

The logo for J.M. Tate High School features a circular emblem with a pink background. Inside the circle, a white silhouette of a horse is depicted in a rearing position. Above the horse, the text "J.M. Tate High School" is written in a white, sans-serif font. Below the horse, the word "AGGIES" is written in a large, white, stylized font with a black outline. The entire logo is centered on the page.

**J. M. TATE HIGH
SCHOOL**

Policy & Procedures Manual

for Faculty & Staff

Revised June 2017

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Forward

This document contains the policies and procedures of J. M. Tate High School as they relate to the family. Please familiarize yourself with its contents and refer to it when questions arise. If you feel that there are policies which seem inappropriate or inadequate, please bring them to the attention of any of the principals. It is the responsibility of each faculty member to collectively foster policy and procedures to provide the most conducive environment for lifelong learning.

It is important that we commit to one voice in fostering a productive academic environment for the purpose of educating our students in a safe and conducive environment. It is very distressing to a student to be held to the rules by one teacher while his fellow students are allowed to ignore them by another.

Tate High School's Philosophy

J. M. Tate High School's purpose is to educate its students to become productive citizens, effectively participating in their community's, state's, and nation's progress and to recognize the United States of America as a member of the global community of nations. This school believes each person possesses his/her own unique potential, ability, and expectations.

Each student shall be afforded opportunity to learn, to participate, to succeed, and to excel in a variety of areas including academic, vocational, technical, agricultural, cultural, physical, and social education.

We believe that successful education occurs in a safe, conducive, and enduring environment of mutual respect. To this end, and recognizing the inevitability of change, Tate will always resolve to maintain clear communication and transparency among all within the school and the Aggie family.

Our Mission

The mission of J. M. Tate High School is to have an administration, faculty, staff, and family committed to educational excellence at all levels through readily available communication, technology, research, and learning opportunities. It is our mission that students will see a direct correlation between classroom instruction and their daily lives. It is our mission to provide the technological access necessary for students to become successful members of their chosen pathways.

Professional Ethics

The Code of Ethics for instructional personnel for Escambia County is the same as the code currently used by the teachers of the State of Florida, the Florida Professional Practices Council, and the State Board of Education. Copies of the code will be provided each teacher who by board policy shall be provided via new teacher orientation and pre-school inservice.

Personal Appearance

A responsibility of the staff and faculty who work with students is to present themselves in a professional manner. Therefore, appearance should be considered in the regular classroom environment. Appropriate casual attire and faculty shirts are encouraged on Fridays. Because students look to teachers as role models, appropriate dress helps them to establish their view of professionalism in the world of work.

Master Contract

For information on the following items please refer to the Master Contract of the School District of Escambia County:

Teacher Leave and Conferences
Teacher In-Service Programs
Teacher Attendance

Reporting of Child Abuse
Teacher Sick Leave Pool
Workers' Compensation

Reporting of Child Abuse

Each allegation of child abuse must be reported immediately to the State of Florida, law enforcement and the Principal. **Florida Abuse Hotline: 1-800-962-2873**. As educators, it is not our job to investigate; however, it is mandatory to report.

Student Rights and Responsibilities Handbook

Questions on the rights and responsibilities of students of the Escambia County schools can be found in the Student Rights and Responsibilities Handbook. This document is available online. As a faculty member it is your responsibility to familiarize yourself with the contents of this handbook. Common areas of inquiry located in this handbook include:

Student Dress Code

Student Crisis Intervention Services

Testing Policies

Student Counseling Services

Student Attendance Policy

Student Disciplinary Procedures

Right-To-Know / Hazard Communications

The Escambia County School District will comply with the **Florida Right-to-Know Requirements** in Chapter 252, Florida Statutes, and Florida Administrative Code. These requirements state that the Right-To-Know Poster must be posted in a place for all employees to review. This includes 29 CFR 1910.1200 **Hazard Communication**, 29 CFR 1910.20 **Employee Access to Records** and annual training requirements relating to chemicals in the workplace, personal protective equipment, and emergency planning. If you have any questions concerning the Florida Right-To-Know or the Hazard Communication Program, contact Protection Services at (850) 439-2640.

Asbestos Hazard Emergency Response Act

To all employees who work in the schools and buildings under the jurisdiction of the Escambia County School Board: In October 1986, the Asbestos Hazard Emergency Response Act (AHERA) was signed into law. Included in this Act are guidelines for the Environmental Protection Agency (EPA) to establish rules regarding asbestos-containing materials (ACMs) in schools. Specifically, EPA was instructed to address the issues of (1) identifying, (2) evaluating, and (3) controlling ACMs in schools. The final AHERA regulations (rules) became effective December 14, 1987. They are found in 40 CFR 763 Subpart E 763.80-763.99 and have authority under the Toxic Substances Control Act (TSCA).

The School District of Escambia County has available for review and inspection the asbestos management plans for all schools and buildings under the jurisdiction of the Escambia County School Board. The District's plans contain information regarding inspections, abatement activity, response actions, and post-response actions. These plans are available for public review and inspection at each District facility and will be made available upon request through Facilities Planning at (850) 469-5660.

DRUG-FREE WORKPLACE POLICY (School Board Rule 2.37)

- (1) Personnel shall not manufacture, distribute, dispense, possess, be under the influence of, or use alcohol and/or a controlled or harmful substance (as defined in Chapters 893 and 877.111, F.S.) on or in the workplace. This includes, but is not limited to, any alcoholic substance, any intoxicating or auditory, visual or mental altering chemical or substance or narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled or harmful chemical substance, as defined by federal or state laws or rules, or any counterfeit of such drugs or substances all being collectively referred to as drugs.
- (2) Workplace is defined as the site for the performance of work done in connection with employment. That includes, but is not limited to, any school building or any school premises, any vehicle used to transport students to and from school and school activities off Board property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the Board.
- (3) As a condition of employment, each employee shall notify his or her supervisor of his or her conviction of any criminal drug or harmful chemical substance statute no later than five (5) days after such conviction. (Also see 2.43, S.B.R., Self-Reporting of Arrests and Convictions by Employees) An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated. However, at the discretion of the Board, such employee may be allowed to satisfactorily participate in and complete a substance abuse assistance or rehabilitation program approved by the Board in lieu of a non-renewal, suspension, or termination. Sanctions and discipline against personnel, including non-renewal, suspension, and termination, shall be in accordance with prescribed Board procedures and shall be commenced within thirty (30) days of receiving notice of an employee's conviction. Within ten (10) days of receiving notice of an employee's conviction in violation of this rule, the Superintendent shall notify the State Department of Education when applicable.
- (4) Pursuant to Section 440.102, F.S., a drug-free awareness program is hereby established and is to be implemented by the Superintendent to inform personnel of the dangers of drug abuse in the workplace, of the Board's policy on maintaining a drug-free workplace, of available drug counseling, rehabilitation, and assistance programs; and of the penalties to be imposed up to termination, for drug abuse violations. As a part of this program, all personnel and applicants for employment shall be given notice of the Board's policy regarding the maintenance of a drug-free workplace in the following form:

NOTICE TO EMPLOYEES REGARDING DRUG-FREE WORKPLACE PROGRAM

YOU ARE HEREBY NOTIFIED that it is a condition of employment that you refrain from the use of illegal drugs or the abuse of legal drugs on or off the job. As part of the Drug-Free Workplace Program the Board has instituted a drug-testing program. It is a violation of the policy of the Board for any employee to manufacture, distribute, dispense, possess, or use drugs, whether in the workplace or away from the workplace including non-working hours. Lawful consumption of alcohol during non-working hours and away from the workplace that does not adversely impact the employee's work performance or fitness for duty is not a violation of the Board's Drug-Free Workplace Program. All employees are subject to drug testing. Refusal to submit to a drug test may subject the employee to termination and, where on-the-job injury is at issue, loss of workers' compensation medical and indemnity benefits. The Drug-Free Workplace Program adopted by the Board authorizes the following types of drug tests:

- A. Pre-Employment Screening. An employer must require a candidate for employment to submit to a drug test. The employer may use a refusal to submit to a drug test or a confirmed positive drug test as a basis for denial of employment.
- B. Reasonable Suspicion. An employer must require an employee to submit to reasonable suspicion drug testing.
- C. Routine Fitness for Duty. An employer must require an employee to submit to a drug test if the test is conducted as part of a routinely scheduled employee fitness- for-duty medical examination

that is part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group.

- D. Follow-up. If the employee in the course of employment enters an employee assistance program for drug-related problems or an alcohol and drug rehabilitation program, the employer must require the employee to submit to a drug test as a follow-up to such programs and on a quarterly, semiannual, or annual basis for up to two (2) years thereafter.
- E. On-the-job Injury. If the employee is injured in the course of employment the employee shall be required to submit to a drug test. Necessary medical care will not be denied pending completion of, or submission to, a drug test.
- F. Post-accident. If an employee operating a District vehicle is involved in an at-fault traffic accident satisfying the parameters defined in the Transportation Department SOP entitled, "Post-Accident Drug/Alcohol Testing," which requirements are incorporated herein by reference, the employee shall be required to submit to a drug/alcohol test. Necessary medical care will not be denied pending completion of, or submission to, a drug test.

All information, interviews, reports, statements, memoranda and drug test results, written or otherwise, received or produced as a result of a drug testing program are confidential communications, but may be used or received in evidence, obtained in discovery or disclosed in any public or private proceedings, as authorized by law.

Employees may confidentially report the use of prescription or non-prescription medications, both before and after being tested. The reports of the use of prescription drugs should include a copy of the medical prescription. Reports may be made to the employee's supervisor, principal or director. Reports must be in writing identifying the use of prescription or nonprescription medications. Attached to this notice is a list of the most common drugs or medications by brand name or common name, as applicable as well as by chemical name, which may alter or affect a drug test. (See Attachment "A") The Board has instituted an employee assistance program providing alcohol and drug rehabilitation. Employees seeking information or assistance through the program should contact the Director of Risk Management for further information.

Pursuant to [Section 440.102\(3\)\(a\)8](#), F.S., an employee or job applicant who receives a positive confirmed drug test may contest or explain the result to the medical review officer (MRO) within five (5) working days after written notification of the positive test. If an employee or job applicant's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the employer. A person may contest the drug test result pursuant to law or to rules adopted by the Agency for Health Care Administration. (See Attachment "B")

The employee or job applicant has the right to consult the testing laboratory for technical information regarding prescription or nonprescription medication. A list of drugs for which the employer will test, described by brand names or common names as applicable, as well as by chemical names, is attached to this notice. (See Attachment "C")

In addition to the right of the employee to challenge or contest the results of any drug test, the employee has the right to appeal to the [Public Employees Relations Commission](#) or applicable court and may have additional rights under a collective bargaining agreement, if any. Questions regarding the collective bargaining agreement may be directed to the appropriate bargaining unit representative.

The Board is required to report an employee conviction of drug violations occurring in the workplace to the State Department of Education within ten (10) days of receiving such notice, when applicable, and is also required to commence disciplinary action against such employee within thirty (30) days of receipt of the notice of violation.

ATTACHMENT "A"

OVER-THE-COUNTER AND PRESCRIPTION DRUGS WHICH COULD AFFECT THE OUTCOME OF A DRUG TEST:

ALCOHOL - All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vicks Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).

AMPHETAMINES - Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex

CANNABINOIDS - Marinol (Dronabinol, THC)

COCAINE - Cocaine HCl topical solution (Roxanne)

PHENCYCLIDINE - Not legal by prescription.

METHAQUALONE - Not legal by prescription.

OPIATES - Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, etc.

BARBITURATES - Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, etc.

BENZODIAZEPINES - Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrex, etc.

METHADONE - Dolphine, Methadose

PROPOXYPHENE - Darvocet, Darvon N, Dolene, etc.

ATTACHMENT "B"

CHALLENGES TO TEST RESULTS

- (1) A requirement of the Drug-Free Workplace Program is that within five (5) working days after receiving notice of a positive confirmed test result, the employee or job applicant must be allowed to submit information to the MRO explaining or contesting the test results. If an employee's or job applicant's explanation or challenge of the positive test result is unsatisfactory to the MRO, within fifteen (15) days of receipt of the explanation or challenge, a written explanation as to why the employee's or job applicant's explanation is unsatisfactory along with the report of positive results, shall be provided by the employer to the employee or job applicant. All such documentation shall be kept confidential by the employer and shall be retained by the employer for at least one (1) year.
- (2) An employee or job applicant may undertake an administrative challenge by filing a claim for benefits with a judge of compensation claims pursuant to [Chapter 440, F.S.](#) If no workplace injury has occurred, the person must challenge the test result in a court of competent jurisdiction. When an employee or job applicant undertakes a challenge to the results of a test, it shall be the employee's or job applicant's responsibility to notify the laboratory and the sample shall be retained by the laboratory until the case is settled.

ATTACHMENT "C"

DRUGS FOR WHICH THE EMPLOYER WILL TEST

Alcohol 0.05g/dl% or above

Amphetamines

Cannabinoids

Cocaine

Phencyclidine

Methaqualone

Opiates

Barbiturates

Benzodiazepines

Synthetic Narcotics: Methadone, Propoxyphene

Statutory Authority: Sections 1001.41; 1012.22; 1012.23; 1012.27, F.S.

Laws Implemented: Sections 435.04; 440.102; 1001.10; 1001.41; 1001.43; 1012.795, F.S.

History: New 11/27/90. Revised/Amended 10/27/92; 08/27/96; 11/20/01; 06/20/06; 02/15/11; 01/22/13; 11/19/13.

TOBACCO-FREE HIRING POLICY (School Board Rule 2.47)

- (1) The School District is committed to promoting health, wellness, and disease prevention within the community and to providing a safe, clean, and healthy environment for our employees and citizens. The use of tobacco and tobacco products is a known and established hazard to the health and well-being of those who use them as well as those around them. The health problems created by the use of these products contribute to the increase in health care costs and the rise in insurance premiums. Use of tobacco and tobacco products has been shown to decrease employee productivity and efficiency and increase absenteeism. It is in recognition of these factors that the District is taking measures to develop a tobacco-free workforce. The School Board hereby establishes a tobacco-free hiring policy for all individuals applying for any position which qualifies for health insurance benefits within the District. It is the intent of this policy that employees hired after the effective date of this policy remain tobacco-free for the duration of their employment.
- (2) For the purposes of this policy, “tobacco” is defined to include products that include tobacco/nicotine and are intended or expected for human use or consumption, including but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi cigarette, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form (i.e. lozenges, strips, pouches, etc.).

Rulemaking Authority: Sections 1001.41; 1001.42, F.S.

Laws Implemented: Sections 1001.42; 1001.43, F.S.

History: New: 06/21/11. Revised/Amended: 01/17/12; 04/23/13; 11/19/13.

TOBACCO-FREE SCHOOL POLICY (School Board Rule 3.22)

The School Board of Escambia County, Florida recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board’s acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment free from unwanted smoke for the students, employees, and visitors to the school campus. Finally, the Board recognizes that it has legal authority and an obligation pursuant to [Section 386.209, F.S.](#)

1) Tobacco Use Prohibited

No student, staff member, or school visitor is permitted to use any tobacco product at any time, including non-school hours:

- A) In any building, facility, or vehicle that is owned, leased, rented, or chartered by the School District of Escambia County, Florida;
- B) On any school grounds/property - including athletic fields; and any parking lots that are owned, leased, rented, or chartered by the School District of Escambia County Florida; or
- C) At any school-sponsored or school-related event on-campus or off-campus. In addition, no student is permitted to possess a tobacco product. This policy may permit tobacco products to be included in instructional or research activities in a public school building if the activity is conducted or supervised by the faculty member overseeing the instruction or research activity and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

2) Tobacco Products

For the purposes of this policy, “tobacco” is defined to include products that include tobacco/nicotine and are intended or expected for human use or consumption, including but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi cigarette, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form (i.e. lozenges, strips, pouches, etc.).

3) School Grounds and Property

School grounds and property means and includes land, school facilities, and school district vehicles including any used for the provision of academic and/or extracurricular programs. School grounds include playgrounds and recreational places. School grounds include that portion of land, school facilities and other facilities owned by the School District of Escambia County, Florida and municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

4) Time of Day

Any time means during normal school and non-school hours – 24 hours per day, 7 days per week.

Rulemaking Authority: Sections 1001.41; 1001.42; 1001.43, F.S.

Law Implemented: Section 386.209, F.S.

History: New: 05/20/14.

Overview of Staff Duties

Principal

- Program Coordination
- Employment
- Job Assignments
- Public Relations
- School Leadership Team
- School Literacy Team
- School Advisory Council
- Conflict Resolution
- Budgets
- School Grade/Graduation Rate

Assistant Principal for Curriculum

- Student Schedules
- Teacher Schedules
- SACS Accreditation
- School Improvement Plan
- Student Services
- FOCUS
- School Improvement Plan
- Design and Coordination of Curriculum
- Teacher Leave/AESOP
- Fuel ED/Virtual
- RTI

Assistant Principal for Facilities and Planning

- Repairs and Maintenance of Building, Equipment, Furniture, and Grounds
- Custodian/Maintenance
- Senior Activities (Clubs)
- Student Activity Calendar (All school activities)
- Duty Rosters
- After-school Activity Calendar Coordinator
- Behavior Management Plan
- Discipline
- Field Trips
- Booster Clubs
- ILO
- Attendance
- Drug Screening

Deans/Athletic Director

- Student Check-In/Check-Out information
- Discipline Review/Discipline Referral Forms
- County Referral Forms (for absences, etc.)
- Student Transportation
- Supervision of Students

Parking
Athletics
Student Lockers
ISS

Principal's Secretary

Office Manager
Hire and Supervise BCE Student
Handle Phone Calls, Visitors and Correspondence for Principals
Set up Interviews for Teacher/Staff Candidates
Ordering and Facilitating School Budget and Department Budgets
Report of Injury for Faculty and Staff
Prepare Property Incident Reports
Property Transfer and Disposal Forms
Payroll/Leave Forms

School Secretary/Records Clerk

Medical Claim Forms/Dental Forms
Substitutes/AESOP
Teacher Sign-in
Equipment Inventory
Registration of Students
Destiny

Bookkeeper

Monies Collected Forms
Check Requisitions
Internal Accounts/Purchase Orders
Student Fines List
Fines
Booster Clubs

Guidance Counselors

Assist Students in Choosing Schedule
Assist Students with Personal Problems
Assist Students with Career Choices
Plan and Administer Testing
Plan for Recruiters and Career Representatives to visit with interested students
Registration of Students
RTI / 504
Attendance

Dean's Receptionist

Answer Phone in Dean's Office
Direct Students to appropriate Dean
Check-in and Check-out Students
Assist Visiting Teacher with Attendance Record Information

Local Policy for Student Responsibility

Teachers are responsible for student management. The following rules apply to students in your care:

- Keep accurate accounting of tardiness and absences.
- Do not send students off campus for any reason.
- Do not leave your class unattended at any time. Send for assistance if you are presented with an unmanageable situation or have a personal emergency.
- Do not allow students to leave class unless it is an emergency or has relevance. Students out of class should be provided with the appropriate written permit.
- Do not place disruptive students outside your classroom door as a disciplinary measure.
- Do not allow blatant misbehavior or destruction of school property to go unreported.
- Do not permit students to use cell phones for personal calls. Phones are provided for students if an emergency arises in the attendance office.
- Do not allow students to grade the papers of other students.
- Do not force students to stand and participate in the Pledge to the Flag or to participate in school activities for which they plead religious reasons not to do so.
- Do not force students to participate in lessons for which they plead religious reasons not to do so. Provide students in these situations alternative lessons in which to fulfill assignments.
- Provide the assistant principal for curriculum with a syllabus including a copy of safety rules and tests for classes in which hazardous materials, tools or procedures are used. Keep on file a copy of safety tests administered to students. Administer safety tests within the first three weeks of the term in which they apply.

- Maintain student achievement, current lesson plans, and on-line grade book for productive correspondence with administration.
- Do not humiliate students in front of their peers as a disciplinary measure.
- Do not administer medical treatment of any kind to students.
- Do not search the purse, book bags, other personal belongings or lockers of students without reasonable and probable cause. **DO NOT TAKE CELL PHONES.** Request an administrative dean.
- Do not assign grades as a disciplinary measure. Use a clear and fair grading procedure. Provide a hard copy of classroom policies and procedures to each of your students within the first week of school. The assistant principal of curriculum must also be given a copy. The teacher's on-line grade book is a legal document. As such it should be accurate and updated on a weekly basis.
- Do not use homework/written assignments as punishment for inappropriate behavior.
- Provide differentiated instruction, complexity and student engagement.

Discipline

Set the tempo of your classes the first day of school. Discipline problems develop when students have nothing constructive to do. When you are not teaching on the students' level, they become bored with the subject. Set your standards and be consistent in your application. (Florida Statutes, 232.27, Policies and Procedures, 3.4.1) Order must be maintained if the process of learning is going to be encouraged. Our goal is to assist students in developing self-discipline. We should not be as concerned with punishing students as with developing self-discipline and understanding. Usually good discipline goes hand in hand with productive instruction. Whenever a teacher finds that he/she is having trouble controlling a class, he/she should examine his/her strategies, delivery, attitudes, and mannerisms.

When the situation does develop that requires attention, keep the following in mind:

1. State law dictates that "in no case shall punishment be degrading or unduly severe in its nature." (Florida Statutes, 232.27)
2. Do not threaten to do things that you will not or cannot do.
3. Be reasonable and listen to the student's version – **building relationships is essential.**
4. Be sure the student understands exactly why he/she is being punished.
5. Never argue with students. A discussion of what happened or why it is wrong should not become an argument.

Detention may be an effective method of refining ones accountability for their actions. You may keep a student after school for up to thirty (30) minutes after school or thirty (30) minutes before school. "Transportation for pupils so detained shall be arranged by the parent of the pupil after receiving notice of detention." (Policies and Procedures, 3.4.1.). Always allow twenty-four (24) hours notice before keeping students after school or assigning detention before school. District policy prohibits using writing as a form of punishment.

Sending a student to the dean's office should be a last resort in classroom management. An effective tool is parental involvement. Often student's behavior will improve when his/her parents are contacted. Have a classroom management plan that is clear, specific, and posted. Convey your plan to students on the first day of school and be consistent in implementing your plan.

Steps for Removal of Student from Class

1. Warning in class
2. Warning outside of room
3. Parental contact
4. Teacher detention or other punishment
5. Guidance referral (if appropriate)
6. Dean's referral
7. Removal

This list is not for minor classroom management incidents such as not having a paper and pencil. Tardies should also be handled as per attendance instructions. **Note:** In serious situations such as drugs, fighting or weapons, ask for immediate assistance from an administrator or dean.

By State law, a committee is to be established for the purpose of reviewing student misbehavior when a teacher has removed a student from his/her classroom. At least two members of this committee are required by law to be elected by the faculty. It was recommended that rather than require too much time of two faculty members, the following committee makeup would be used--a dean, an administrator, the referring teacher, and two other teachers who also have this student in class, along with the appropriate grade level counselor.

The committee will meet the day of the student's removal from class and a decision will be made (after following due process) as to the continued removal or the return of that student. When the student is removed by the teacher, the student should be sent to the dean's office with a pass subsequently requesting the review committee meet for a disposition.

Guidance Department

Parent Conferences

Parent requested conferences are arranged through the guidance department. They will be scheduled prior to the instructional day during designated times, and, if at all possible, you will be notified as least two days in advance of the conference. Conferences will not be scheduled on Wednesday mornings. Parent/teacher conferences during planning periods will only be scheduled as a last resort. A counselor is not routinely scheduled to sit in on these conferences, but if you feel that one should be in attendance, please let the guidance secretary know. Please also let the secretary know if you are unable to keep the appointment.

If a parent requests a conference, please be prompt and prepared. Arrive with the student's grades, attendance, and any samples of the student's work that you may have. Do not become defensive in a parent conference. Although the parent may become aggressive, the situation rarely improves when you become angry. If you are uncomfortable meeting with a parent, ask a guidance counselor, dean, or administrator to sit in the conference with you. If a conference unexpectedly becomes heated, end the meeting until an administrator is available.

Please be responsive to parent requests for progress reports, return phone calls, and emails.

Student Records

Cumulative records are kept in a central records room in the Tate Building. Teachers have access to those folders, but they are not to be removed from the room. It is the responsibility of each teacher to be informed pertaining to an ESE student's accommodation.

Schedules

A new student coming to your class will show you his/her copy of his schedule. Please check the schedule to see if the student is in the correct room, correct course, and correct section.

Never admit a new student to your class without a schedule.

Progress Reports

Grades should be updated weekly in FOCUS . . . additional information will be provided as requested.

Student Grades

Grades for Transfer Students

Any grades received for students transferring to our school will be available in the guidance office. You will need to average these grades with your grades to determine the quarterly grade or semester grade. **(See sample forms at end of manual)**

Grade Reporting

- A. Classroom teachers are required to compute a grade for each student at the end of each grading period. Teachers are required to input grades into FOCUS a minimum of one time each week. All incomplete grades must be changed and recorded by the classroom teacher when the assigned work has been satisfactorily completed by the student (within ten days unless there are extenuating circumstances). Incompletes

at the end of the term should be given only in emergency cases and after approval from the assistant principal for curriculum.

1. Failure to accomplish successfully at least sixty (60) percent of the material deemed relevant by the classroom teacher should result in a failing grade for the grading period.
 2. The acceptable length of time for work to be made up due to illness, school events, family business, etc., is outlined in the Rights & Responsibilities Handbook. (Extenuating circumstances are always to be considered.)
 3. It is the student's responsibility to get any work missed that must be made up. Teachers should willingly assist in assigning make-up work requested within the allotted period. **Any unforeseen circumstances should be reported to the AP of Curriculum.**
 4. Teacher's judgment based on observation of classroom performance should not exceed 20 percent of the grade evaluation in any grading period.
 5. Each teacher will use the established grade system (A=90-100, B=80-89, C=70-79, D=60-69, F=59-0).
 6. Student conduct should not negatively affect a student's grade.
 7. Extra credit or grades may not be tied to anything monetary, i.e. attending plays, buying publications, etc.
 8. **Students should be given a number of opportunities and a variety of experiences to earn grades.**
- B.** Teachers are expected to notify parents of sudden, drastic, or unexpected changes in student performance. A note, e-mail, or telephone call is suggested when a grade drops two or more letter grades in a nine weeks period. Also, it is suggested that parents be notified if their assistance is needed in helping to improve their child's performance or behavior.
- C.** Citizenship grades are to be used in a manner that reports behavior separately from academic performance. It is expected that grades of "P" - poor or "U" - unsatisfactory will be used for student behavior that has resulted in a student's

having been kept after school, referred to the dean's office, or when parent calls or conferences have been used to correct the misconduct. "S" - superior is to be used for those who go beyond the usual behavior expected. "G" - good is automatically posted unless the teacher selects another grade.

D. The administration requires semester examinations. Each teacher will comply. All teachers are expected to give a written or computer-based exam at the scheduled exam time.

E. The grade earned by a student on a semester exam will count as twenty percent (20%) of the semester average. The value of final exams will vary as EOC exams are implemented.

F. Grade - FOCUS

1. All grades must be transmitted electronically using FOCUS. All grades must be entered into FOCUS. Weekly input of grades is mandatory.
2. Grades must be transmitted no later than the announced deadline. See FOCUS homepage – Messages.
3. An "incomplete" may not be issued without the assistant principal's approval.
4. Grade change forms may be obtained through the data clerk and must be approved/signed by Assistant Principal before returning to data clerk.

G. Edit Sheets

All grade edits and grades must adhere to the AP for curriculum's timeline provided by the District policy

Administrative Guidelines

1. A numerical average for each student will be maintained during the course of the nine weeks. At the end of the nine weeks, the teacher will report the numerical grade on the report card (The letter grade will be based on the current grading scale: 90-100=A, etc.).

2. No semester exam exemptions are permitted for either semester. Semester exams will count 20% of the semester average. For courses which require a State mandated EOC assessment, the EOC will take the place of the second semester exam in that course. The EOC will be calculated as thirty percent (30%) of the course grade.
3. Teachers have the authority to adjust grades for a student's benefit when significant remediation and/or progress has been made by the student.

Exam Exemption Policy

Legislation does not permit exam exemptions based on attendance or conduct.

Accidents to Faculty, Staff, or Students

Clinic

The Tate High School clinic is located in the Strange Building. Students sent there should have an appropriate pass indicating that the clinic is their destination. The clinic can keep medications sent by parents for dispensing to students throughout the day and handle minor medical problems. In case of emergency, clinic staff will intervene as per guidelines below:

Faculty and Staff

Any person who has actual exposure to blood or body fluids such as a needle stick, cut, bite that breaks the skin, splash into the eye, nose, or mouth must immediately report this to a supervisor and call Corvel Corp. at 800-906-4461.

You are responsible for reporting job-related injuries or accidents to the principal's secretary immediately or as soon thereafter the incident as possible. Report minor accidents as well because of future possible impact. Follow these procedures for accidents:

1. A 'First Report of Injury' must be filed within 24 hours of the incident or the school will be fined \$100. This report will be completed by the secretary based on details of accident provided by you. **Likewise, this form should be filled out for any body secretions exposure.** Failure to do so could result in non-coverage by the District insurance policy.

2. The secretary will also prepare an authorization for you to have medical attention.
3. You must be released by the doctor to return to work if you lose time under Workers Compensation for job-related accidents or injury.

Student Accidents

Extremely low cost accident insurance for students is available for those who want it. If you have a homeroom, you will receive applications for your students at the beginning of each school year. Please encourage them to apply. This benefit will also be offered online.

If a student is involved in an accident on campus, follow these procedures:

1. Administer emergency first aid if needed after you have sent for assistance from the clinic.
2. If the injured student was under your supervision, you must complete a Student Accident Report form (available from health professional in the clinic). **All data called for must be provided**, including a recommendation for avoiding similar situations in the future.
3. If the student was not under your supervision, the health professional in the clinic will complete the Student Accident Form.
4. In the event of a serious injury, notify the principal or designee immediately. If in doubt as to the seriousness of the injury, notify the principal.

Mandated Reporting Section 415.504, Florida Statutes

Florida law requires any adult who suspects that a child may be experiencing abuse or neglect to report that suspicion to the Child Abuse Hotline. This includes school personnel, medical personnel, health/mental health professionals, spiritual practitioners, and law enforcement personnel. Abuse or neglect can be in the form of physical, behavioral, emotional, or sexual maltreatment. The following gives you further information on what your responsibility is if you have *any* reason to suspect a child is being abused or neglected.

Process for Reporting to Hotline

Call 1-800-962-2873 and give the following information regarding your suspicion:

- All identifying information on the child including child's name, directions to school and home, age(s) of the child(ren)
- The name of the person believed to be responsible for the injury (if known)
- The child's immediate location
- The exact allegation, facts or opinions

As a professional, you will be asked to give your name and school agency. If the report meets certain criteria for acceptance, an investigator from Children and Families will complete an in-depth investigation and assessment of the child and family. Interventions employed by the Children and Families are aimed at assessing the risks to the child and eliminating those risks whenever possible through effective planning, service provisions, and coordination with others. Whenever possible, interventions are designed to build the capacity of the child's current home to provide a safe environment, when this is in the best interest of the child. If your suspicions are founded, you may not only be helping the child, but you may be helping the entire family. Your responsibility is to report, not investigate!

Safety in Shops and Labs

You are held responsible for following these procedures before your students are permitted to:

1. Handle dangerous or toxic materials
2. Operate power tools, welding equipment, cutting torches, tractors or other farm equipment, art knives or other tools or open flames.

Each student must pass a safety test on every piece of equipment and/or lab material with which he/she is involved.

Documentation for the above shall consist of:

- a. a lesson on safety recorded in your plan book to include proper handling/operation procedures, location of and procedures for using safety equipment, emergency procedures regarding such
- b. a copy of the test taken by each student
- c. a grade recorded for the test for each student in the class

These procedures are for your protection as well as that of the students. Therefore, it is imperative that you not allow a student to use shop or lab equipment or handle dangerous materials until there is evidence of a passing grade on a test based on safety lectures prepared and administered by you.

In/Out of School Communications

Mailboxes

Each teacher is assigned a mailbox in the Tate Building. Only those students serving as office assistants should be allowed access to teacher mailboxes.

Teacher Duty

Teachers may be expected to serve bus, lunch, or hall duty for an established period of time during the school year. Teachers who have a planning period in the 4/5 period block will be assigned a duty. Rosters will be posted of the schedules. Questions concerning duty should be addressed to the assistant principal for facilities. All teachers should be standing at their doors during each class change.

Substitutes

All workshops and personal leave MUST be approved well in advance by an administrator and only after you have communicated with the Principal to see if the date is available.

A list of approved substitutes is available in the main office located in the Tate Building. If you find a sub to be unsatisfactory and should be removed from the list for any reason, please notify an administrator.

Substitutes are responsible for any duty you may serve as well as your regular classroom duties.

You are responsible for securing your substitute and entering it in AESOP; however, in an **extreme emergency**, you may call in for the school secretary to ask for assistance. She arrives on campus at 7:35 a.m. The number is 937-2300, ext. 227 or 223. Please contact the secretary as soon as you have secured a substitute to give her the name of the person working for you. If you are going to be late for any reason, you must contact the secretary or an administrator.

Every teacher must have a substitute packet. This packet provides valuable information to the sub, which makes his/her experience at Tate a pleasant one. When this information is thorough, it eliminates the need for others on campus to try to determine

duty assignments, rooms, lunch period, etc. Substitute packets should include at least 3 days of lesson plans. These plans should be submitted annually to their department chair the first week of teacher planning.

Materials Management

Department heads are responsible for ordering, storing, and issuing materials to teachers. A faculty member designated as the Materials Manager coordinates the ordering, discarding, and transferring of materials for the school according to needs expressed by the administrators and department chair.

Teachers have the responsibility to account for materials they have issued to students.

Issuing materials should follow this procedure:

1. It is the teacher's responsibility to see that every material issued has the student's name, the teacher's name, and the school year.
2. Every material you issue should be listed by number, the condition at time of issuance, and the students' signature on a roster.
3. Give the student a reasonable length of time to find a lost material.
4. Money collected for lost materials is to be turned in to the bookkeeper on a Monies Collected Form (form FA-4-P). Inform students that the money will be refunded if the material is later found and returned in good condition.
5. When issuing new materials, teachers should make sure that the materials have a county I.D. number on the material in question.

Dual Enrolled Student Materials

All materials for dual enrolled courses will be provided by the Materials Manager.

Equipment - Use, Inventories and Purchasing

Teachers are responsible for conducting inventories of their assigned rooms and recording the information on forms available from the office. The first inventory is to be made during pre-planning and the second inventory should be conducted during post-planning. The final inventory should be given to the department head who will in turn file it with the main office.

The assistant principal for facilities and planning maintains a perpetual inventory of all furniture equipment showing serial numbers, school district property numbers and location. The Sheriff's Department can more easily locate property stolen from us, and the school district will assist us in replacing non-recovered stolen property if that property is properly accounted for. As well, the district will not share the cost of replacement of items which do not appear on their records. Therefore:

1. Report any equipment purchased or donated to the bookkeeper immediately upon receipt of such property, giving correct nomenclature, serial number, description, cost and source of purchase/donor.
2. Do not dispose of or allow any item to be removed from the school (even on a loan basis) without getting permission from an administrator.
3. Forms are available from the bookkeeper. These forms will record information pertinent to the documentation of these items.

Borrowing School Equipment

To borrow school equipment, you must first obtain permission from the assistant principal for facilities who will then get permission from the principal. The borrower shall be responsible for the item(s) if lost, stolen, broken, or abused and shall bear all expenses for repair or replacement. The borrower shall complete the standard loan form available from the main office or, if the form is not available, shall leave the following information on the file:

1. Department from which item was borrowed

2. Date borrowed and expected date of return
3. Make and model number
4. Serial number and county property number
5. Name of borrower
6. Approval signature
7. Any negligence could result in the teacher being held accountable for lost inventory

Purchasing Supplies and Equipment

Purchase of supplies and equipment can be made through several accounts following strict guidelines developed by the state and school district.

1. Purchases from **District funds** for classroom materials, supplies and equipment must be authorized by the department chair and ordered through the principal's secretary.
2. Purchases made from funds raised by students for a specific purpose are ordered through **Internal funds**. The money raised by students must be deposited in the school's Internal Accounts and disbursed in accordance with the rules governing those accounts.
 - a. You must have a purchase order (provided by the bookkeeper) signed by a principal to buy anything which will be paid for by the school; failure to do so will result in the expense **becoming your own**. Do not order items with the promise of a purchase order to follow as State and District policies prohibit payment for deliveries made prior to the date of a purchase order.

Bookkeeping Procedures

Please turn in money daily by 1:30 p.m. for deposit that day. Money turned in after 1:30 p.m. will be locked up until the next school day. (Do not leave money in rooms. You are responsible for all money turned into you by students.)

Monies Collected Forms. All money collected from students for any reason must be reported on a Monies Collected Form. Must be completed (in ink) and turned in daily. All money will be verified while you wait.

The form should include the following:

- Class/club name
- Source/optional materials, candy sale, uniforms, etc.
- Student's name--amount (if by check, indicate check name if different, list signer and check number)
- Signature of sponsor

Use a separate monies collected form for each source of income. Write club or teacher name on checks (helps locate, if returned NSF). Collect sales tax for items resold such as fund raisers, jackets, shirts, etc.

Purchase Orders. Must be obtained for all purchases ordered or bought through Internal Funds (**Tate High School is not responsible for payment of unauthorized purchases**). We must have a W-9 from all vendors.

After making your purchase, return to Bookkeeping the original invoice, signed and dated by the advisor receiving the merchandise. No account can be paid until the original invoice is received. **Don't jeopardize the credit reputation of the school.**

Check Requests. Complete form with signature of teacher/sponsor and club treasurer with supporting documents attached.

Monthly General Ledger. Given to account advisor at the beginning of each month. Please check over and let bookkeeper know of any discrepancies. Please initial on verification report in bookkeeper's office that you received report.

Fundraising. Each fundraising activity must have the written approval of the assistant principal and the sponsor prior to the beginning of the activity and put on the assistant principal for facilities' calendar. Give approved copy to bookkeeper with Purchase Request form. The bottom portion of the form, Section II, is filled out after the activity has been completed.

Donation Letter. Assistant principal for facilities and the bookkeeper need a copy of all letters given out to students.

Travel. Complete a T-2 and submit to Travel Accounting before leaving.

Care of School Plant/Facilities

When you have a need for maintenance or custodial assistance beyond the regular school day services, please submit an e-mail to the assistant principal for facilities and planning. Keep descriptions clear and provide all information required in the e-mail.

At the end of each school day:

1. Turn off all lights, fans, and computers. Leave air conditioners and heaters on; these will be handled by custodians.
2. Close and lock all windows and doors.
3. Put away or neatly stack all materials and equipment in order to ease the after-school custodial work.
4. Require students to clear tops of desks and floor around them of all materials at the end of each class period.

If you are not satisfied with the custodial work in your area, please submit an e-mail to the assistant principal for facilities and planning.

Teachers, school organizations, clubs, or teams desiring to use school facilities should contact the assistant principal for facilities and planning to get on the school calendar as soon as plans are final and permission for the activity has been granted by the principal. Sponsoring teachers are responsible for students and facilities under their supervision after regular school hours.

Club and Activity Guidelines

Membership

Clubs will hold membership drives in the fall. All clubs will provide and document a form of community service.

All posters must be approved by the assistant principal for facilities. Once approved, clubs may put posters up only on tack strips and bulletin boards, but all posters must be removed at the end of the advertised activity. Posters may not be placed on any painted surfaces. Posters should contain club name and sponsor's name.

Students may be members of multiple service clubs and multiple honor clubs.

All clubs are required to submit a club constitution to the assistant principal for facilities.

Meetings

Sponsors will hold meetings as scheduled throughout the year. Sponsors have the power to change meetings when necessary.

Activity Requests

Any club or organization that wishes to plan an activity in the name of Tate High School, on or off campus, is required to submit an activity request form to the assistant principal for facilities. This includes all fund raisers. Principals should approve all fund raisers.

Fund raisers should be submitted and posted on the school calendar once approved by the assistant principal for facilities

Probation, Suspension or Termination of Clubs

A club may be placed on probation or suspension or be terminated for the following reasons:

1. Lack of interest or participation
2. Violation of school (club by-laws) and district guidelines
3. No record on file of club by-laws
4. No record on file of club officers

A copy of every club's by-laws and/or constitution must be on file with the assistant principal of facilities.

All parties on or off campus must be cleared with the assistant principal of facilities before final plans are made. There will be no beach parties, sailing, swimming, or water activities at any time.

All money collected by clubs must be turned in daily when possible. The treasurer and sponsor must sign all forms submitted to the bookkeeper. See bookkeeper's guidelines for more information.

National organizations with charters must register annually. A copy of the charter or membership proof must be on file with the assistant principal for facilities.

Trips Away from School

Field Trips

Field trips are defined as those trips, including day camps, taken during class time and in connection with class work. They must have definite educational value, be adequately sponsored, and be carefully planned. The following procedure must be followed:

1. Applications for county school buses must be made through the assistant principal for facilities at least **10 days in advance of the trip**.
2. Students **MAY NOT** transport other students under any circumstances.
3. Written consent of parents/guardians is required and must be filed with you by each student before leaving campus and one day in advance of the activity.
4. A list of students must be published and sent via e-mail to the assistant principal for facilities and/or to the faculty.
5. Students are not considered absent but must make up all work missed.
6. Plans must be made for students not participating (not punitive).
7. All field trips must be approved by the AP for Facilities and Administration.

Out-of-County Trips

Oftentimes clubs and organizations make necessary trips out of county for competition and conferences. In addition to the rules of governing field trips, the following will apply in these cases:

1. Teachers and chaperones must understand that they are assuming a 24 hour a day responsibility from the time they leave until they return.
2. Chaperones should be told to make no personal plans except with the consent of the person in charge of the trip.
3. Students are to be told that no arrangements to visit with friends or relatives along the way or at the destination can be made unless such arrangements are authorized, in writing, by their parent/guardian.
4. Students must be informed that they are expected to conduct themselves in an exemplary manner at all times and that failure to do so could bring disciplinary action, including the possibility of being sent home early at their own expense.

5. Each parent and chaperone involved should become acquainted with the FHSAA guide on chaperonage. All chaperones must be approved by the assistant principal for facilities. The teacher in charge is responsible for leaving the Motel/Hotel Report form with each place of lodging. (forms available in the main office, Tate Building)
6. There must be one chaperone per ten students.
7. Students should not be led by other students as a team leader without a chaperone.

Copyright Basics

Increased use of various audio visual formats has prompted several legal cases dealing with Copyright (Public Law 94-517 and 96-517). Remember the copyright “rule of thumb” is SPONTANEITY and BREVITY. These assume you have not received permission or purchased the right.

1. Fair Use
 - A. For class preparation or Innovation Center reserve you may make one copy of
 1. A chapter from a book
 2. A periodical article
 3. A short story, poem, or essay
 4. A chart, graph, diagram, slide, or cartoon (if the cartoon itself is not copyrighted)
 - B. You may videotape a program off-air for classroom use. However:
 1. Tapes must be used directly for instruction, not for entertainment
 2. You must use the video for one time classroom instruction within ten (10) days of the broadcast of the program
 3. You may use the video a second time for reinforcement after the ten (10) day period
 4. After forty-five (45) days you must erase the video
 5. You are expected to establish appropriate control procedures in your school to maintain integrity of these guidelines
 - C. In using audio recordings:
 1. You may not record selections from various recordings to substitute for a collection or anthology
 2. You may make a copy of an audio recording for archival purposes
 3. You may not convert formats
 4. You may not narrate an entire story on video
 - D. You may make PowerPoints and slides from photographs in periodicals, books, and encyclopedias as long as you do not exceed one (1) photograph from any one source

2. Multiple Photocopying
 - A. You may make photocopies for classroom use (one copy per student) of
 1. A poem under 250 words or an excerpt from a poem
 2. An article of less than 2,500 words
 3. An excerpt of 100 or 2,500 words (whichever is less) of an article longer than 2,500 words
 - B. The copies must be for one course only
 - C. You may not make multiple copies of:
 1. More than three authors from a collective work
 2. More than one work by an author
 3. More than nine times per term
 - D. You may not make multiple copies to substitute for an anthology without permission
 - E. You may not copy any consumable works without permission, such as:
 1. Workbooks
 2. Exercises
 3. Standardized tests
 4. Test booklets

Guidelines for Acceptable Use of District Information Systems

See District Guidelines.

Availability of Access

Access to Computer/Network/Internet. Computer/Network/Internet access is provided to all District staff. All students will have access to the Internet unless parents request in writing that access be denied. Access to the District's electronic communications system, including the Internet, shall be made available to staff primarily for instructional and administrative purposes and in accordance with standard operating procedures. Each District computer and public Wi-Fi (available for individuals who bring their own personal telecommunication devices) has filtering software that blocks access to visual depictions and/or content that are obscene, pornographic, inappropriate, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA. Although the District uses an Internet filter to block inappropriate material, simply because something is not blocked does not mean that it is appropriate. Staff should report any inappropriate material to the Information Technology Department immediately.

Student Internet use is filtered more than staff use. Before requiring students to use online content, staff should confirm that the content is not blocked by the student Internet filter. Staff may request that sites deemed appropriate be unblocked for student use.

Limited personal use is permitted if the use imposes no tangible cost to the District, does not unduly burden the District's computer or network resources, and has no adverse effect on a staff member's job performance.

All non-staff/non-student users must obtain approval from the principal or departmental head or designee to gain individual access to the District's system.

All individual staff users of the District's system must complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or department head's office.

Staff are required to maintain password confidentiality by not sharing their password with others and may not use another person's system account.

Staff identified as a security risk or having violated the District's Staff Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.

Staff who knowingly bring prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

Subject to Monitoring. All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Staff should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete, or disclose such files for any purpose. Staff should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Personal telecommunication devices are subject to examination in accordance with these guidelines.

Use of Personal Telecommunication Devices. The District will provide a filtered, wireless public network to which staff will be able to connect personal telecommunication devices for instructional and administrative functions. These devices are the sole responsibility of the staff owner. The campus or District assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged,

or stolen and only limited time or resources will be spent trying to locate stolen or lost items. Each staff member is responsible for their own device—set up, maintenance, charging, and security. District staff will not diagnose, repair, or install software on another staff member's or student's device. Should inappropriate activities or a security breach be detected, appropriate District staff may examine the staff member's device.

Staff Computer/Network/Internet Responsibilities

Staff are responsible for their actions in accessing available resources. District staff are bound by all portions of the District's Staff Responsible Use Guidelines. Staff who knowingly violate any portion of the Staff Responsible Use Guidelines will be subject to disciplinary action in accordance with District policies.

Campus and Departmental-Level Responsibilities. The principal/department head or designee will:

1. Be responsible for disseminating and enforcing the District's Staff and Student Responsible Use Guidelines at the campus or departmental level
2. Ensure that all staff users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or department head's office
3. Ensure that staff supervising students who use the District's systems provide information emphasizing its appropriate, safe, and ethical use
4. Use the District's student information system to identify students who do not have permission to use the Internet and inform staff who are responsible for these students that they do not have permission to use the Internet
5. Provide training to staff that supervise students on digital responsibility, digital citizenship/ and appropriate use of technology resources

Escambia County School District Employee Code of Ethics. District staff are expected to maintain appropriate conduct when accessing the communications and information technologies available through computer/network/ Internet access. All staff must comply with the Escambia County School District Employee Code of Ethics, Social Media Policy, and the Rules and Procedures of the District School Board of Escambia County Florida at all times when accessing any part of the technology system.

Staff will guard and protect access to secure systems by:

1. **Protecting passwords and other similar authorization information.** Passwords are the primary way in which staff members are authenticated and allowed to use the District's computing resources. Staff will not disclose personal password(s) to any individual, including another staff member. Similarly, staff will not disclose other identifying information used to access specific system information,

- recognizing that if they do so, they will be held accountable for their actions as well as those of other parties to whom they have given access.
2. **Guarding unauthorized use of resources.** Staff will not allow others to make use of their accounts or network access privileges to gain access to resources to which they would otherwise be denied.
 3. **Complying with security measures.** Staff must not utilize any hardware or software in an attempt to circumvent the security of any other system, whether internal or external to the District's systems and network. Examples of prohibited activities include (but are not limited to) web proxies, Trojan horses, password crackers, port security probes, network snoopers, IP spoofing, and intentional transmission of viruses or worms.
 4. **Protecting student's right to privacy.** Staff shall not violate the provisions of the Florida K-20 Education Code, the Family Educational Rights and Privacy Act (FERPA), or the Health Insurance Portability and Accountability Act (HIPAA) when dealing with a student's right to privacy.

Computer/Network/Internet usage is subject to monitoring by designated staff at any time to ensure appropriate use. Electronic files sent, received or stored anywhere in the computer system are available for review by any authorized representative of the District for any purpose and may be subject to Florida public records law. Staff will affirm, in writing, that at all times their actions while using the District's system will not violate the law or the rules of network etiquette, will conform to the guidelines set forth in the Staff Responsible Use Guidelines, and will not violate or hamper the integrity or security of the District's technology system.

If a violation of the Staff Responsible Use Guidelines occurs, staff will be subject to one or more of the following actions:

1. Revocation of access
2. Disciplinary action
3. Loss of employment with the District
4. Appropriate legal action

Use of Social Networking/Digital Tools. Staff may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meeting sessions.

The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools. Staff who use digital learning tools in their classrooms must monitor student actions to ensure compliance with the Student Rights and Responsibilities Handbook.

Reporting Security Problem. If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the staff should immediately notify the District's Information Technology Department. The security problem should not be shared with others.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are examples of inappropriate uses and are prohibited:

Modification of Computer. Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

Copyright. Staff must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

Plagiarism. Fraudulently altering or copying documents or files authored by another individual is prohibited.

Impersonation. Attempts to log on to the computer/network/Internet impersonating a system administrator or District staff, student, or individual other than oneself, could result in revocation of the staff member's access to computer/network/Internet.

Illegally Accessing or Hacking Violations. Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

File/Data Violations. Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

System Interference/Alteration. Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

Illegal Activities. Engaging in illegal activities (defined as violations of local, state, and/or federal laws) is prohibited.

Inappropriate Content. Using, viewing, downloading, copying, sending, posting, or accessing obscene, profane, lewd, vulgar, or threatening communications, language, images, or video is prohibited. Using, viewing, downloading, copying, sending, posting, or accessing material that advocates illegal acts, violence, or discrimination towards others is prohibited.

Harassment. Harassing, intimidating, or bullying another person is prohibited.

Defamation. Posting messages that are false or defame or libel any person or organization is prohibited.

Personal Financial Gain. Use of technology resources for commercial purposes or personal financial gain is prohibited.

Political Purposes. Use of District resources for political lobbying purposes is prohibited.

District Procedures. Engaging in activities that violate the District's mission, goals, policies, or procedures is prohibited.

Email and Communication Tools

Email and other digital tools such as, but not limited to blogs and wikis, are tools used to communicate. The use of these communication tools shall be limited to instructional, school-related activities, or administrative needs.

Identified staff will be issued email accounts. Staff should check email frequently, delete unneeded messages promptly, and stay within the email server space allocations.

Staff shall keep the following points in mind:

Perceived Representation. Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the staff member's comments represent the District or school, whether or not that was the staff member's intention.

The District email account shall be used for professional communication. The social media tools that are associated with the District's email account shall be for professional use.

Privacy. Email, blogs, wikis, and other communication within these tools shall not be considered a private, personal form of communication. Private information, such as home

addresses, phone numbers, last names, pictures, or email addresses, shall not be divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients shall be sent using the blind carbon copy (bcc) feature, if applicable.

Junk Mail/Chain Letters. Staff shall refrain from forwarding emails which do not relate to the educational purposes of the District. Chain letters or other email intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

District Web Contributor Responsibilities

The purpose of District Web sites is to communicate campus, department, and District activities and information to District Web patrons and staff. Official school and District Web sites shall be hosted on a District Web server or a District managed hosting service. All staff creating/editing content for display on District Web servers are considered District Web-content contributors.

The District's Information Technology Department is responsible for ensuring that all Web-site content conforms to the guidelines described below, as well the District's overall communications objectives. As such, the Department reserves the right to alter or delete any content contained on a District Web site in order to ensure that it conforms with both Web-site guidelines and the District's communications objectives.

Content Issues

For the requirements below, "content" is defined as text, graphics, media, or other information that is visible and/or audible on a District Web page.

1. All content must be approved by principals/department heads or their designees before being posted.
2. If any content and/or file on the District Web site exhibits any of the following conditions or presents any of the following problems, the individual responsible for that content will be asked to eliminate the offending condition within a reasonable amount of time. If the condition is not corrected after a reasonable amount of time, the District's Information Technology Department will take action to rectify the situation. Staff who knowingly violate (or promote the violation of) any portion of these guidelines will be subject to disciplinary action in accordance with District policies. Content shall not be displayed if it:
 - a. Contains questionable and/or inappropriate material and/or themes.
 - b. Is of a personal nature.
 - c. Includes commercial, trademarked, and/or copyrighted material without the express written consent of the "owner" of the content. If consent is

- obtained, the proper trademark/copyright symbol and/or owner's credits must be displayed.
- d. Is out-of-date or inaccurate.
 - e. Contains hyperlinks that do not return an active Web page and displays a "Page Not Found".
 - f. Contains hyperlinks that do not return a document and displays a "Page Not Found".
3. Staff should only use District Web sites to post class information; however, staff are allowed to post information related to curriculum projects using District-approved blog and wiki sites.
 4. Non-District email addresses, non-District mailing addresses, and non-District phone numbers will not be disclosed on District/campus Web sites.

Display of Student Information on the Internet

The following conditions apply to the display of student information on District Web sites. A content contributor who violates (or promotes the violation of) any portion of these guidelines will be subject to disciplinary action in accordance with District policies.

1. Student-created projects, writings, and/or artwork are permitted on campus/District Web sites, or District-approved blog and wiki sites, if the appropriate parental consent has not been denied (using the Student Responsible Use Guidelines for Technology Addendum I).
2. Student photographs and names are permitted if the appropriate parental consent has not been denied (using the Student Responsible Use Guidelines for Technology Addendum I).
3. No personal student information may be publicly posted on a District Web site. Information or any combination of information that facilitates identification of a student or which provides the physical location of a student at a given time at a particular school or activity may not be included.

Hyperlinks

The following requirements must be met to utilize hyperlinks on any District Web page. If these conditions are not met, the individual responsible for those hyperlinks will be asked to eliminate the offending condition within a reasonable amount of time, after which the District's Information Technology Department will take action to rectify the situation. If the condition is a violation of (or promotes the violation of) any District policy or regulation or any local, state, or federal regulation or law, immediate disciplinary action of the individual responsible for the content and/or file may be recommended.

- Hyperlinks to all external (non-District) Web sites should open those Web sites in a new window.

- Hyperlinks to external (non-District) Web sites are only allowed where the content in those Web sites support and/or enhance learning, academic knowledge, and/or provide information necessary to provide service to District Web patrons. However, if the content in these Web sites is judged unsuitable at any time, the hyperlink to the site will be removed.
- Hyperlinks to Web sites whose content is prohibited by the District's Web filtering system are prohibited.
- Hyperlinks to District staff or volunteer personal Web sites are prohibited.
- Hyperlinks to personal student Web sites are prohibited.

Special Features

Special Web-site features that will not be allowed on District Web sites include, but are not limited to, executable programs or applets.

Consequences of Agreement Violation

Any attempt to violate the provisions of this agreement may result in revocation of the staff member's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken.

Denial, Revocation, or Suspension of Access Privileges. The System Administrator and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

Warning

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to sites that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of

merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the staff member's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Addendum I Email Retention

Electronic mail is subject to the same access and retention requirements as other public records covered by the Florida Public Records Law.

Who Must Retain Electronic Mail? In general, the sender is responsible for retaining internally produced messages. Messages received from sender within the School district are considered duplicates and can be deleted as desired. If the message is sent out in both electronic and paper copy, the sender only has to retain one copy. If an email message originates outside the school district, the recipient's copy is considered to be an original and thus it is the recipient's responsibility to keep the record.

How Messages Should Be Saved? Messages can be saved in one of three ways:

1. Retain messages in an electronic subject folder in text format. These can be opened for viewing in most word processing programs. A unique file name must be assigned to saved email items. Attachments must be saved separately and may be saved in their original file format. They can be open and viewed by launching the program in which the file was originally created. Attachments can be saved using the original file name of the attachment.
2. Messages can be retained by archiving them in GroupWise, but this requires GroupWise software to access the stored documents and attachments.

GroupWise users who are planning to retire, terminate employment with the District, or transfer to another school or department should review messages in their current Mailbox and Sent Items folders and print those required for records retention purposes. These should be filed with other records being stored for retention/audit purposes. Once these procedures are completed, the original email messages may be deleted.

How Long Email Messages Must Be Saved? The General Records Schedule GS1-SL for State and Local Government Agencies, November 1, 2006, and General Records Schedule GS7 for Public Schools Pre-K – 12 Adult & Vocational/Technical, June 1998, published by the Florida Department of State, Division of Library and Information Services, Bureau of Archives and Records Management sets the guidelines for the retention of specific types of records. The content of the electronic messages determines the disclosure and retention procedures. All schools have copies of these schedules on file, and the schedules may be downloaded from the following Website:
<http://www.escambia.k12.fl.us/Master/Index.asp>.

General Email Categories and Minimum Retention Requirements:

Directory Information OSA*

Job Announcements 180 days after expiration

Meeting Agendas OSA*

Routine Correspondence Three Fiscal Years

**Obsolete, Superseded, or Administrative value is lost. The custodian of the record determines when a record is OSA.*

Summary

The majority of email may be deleted after its usefulness. Your main area of responsibility is to save what you send and what you receive from external sources, then use the above chart to decide how long the record should be retained.

Emergency Procedures

The law requires that at least one fire drill be held every month with the first drill being held within the first ten days of each semester. Teachers should post and review the evacuation in case of fire, fire drill, or emergency.

Teachers will take their class roll with them during emergencies and drills. Account for all student when you have reached your place of safety by referring to this roll.

A **Fire Exit Plan** shall be displayed in a conspicuous place in each room.

Be the last to leave the rooms and building in a drill or emergency.

All school personnel, all students, parents, or visitors will leave the building and participate in a drill unless they have permission from the principal to do otherwise.

General Plan for Emergencies

I. Purpose

The purpose of this plan is to establish policy and procedures for the notification, organization, and/or evacuation of the school population of J. M. Tate High School in the event of an emergency on or near the school with the potential of endangering life.

II. Emergencies

An emergency will be any situation so announced by an administrator or other county office personnel.

III. Types of Emergencies

- A. Rail or highway, chemical accidents
- B. Bomb threats
- C. Disturbance, demonstration, or riots
- D. Fire
- E. Weather condition, or alerts
- F. Internal explosions (i.e. gas lines, boiler room)
- G. Emergencies occurring at Solutia or International Paper plants.
- H. Intruder on campus

IV. Emergency Planning Committee Will Consist of:

- A. Principal
- B. Two assistant principals
- C. Three faculty members
- D. One representative of Tate Advisory Council
- E. Tate Student Council president
- F. Deans

The emergency planning committee will be a standing committee responsible for reviewing and updating this emergency plan.

V. Emergency Warning System

- A. An intercom announcement by one or more of the school administrators directing an evacuation.
- B. The announcement will provide instructions to be followed by all faculty, staff, and students.
- C. If power goes down, the administrators and deans will notify teachers in assigned buildings to evacuate and give location.

VI. Emergency Condition/Notification:

- A. Condition I: will become effective when an emergency appears probable, The primary purpose of this condition is to create awareness that a situation exists, i.e., a severe weather watch is in effect. Notify only personnel with a need to know, not necessarily the entire school population.

Notification – only those personnel in the main administration office, deans, and guidance counselor will be notified. Classes will continue on schedule

- B. Condition II: will become effective when an emergency appears imminent. Notification will occur with instructions and preliminary steps to safe-guard lives and property. Example: a tornado warning or hurricane warning.

Notification – all faculty and staff

- C. Condition III: will become effective when an emergency condition exists. All personnel with planning periods, deans, security guard, counselors, and maintenance workers report as instructed in each annex of this SOP.

Notification - all faculty, staff, and students.

VII. Action to be taken upon notification of emergency condition.

- A. Administration - continue to monitor emergency and update faculty and staff as needed.
- B. Faculty and Staff - will begin preparation of students in case evacuation becomes necessary.

In Case of an Emergency Condition:

- A. The principal will notify the Superintendent's office.
- B. The principal will notify law enforcement of the condition and level of condition.
- C. The principal will make the determination if the school population is to be evacuated to the evacuated assembly area or remain in the classroom.

Evacuations

- A. When the possibility of an evacuation occurs:
1. Teachers will:
 - a. Suspend instruction.

- b. Brief students as to the procedures to follow in classroom:
 - close all windows and doors
 - turn off all electrical equipment
 - keep students calm by talking to them
 - under no circumstances allow anyone to leave the classroom area until told to do so. Do not permit students to use cell phones.
- c. Make preliminary plans to ensure student safety and protection of property should we have to move to condition III i.e. brief students on evacuation route.
- d. Maintain control of classroom
- e. Move P.E. classes to Fryman Gym. Report to A.D. upon completion of move.
- g. Monitor the intercom for further instructions.
- f. Continue class if the time permits

B. If evacuation is necessary:

- 1. Teachers will:
 - a. Send aide with handicapped students to the Stanford Building.
 - b. Organize and move students to the assembly area as designated by the administration. Teachers must take class roll.
 - c. Report to assistant principal for facilities upon completion of the move to the assembly area and roll call the status of the class.
 - d. Maintain control and class integrity during evacuation at all times.
- 2. Administration responsibilities
 - a. Principal/assistant principal
 - 1. Maintain command and control from main office.
 - 2. Update Superintendent's office of emergency and current school status
 - 3. When conditions warrant, move command and control to appropriate location TBA.
 - 4. Request bus evacuation when necessary.
 - b. Assistant principal
 - 1. Report to the evacuation assembly area; maintain control and receive report of room teachers.
 - 2. Report current status of evacuation assembly area as needed to principal.
- 3. Individual responsibilities
 - a. The following will be checked in each building on Tate campus by the deans, resource officers, and support personnel.
 - 1. All students and teachers have evacuated the building.
 - 2. All windows and doors are closed and all electrical equipment is turned off.
 - 3. Report to assistant principal as each building is cleared.
 - b. Building responsibilities
 - 1. Band building, Driver's Ed building, all portables, deans office (deans)
 - 2. Lipscomb building (Jodi White)

3. Fryman Gym (Brittany Dunson, Melinda Wyatt)
4. Weight room and old gym (Jay Lindsey)
5. Jennings building (Alan Culp)
6. Industrial Arts and Christian building (Melissa Gibbs)
7. Strange and Hall buildings (Dale Gilmore, Caroline Gray)
8. Administration building Tate (Laurie Bedford)
9. ROTC and Cafeteria (ROTC instructors)
10. Stanford building (Sydney Wilkerson)
11. Athletic Director - assign coach to drive Tate school bus to pick up handicapped students at Fryman Gym and transport to evacuation area.
12. Pierce building (Pat Knoll)
13. Media Center (Stefany Tompkins)

Needs:

Bomb Squad

Access to buildings
(maintenance staff)

Resource Personnel

Student Council and
SEB may act as student
assistants where needed
Teachers on planning
assist where needed

Student Ground Rules

All quiet during
announcements; Teacher
permission required to leave
assigned area; calm, peaceful
behavior; NO loitering; follow
all directions as given; NO
telephone usage; no cell phones

Equipment needed:

Tables--two

First aid supplies

Chairs--ten

student prescriptions

portable cot

restroom facilities

phone access

water

Duties:

Check-out station - check students out and account for and dismiss special groups (BCE, etc.)

Nurses - tend to medical problems, assist where needed

Deans - assist check-outs, handle front gate, assist resource officer, assist where needed

Resource Officers - coordinate campus sweep

Principal - address students, coordinate activities from command station

Assistant Principal for Curriculum - address students, direct others as needed, assist principal and others; act in principal's absence

Assistant Principal for Facilities - coordinate food services as needed, coordinate gates, help direct teachers, deans, and students

ROTC staff - check boys' restrooms

Guidance - check girls' restrooms

Operating Procedure - Evacuation/Emergency

1. Meeting of administration, dean, notification of superintendent.
2. Alert maintenance to sweep and prepare gymnasium/stadium for students.
3. **Situation A - Bomb threat**

Inform and instruct students and teachers of situation and evacuate to gym/stadium (in gym only if weather is extremely inclement). Teachers are to remain with their classes in route to the evacuation site, upon arrival, and for the duration of the emergency.

Situation B - Intruder/Grave danger

Code over PA. Teachers lock doors, keep students quiet and on task, remain alert. **Do not** alert students to situation or allow exit of students until all clear is advised.

Situation C - Evacuation to alternative off-campus site

PA alert to remain in class, prepare to move to buses assigned by teacher. Teachers take identification signs and rolls.

Bus loading sites by room/building:

- Tate fence along Tate Road – Area 1
- Junior parking lot, fence along Tate Road – Area 2
- Driving range behind cafeteria – Area 3
- Front of Tate building – Area 4

All students will ride busses. No student will be allowed to drive his/her own vehicles. Upon arrival at the evacuation site students will remain in homeroom groups for parent pickup and accountability.

4. Set up commands center in evacuation location. Provide for the following:
 - Restroom facilities and monitors - media specialist, ROTC instructors
 - Student supervision at stations throughout site - teachers on planning
 - PA system - maintenance
 - Contact food service if needed – assistant principal for facilities
 - Nurse and check-out (first aid kit, check-out passes) - nurses, attendance clerk
 - All hand radios distributed - deans

Pad and paper, check out supplies - attendance clerk
Teacher lists of students not accounted for - individual teachers
Report to assistant principal for curriculum
Teacher locator – assistant principal for curriculum, attendance clerk

5. Lists of special groups scheduled to leave campus- Any field trips, BCE, DCT, ECE, work experience, other - give to check-out station. Teachers with these classes (students) should keep a class list handy to bring to the check-out station.

Needs:

Bomb squad
(maintenance staff)

Resource Personnel

Student Council and
SEB may act as student
assistants where needed
Teachers on planning
assist where needed

Student Ground Rules

All quiet during
announcements; Teacher
permission required to
leave assigned area; calm
behavior; NO loitering;
follow all directions as
given; NO telephone use

Equipment needed:

Tables - two
Chairs - ten
Portable cot
First aid supplies (student prescriptions)
Phone access
Water and restroom facilities

Check-out station - check students out and account for and dismiss special groups (BCE, etc.)

Nurses - tend to medical problems, assist where needed

Deans - assist check-outs, handle front gate, assist school resource officer (use judgment as to where you are needed most)

School resource officers - coordinate campus sweep

Principal – Address students, coordinate activities from command station

Assistant principal for curriculum - address students, direct others as needed, assist principal and others as needed, act in principal's absence

Assistant principal for facilities - coordinate food service as needed, coordinate gates, help direct teachers, deans, and students

East		STADIUM					West		
Art	Math	Math	Bus. Ed.	Bus. Ed.	Social Studies	Social Studies	Science	Foreign Lang.	Band
Language Arts		Math	Math	Bus. Ed	Social Studies	Social Studies	Science	ROTC	Band
Language Arts	Family & Consumer Sciences	Math	Math	Ag		Social	Science	ESE	Chorus
Ed.								ESE	Phys.
Language Arts	Language Arts	Indus. Arts	Indus. Arts		Social Studies	Social Studies	Science	Phys. Ed.	

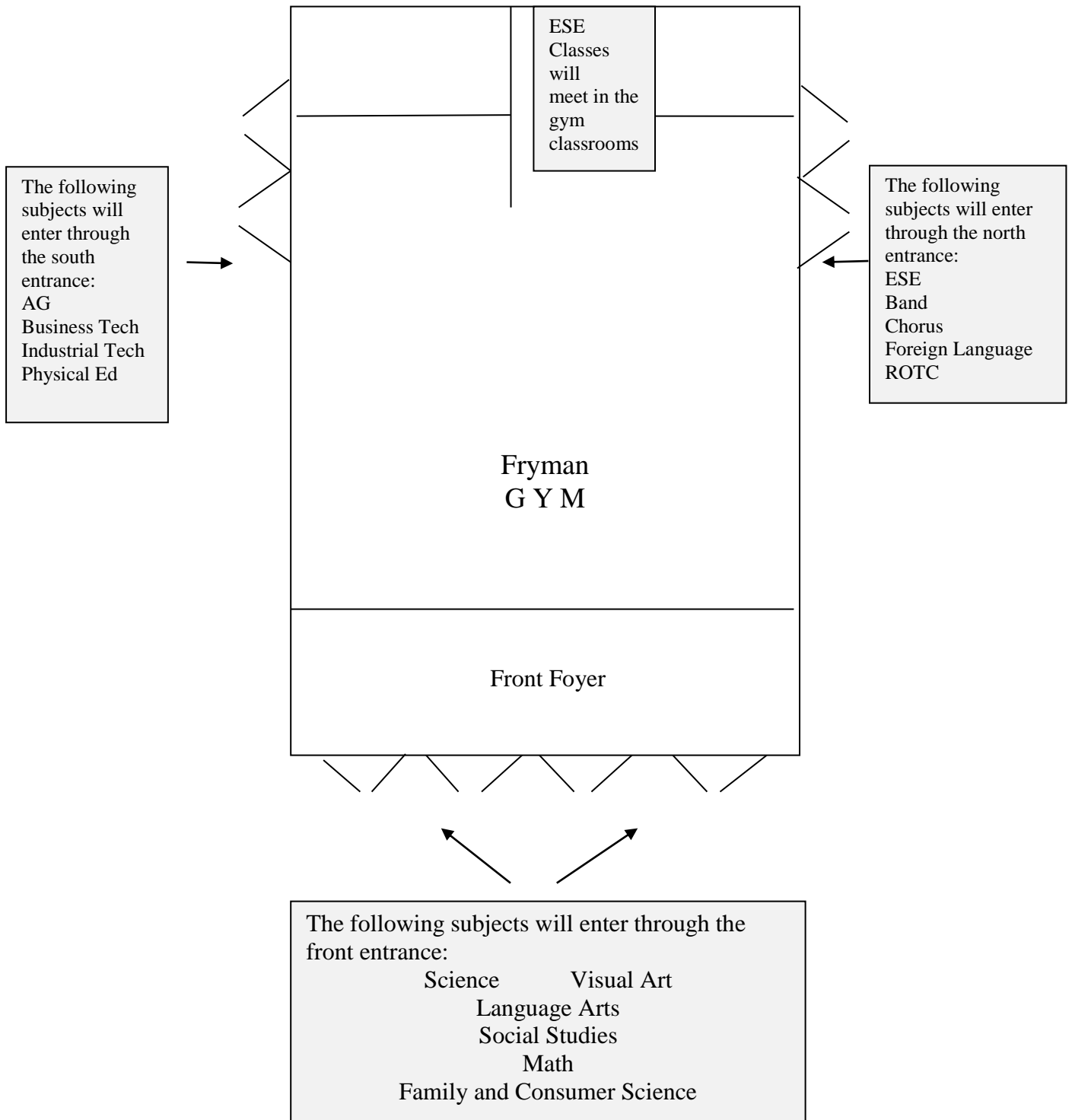
Aggie Shack
(check-outs, nurses)

TRACK AREA (PA)

***Students will be moved to the stadium when weather is good and the stadium has been swept and declared clean. Classes should move to the above subject area locations in the lower portion of the stadium bleachers when directed to do so by the administration. Check-outs and nurses will be at the Aggie Shack. The PA will be located on the track in the center. Stadium restrooms will be utilized, if needed.**

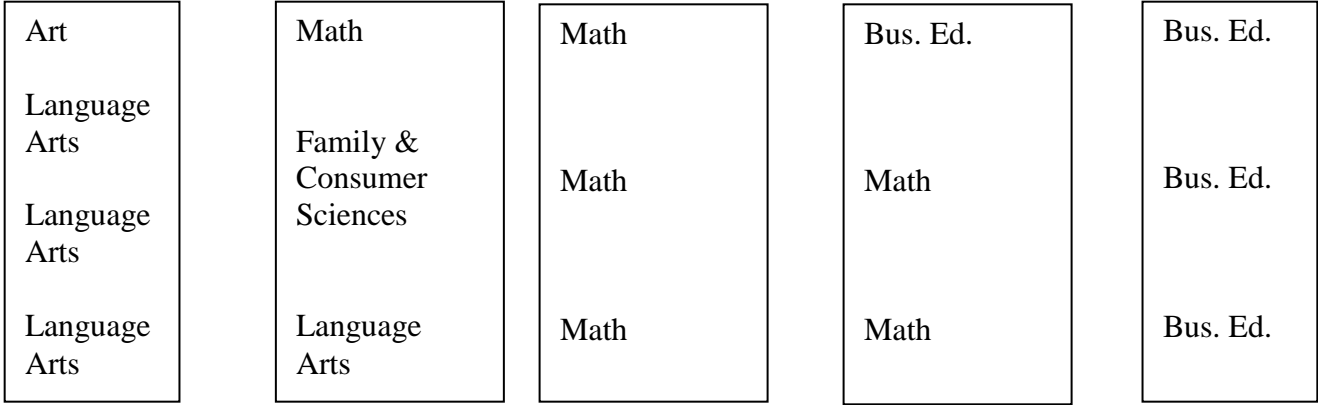
West

Practice Fields



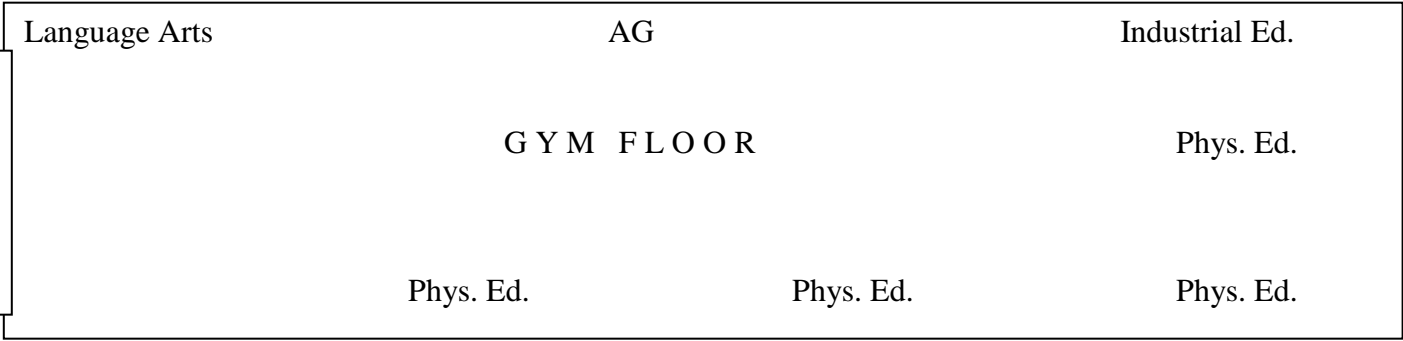
Parking Lot to the East

South Windows



FOYER
(main entrance)

(east)



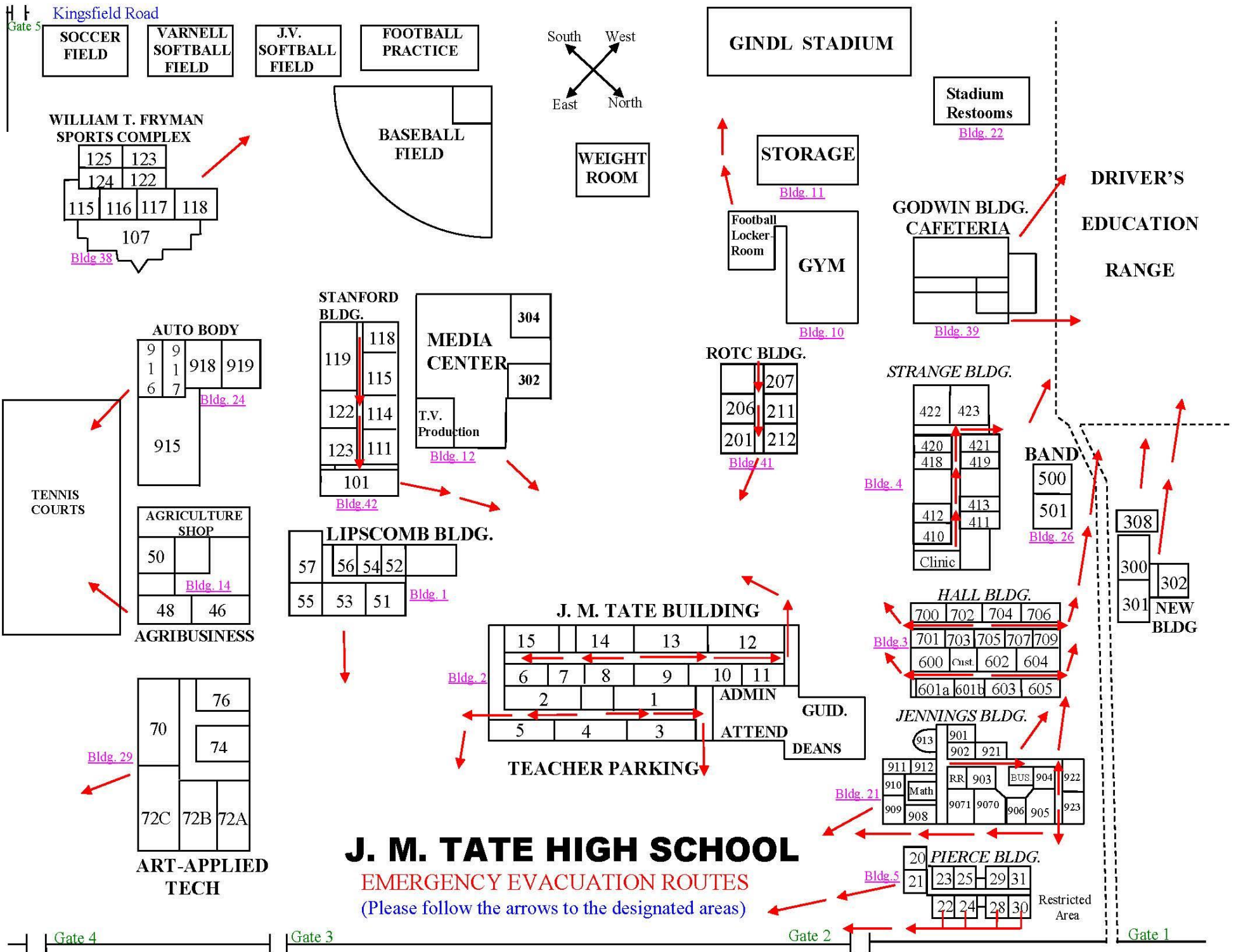
Classrooms,
all-purpose
room, etc.

(west)

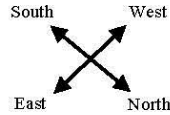


North Windows

ESE to Classrooms



Gate 5 - Kingsfield Road



Soccer Field

VARNELL SOFTBALL FIELD

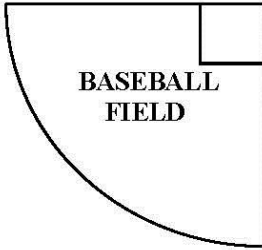
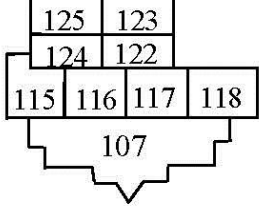
J.V. SOFTBALL FIELD

FOOTBALL PRACTICE

GINDL STADIUM

Bldg. 22 Stadium Restrooms

Bldg 38 WILLIAM T. FRYMAN SPORTS COMPLEX



WEIGHT ROOM

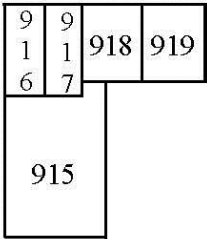
Bldg. 11 STORAGE

Bldg. 10 GYM Football Locker-Room

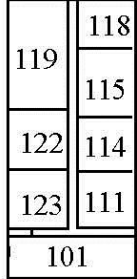
Bldg. 39 GODWIN BLDG. CAFETERIA

DRIVER'S EDUCATION RANGE

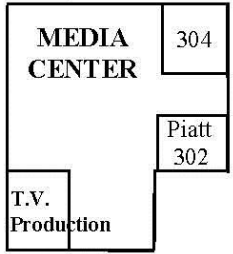
Bldg. 24 AUTO BODY



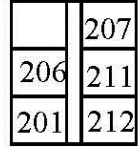
Bldg. 42 STANFORD BLDG.



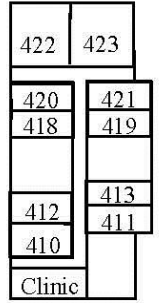
Bldg. 12



Bldg. 41 ROTC BLDG.

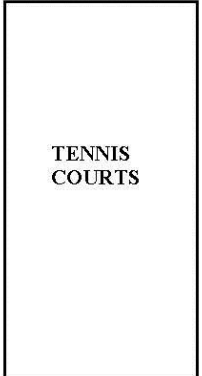
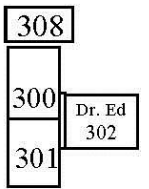


Bldg. 4 STRANGE BLDG.



Bldg. 26 BAND 500, 501

NEW BLDG.



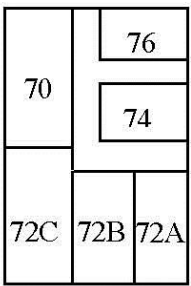
AGRICULTURE SHOP 50, 48, 46

Bldg. 1 LIPSCOMB BLDG. 57, 56, 54, 52, 55, 53, 51

Bldg. 2 J. M. TATE BUILDING 15, 14, 13, 12, 6, 7, 8, 9, 10, 11, 2, 1, ADMIN, ATTEND, GUID., DEANS, 5, 4, 3

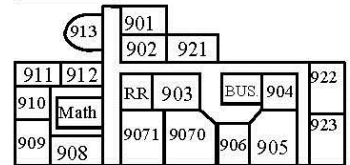
Bldg. 3 HALL BLDG. 700, 702, 704, 706, 701, 703, 705, 707, 709, 600, Cnst, 602, 604, 601a, 601b, 603, 605

AGRIBUSINESS Bldg. 14



ART-APPLIED TECH Bldg. 29

Bldg. 21 JENNINGS BLDG.



Bldg. 5 PIERCE BLDG.



J. M. TATE HIGH SCHOOL

OFF-CAMPUS SCHOOL ACTIVITY

To: School Principal

From: Parent/Guardian Consent

I/We, hereby grant permission for _____ to participate in an off-campus school activity at:

_____ on _____
Location Date

and to make incidental stops enroute and return when determined to be necessary or desirable. I/We, understand the method of transportation will be School Bus _____ Private Vehicle _____.

I/We understand that under present law, if my/our child is riding in a private passenger automobile which is involved in an accident, he/she will be primarily covered for bodily injury under my/our family automobile policy, and I/we agree to submit any medical bills incurred to my insurance company for payment. If my/our policy has been issued with a deductible clause relative to the personal injury protection, I/we understand that I/we have assumed that deductible amount when I/we purchased the policy.

I/we on behalf of ourselves, our heirs, executors, successors, and assigns, in consideration of my/our child participating in the off-campus school activity, release and agree to save and hold harmless the School Board of Escambia County, Florida, its agents, servants, employees and successors from any activity and from the obtaining of and consenting to medical treatment and assume full responsibility and liability for any and all expenses, damage, accident, illness, injury, or medical expense of and to my/our child or our property resulting from such participation. We attest and affirm that the participant is physically fit and able to participate in the activity and we have not been advised or informed by anyone to the contrary.

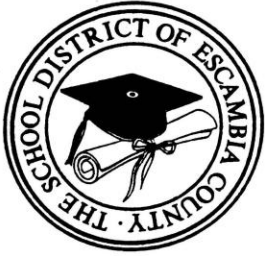
Signature of Student

Signature of Parent or Guardian

Date

Teachers, please sign in the appropriate column. It is understood that the student is responsible for all work assignments in his/her classes.

Period	Course	Teacher	Yes	No
1				
2				
3				
4				
5				
6				
7				



THE SCHOOL DISTRICT OF ESCAMBIA COUNTY, FL
 75 North Pace Boulevard
 Pensacola, FL 32505

Field Trips/Activity Request Form

(Walking field trips, library, park , etc.)

Please fill in all blanks; return this form to the Principal's Secretary in the front office for approval prior to scheduling any field trip. After all approvals are received, contact the school nurse for planning and preparations for any medication administration needed for the trip.

- School and Organization making request: _____
- Date(s) of trips: _____
- Time of trip: _____
- Destination: _____
- Teacher's/Requestor's Name: _____
- Number of students: _____
- Attach a list of student(s) names: _____
- Number of chaperones: _____
- Means of transportation: _____
- Grade level & strand: _____
- Contact number: _____

Requested By:

_____ Date _____

Site Based Approval:

_____ Date _____

School Principal

District Level Approval: (Required for all Out-of County/Overnight/Out-of-State/Out-of-Country Field Trips) Out of Country Field Trips Require Additional School Board Approval

_____ Date _____

Level Director (Ele., Mid., High Director)



**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY, FL
OFF-CAMPUS DAY FIELD TRIP
PARENTAL CONSENT & RELEASE
(For In-County Day Trips)**

I/We, hereby grant permission for _____ to participate in an
off-campus school activity of _____ at:
Student Name

_____ on _____
Location Date

and to make incidental stops enroute and return when determined to be necessary or desirable. I/We, understand the method of transportation will be School Bus ___ Charter Bus ___ Rental Vehicle ___, Private Vehicle ___, Walking ___.

I/We, understand that under present law, if my/our child is riding in a private passenger automobile which is involved in an accident, he/she will be primarily covered for bodily injury under my/our family automobile policy, and I/We agree to submit any medical bills incurred to my insurance company for payment. If my/our policy has been issued with a deductible clause relative to the personal injury protection, I/we understand that I/we have assumed that deductible amount when I/we purchased the policy.

I/We, on behalf of ourselves, our heirs, executors, successors, and assigns, in consideration of my/our child participating in the off-campus school activity, release and agree to save and hold harmless the School Board of Escambia County, Florida, its agents, servants, employees and successors from any activity and from the obtaining of and consenting to medical treatment and assume full responsibility and liability for any and all expenses, damage, accident, illness, injury, or medical expense of and to my/child or our property resulting from such participation. We attest and affirm that the participant is physically fit and able to participate in the activity and we have not been advised or informed by anyone to the contrary.

In the event of an accident requiring emergency care, a reasonable effort will be made to notify the parent/guardian if practicable. By the signature below, the parent/guardian hereby authorizes any emergency medical treatment and/or hospitalization deemed necessary by emergency response or medical personnel. FOR TRIPS AFTER SCHOOL HOURS OR INVOLVING OVERNIGHT STAYS, AND IF YOUR CHILD HAS SPECIAL MEDICAL NEEDS OR ROUTINELY MUST TAKE MEDICATION, YOU MUST ALSO COMPLETE THE MEDICAL TREATMENT AUTHORIZATION FORM. A copy of this permission form will accompany the activity sponsor.

List any activities in which student cannot participate: _____

A copy of this permission form will accompany the activity sponsor.

Signature of Parent or Guardian

Date



**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY, FL
OFF-CAMPUS FIELD TRIP
PARENTAL AUTHORIZATION AND RELEASE
(For Out-of-County/Out-of-State/Overnight Trips)**

I/We, hereby grant permission for _____ to participate in an
 _____ Student Name
 off-campus school activity of _____ at:
 _____ on _____
 Location Date

and to make incidental stops enroute and return when determined to be necessary or desirable. I/We, understand the method of transportation will be School Bus _____ Charter Bus _____ Rental Vehicle _____, Private Vehicle _____.

I/We, understand that under present law, if my/our child is riding in a private passenger automobile which is involved in an accident, he/she will be primarily covered for bodily injury under my/our family automobile policy, and I/We agree to submit any medical bills incurred to my insurance company for payment. If my/our policy has been issued with a deductible clause relative to the personal injury protection, I/we understand that I/we have assumed that deductible amount when I/we purchased the policy.

I/We, on behalf of ourselves, our heirs, executors, successors, and assigns, in consideration of my/our child participating in the off-campus school activity, release and agree to save and hold harmless the School Board of Escambia County, Florida, its agents, servants, employees and successors from any activity and from the obtaining of and consenting to medical treatment and assume full responsibility and liability for any and all expenses, damage, accident, illness, injury, or medical expense of and to my/child or our property resulting from such participation. We attest and affirm that the participant is physically fit and able to participate in the activity and we have not been advised or informed by anyone to the contrary.

In the event of an accident requiring emergency care, a reasonable effort will be made to notify the parent/guardian if practicable. By the signature below, the parent/guardian hereby authorizes any emergency medical treatment and/or hospitalization deemed necessary by emergency response or medical personnel. FOR TRIPS INVOLVING OVERNIGHT STAYS AND IF YOUR CHILD HAS SPECIAL MEDICAL NEEDS OR ROUTINELY MUST TAKE MEDICATION, YOU MUST ALSO COMPLETE THE MEDICAL TREATMENT AUTHORIZATION FORM. A copy of this permission form will accompany the activity sponsor.

 DATE PARENT OR GUARDIAN
NOTARY

Signed before me in _____, Florida this _____ day of _____ 20____.
 Identification _____ Known by me

 Signature of Notary Notary Stamp ▲



THE SCHOOL DISTRICT OF ESCAMBIA, FL
After School/Overnight Field Trips
Medical Treatment Authorization Form

School: _____ Activity: _____ Date/s: _____ Location: _____

Student Name: _____ DOB: _____

Parent/Guardian Name: _____ Address: _____

Home Phone No. : _____ (Cell) _____ (Work) _____

Person to contact in case of emergency if parent cannot be reached:

Name: _____ Relationship to Student: _____

Home Phone No. : _____ (Cell) _____ (Work) _____

MEDICAL INFORMATION

Name local primary physician: _____ Phone No. : _____

Medical Insurance Company and Policy No. : _____

List Allergies: _____ Date of last tetanus shot: _____

List Health Conditions that may affect emergency treatment: _____

List prescription medications that **must** be administered during trip: _____

- Provide a school district Authorization for Prescription Medication Administration form for each medication in the original, pharmacy-labeled container.
- Provide school district's Authorization for Non-Prescription Medication form for each medication that may be administered, if needed, **limited to**: Acetaminophen, Benadryl, Sting Pads, Calcium Carbonate, and/or Ibuprofen.

List any activities in which student cannot participate: _____

Authorization and Release:

I, the undersigned lawful parent/guardian of _____, do hereby grant permission for my child to participate in the above listed activity. I do hereby release and agree to indemnify, defend, save, and hold harmless the School Board of Escambia, FL, its agents, including Escambia County Health Department personnel, servants, employees, and successors, from any and all responsibility and liability arising out of my child's participation, directly or indirectly, in this activity, including travel to and from the event. I further release and agree to indemnify, defend, save, and hold harmless the School Board of Escambia, FL, its agents, servants, employees, and successors, from any and all responsibility and liability arising out of the administering of first aid or obtaining and consenting to first aid or emergency medical care. I specifically acknowledge that I am responsible for all medical, surgical, and transportation costs if incurred by my child. I understand that the School Board, its employees or agents including the chaperones shall not be held liable for any personal injury or illness of my child.

Parent/Guardian Signature

Date

NOTARY:

NOTARY STAMP

Signed before me this _____ day of _____ 20____ Identification
_____ Known by me

Signature of Notary _____

Referral to Guidance Form

TATE HIGH SCHOOL
REFERRAL TO GUIDANCE DEPARTMENT

_____ / _____ / _____

TO: _____ RE: _____ / _____
STUDENT'S NAME GRADE

FROM: _____

REASON FOR REFERRAL: _____

ACTION TAKEN: _____

REPLY REQUESTED: Yes___ No___ RETURN TO: Student___ Other___
STUDENT AWARE: Yes___ No___ PARENT CONTACTED: Yes___ No___

Original and 1 copy to Guidance, retain bottom copy for your files

.....

Appointment Request Form for Guidance

Name	Homeroom Teacher	Date of Request
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Please Schedule an Appointment With:

- _____ 12th Grade Counselor
- _____ 11th Grade Counselor
- _____ 10th Grade Counselor
- _____ 9th Grade Counselor
- _____ Occupational Specialist
- _____ Other _____

For Assistance On:

- _____ Military Information
- _____ CHOICES program
- ___ Career Exploration
- ___ Florida Univ. Info
- ___ Florida Finan. Aid
- _____ Personal Matter
- _____ Other*

*Subject of Conference Request _____
(not mandatory but helpful)

PERIOD MOST CONVENIENT TO SEND FOR YOU _____ TEACHER _____

-Please Return This Form to Guidance or Your Homeroom Teacher-
-We Will See You As Soon As Possible-

MAINTENANCE REQUEST FORM

TO: Maintenance, Assistant Principal or Administration
Request for Custodial/Maintenance Services

Date: _____
_____ Building and Room Number

In making this request, please be as descriptive as you feel you need to be.

Is this an emergency? _____

Is this a safety/health hazard? _____

Name of teacher making request