for details.

## **Participation in after school events**

If your class requires students to participate / appear for activities outside of school hours, and the students will be penalized for non-participation, notice of these events should be given in the form of a Participation Contract. This should state the date, place, and time of the event and state the penalty for non-attendance. Examples include: science/history fair, play performances' band, chorus or orchestra events; competitions, etc.

Participation Contracts **MUST** be approved by the Principal and signed by the student and parent. A student cannot be penalized if two school events are scheduled for the same time.

## **Pay**

Staff members are paid bi-weekly, normally on Thursday. Direct deposit posting times vary based on your banking establishment. Live checks must be picked up from the principal's secretary. If you are required to submit a time-sheet based on your position and have any questions or issues, see the receptionist or principal's secretary in the main office.

Employees are contracted based on a set number of days and pay is distributed based on your contract.

## **Peer Teachers**

Teacher Leaders will assign first-year teachers, as well as second- and possibly third-year teachers, to a tenured instructor who will act as an advisor. All new teachers are required to participate in and complete the APPLES program. Direct any questions to the A.P.P.L.E.S. Coordinator.

## **Publications/publicity materials**

The Principal or Assistant Principal/Director of Curriculum must approve in writing all public school-related surveys, student and/or teacher generated publications, performances, exhibitions, or production. Examples include, but are not limited to, the Yearbook, brochures, exhibitions, flyers, newsletters, websites, student, staff or parent surveys. Email approval is sufficient.

Materials, curriculum, content that is considered libelous, questionably obscene, damaging to the school culture or reputation, disruptive, unsettling to the staff or student body, or offensive to community standards as determined by the principal are inappropriate and unauthorized. If you have any questions or require assistance in determining the appropriateness of materials or content, see the principal prior to presentation or distribution.

## **School closings**

OHS will follow the same calendar as the Lee County School District with few exceptions. OHS will also follow LCSD school closings due to weather or other emergencies. Please refer to the local news for school closings.

If necessary an automated system will be utilized to disseminate closing/emergency information

## **Sexual Harassment**

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

**It is unlawful to harass any person employed by the Cape Coral Charter School System because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.**

**Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.**

**Both the victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.**

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not reasonably considered serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

The harasser's conduct must be unwelcome.

It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop. The victim may use any employer complaint mechanism or grievance system available, up to and including speaking with the Charter School Administrator or Governing Board member(s).

Prevention is the best tool to eliminate sexual harassment in the workplace. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. They should clearly communicate to employees that sexual harassment will not be tolerated. They can do so by providing sexual harassment training to their employees and by establishing an effective complaint or grievance process and taking immediate and appropriate action when an employee complains.

It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or for filing a discrimination charge, testifying or participating in any way in an investigation, proceeding or litigation under Title VII

### **Social Media/Social Networking Material**

No employee, unless approved in advance by the Principal or designated representative, will utilize the school network to access a social networking site for any reason during school hours. Employees may use a personal network to access social networking sites during lunch periods only.

Networking sites are public forums (even when you have strict privacy settings in place) and because content posted never disappears completely, it can be used against you. Therefore, employees will not post confidential or proprietary information about the District, the Charter School System, its students, family members, alumni or employees.

Use good judgment when posting pictures and comments, regardless of the device used, when posted, etc. Education professionals are held to a higher standard and your personal or professional activities may still have professional and/or personal repercussions.

Unless authorized by the Principal in writing, Charter school employees are not authorized to communicate, regardless of the reason, with students currently enrolled in the charter school

system on any public social networking site. “One-way” messaging software applications (i.e., Remind) are authorized. Clubs and organizations may utilize social networking group pages if approved by the Principal in writing. Group pages must be closely supervised by the adult group/club sponsor and operated in such a manner to bring credit to the Charter School System.

### **Social Networking Sites & Blogs for Professional Use**

First and foremost, it’s vital that when participating in social media in a professional capacity that you are honest about who you are, you’re thoughtful before you post and you respect the purpose of the community where you are posting. For professional use of such resources, remember:

Accessing inappropriate web sites during work hours or using your E-mail or resources inappropriately can result in disciplinary action

By their very nature, social media websites and blogs are not private. Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems save information even if you delete a post.

If you feel angry or passionate about a subject, it may not be the right time to share your thoughts in a post. Delay posting until you are calm and clear-headed.

Thoroughly spell and grammar check your content before you post. Citizens expect that education employees set a good example when they write and speak in public. Correct any errors as soon as you can.

Remember that you are writing for publication, even if it’s just for a social networking web site. Refrain from making unsubstantiated statements and avoid careless comments.

### **Social Networking Sites & Blogs for Personal Use**

Use of social networking sites or blogs for personal use will invariably overlap into your professional capacity. Consequently, it is imperative that you conduct yourself in such a way that it doesn’t adversely affect your position as an employee. Below are suggested guidelines to follow when using social networking sites and/or blogs for personal use. These guidelines are not intended to restrict your participation but rather to provide some protection if you choose to engage in online activities:

If you participate in a social networking site for personal use, you may identify yourself as an employee of OHS. If you do, you must state that you are expressing your own opinion, not that of the school or system.

If you post information or comments that are not related to the school, your activities may still result in professional and/or personal repercussions, as well as potentially be a violation of state policies. Such actions include, but are not limited to:

1. Posting of photographs, regardless of the content, which may be considered offensive to other parties



2. Posting of information that is considered to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts)

Remember that you do not have control of what others may post on social networking sites; therefore, be aware that your social media postings in your private life may affect your professional status.

Be vigilant about what others post about you or on your page and, if necessary, take steps to remove comments that pose a risk to you or the School.

Employees will refrain from creating “personal” web pages, etc. that permit individual social interaction with currently enrolled students. This includes becoming “friends” or allowing students to access your personal page to communicate. Group pages supporting an OHS club or organization are authorized.

Employees will refrain from providing their personal email address to currently enrolled students. Employees will only provide their official school e-mail address as a way to communicate with students or parents regarding school-related business.

Employees should avoid posting personal comments on social media sites using personal or school equipment during school hours, even if it is during lunch time or planning periods, in order to avoid the appearance of impropriety.

### **Staff development/Faculty meetings**

All Staff members will participate in activities designed for their professional growth and development. The In-Service Coordinator will assist in the documentation of all training.

The Assistant Principal is the person of conduct for Staff Development.

Staff members are encouraged to provide input to the Principal/Assistant Principal regarding staff development needs, as well as volunteer to conduct training.

Staff members who attend conferences and/or receive professional development training with school-based funds are expected to brief the relevant information collected at the conference to the staff.

Faculty meetings/In-Service Trainings shall be scheduled on the first Wednesday of the month. Meetings shall start at 1:45 p.m. Attendance for faculty and administration is mandatory.

\*\*Please note that emergency faculty meetings could be called if warranted.

### **Student Search**

Florida Department of Education “Zero Tolerance Policy” provides for the authority of school personnel for a “limited” search of a student when reasonable suspicion indicates that a student may be in possession of illegal contraband. If a teacher suspects a student of possessing contraband, please notify a dean or administrator as discreetly as possible. Someone will come to the classroom to escort the student to the office for the search. Teachers should NOT search students.

## **Use of Force**

Florida statues and the Department of Education “Zero Tolerance Policy” provides school personnel the authority to use reasonable force with a student to protect themselves, other personnel, students and property. Such force should be considered reasonable within the scope of the situation. Teachers should place their hands-on students only on the rare occasion when they or other people are in jeopardy.

## **Volunteers**

Please contact the Main Office if you are planning on utilizing volunteers in any capacity regardless of duration.

All volunteers, including chaperones, who come in contact with even one (1) student in the performance of their duties, must complete an application for a background investigation prior to volunteering. Coordinate with the Main Office for the proper forms and process. Written Principal approval is required before a volunteer can perform the requested duty.

If you have a “Volunteer Coach” assisting with your program, please notify the Athletic Director, as their clearance procedure is more involved.

Volunteers must sign in with the front office before beginning volunteer duties, receive and wear a volunteer identification badge/sticker, and sign out prior to departing campus. This does not apply to volunteer coaches unless working with students during school hours.

Volunteers will park in visitor parking spaces

## **Work hours**

Unless otherwise specified, employee work hours are from 6:45 a.m. to 2:15 p.m., Monday - Friday. The Main Office will be open for business during these hours as well.

Should it be necessary for you to leave the campus during the work day due to an emergency, you must secure the approval of the administration. You must also sign out.

Any employee who arrives after or leaves before their contract time will have an equal amount of time deducted from their accrued leave.

Unless a teacher is contracted to teach eight (8) periods, a planning period is provided to Instructional Staff every other day due to the alternating block schedule.

## **Workplace violence**

According to the National Institute for Occupational Safety and Health (NIOSH), workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting.

It includes, but it's not limited to, beatings, stabbings, shootings, sexual assault, psychological traumas such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as being followed, sworn at or shouted at.

The "workplace" may be any location, either permanent or temporary, where an employee performs any work-related duties. This includes, but is not limited to, campus buildings and the surrounding perimeters, including the parking lots, field locations, and traveling to or from work assignments. OHS has a zero-tolerance policy regarding workplace violence.





