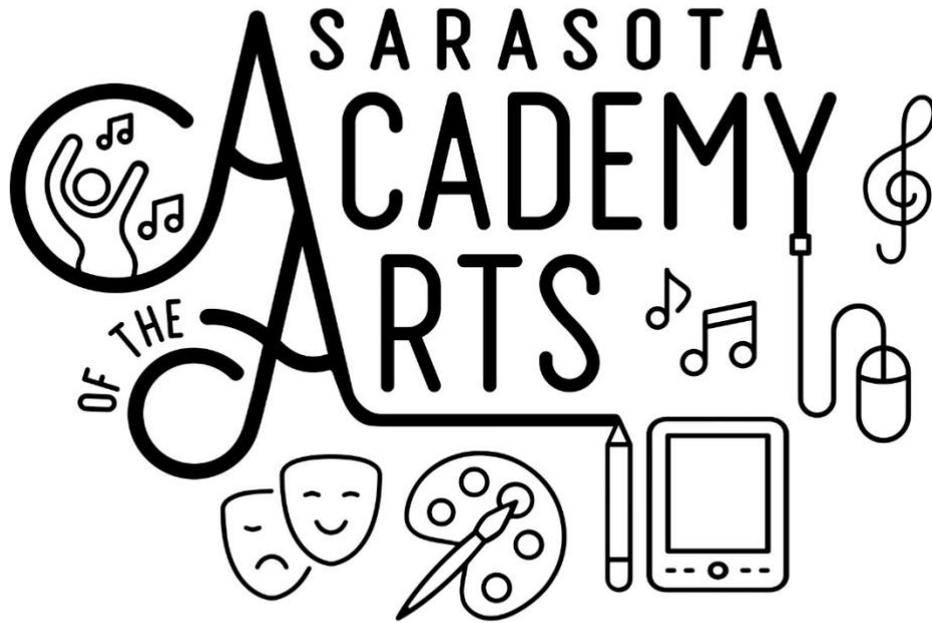


SARASOTA ACADEMY OF THE ARTS
2020-2021 EMPLOYMENT MANUAL HANDBOOK



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Sarasota Academy of the Arts Employment Manual

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Section One - Employment

Mission Statement

Sarasota Academy of the Arts, a public charter school for Kindergarten through 8th grade students, was established to provide a strong academic program enhanced by daily exposure to the visual and performing arts in a small, family atmosphere.

Vision Statement

SAA will provide students interested in visual and performing arts with rigorous academic skills in line with The Florida Standards of Education strongly infused with the arts. SAA believes that the opportunity to experience the arts on a continual basis promotes and enhances academic success. All students in elementary school will receive art and music instruction daily. Middle school students may elect from a wide variety of visual and performing arts to round out their academic day. The goal of SAA is to prepare students to become well-rounded, confident, academically-prepared, and innovative adults who are able to reach their full potential as caring and responsible citizens.

1.1 Equal Opportunity Employment

Sarasota Academy of the Arts is an equal opportunity employer. The Academy is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, compensation, benefits, discipline, retention, and promotion. The Governing Board commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, age, sex, national origin, or disability. All decisions with regard to employment shall be in compliance with applicable and federal laws. SAA is required by the Immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them.

1.2 Employment Non-Discrimination and Non-Harassment

Sarasota Academy of the Arts does not discriminate against anyone, to general operations of the organization, and to any basis prohibited by applicable law or regulation. SAA is committed to an environment in which all individuals are treated with respect and dignity. We believe that each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment.

Therefore, SAA expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment. The organization does not and will not tolerate discrimination against or harassment of or by our employees, students, vendors, or other person.

The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, sex (including discrimination

against or harassment of individuals of the same sex), pregnancy, religion, national origin, ancestry, citizenship, age, disability, worker's compensation claims, marital, veteran or any other protected status. "Harassment" may include a wide range of subtle and not so subtle behaviors and also includes unwelcome or unwanted sexual advances, requests or demands for favors, offensive touching, and other types of conduct whether it be physical, verbal, graphic, or electronic communication (including e-mails or facsimiles) of a harassing or sexual nature involving individuals of the same or different gender.

This includes, but is not limited to:

Unwelcome or unwanted physical contact or sexual advances

Unwelcome requests or demands for favors

Any form of behavior that unreasonably interferes with work performance

Verbal or written abuse or unwelcome kidding

Actions that create a work environment that is intimidating, hostile, abusive, or offensive. The distribution, display, or discussion of any written or graphic material that belittles or shows hostility or aversion toward a person, his/her relatives, friends, or associates or a group because of race, color, religion, sex (including same sex discrimination or harassment), pregnancy, national origin, ancestry, citizenship, age, disability, workers' compensation claims, marital, veteran or other protected status.

All employees and applicants are covered by this policy and are strictly prohibited from engaging in any form of discriminatory or harassing conduct. Further, no employee has the authority to suggest to another employee or applicant that the individual's employment, continued employment, or future advancement will be affected in any way by entering into, or refusing to enter into, a personal relationship. Such conduct is a direct violation of this policy. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as school trips, school meetings and school-related social events.

1.21 Retaliation is Prohibited

Sarasota Academy of the Arts prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation or claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

1.22 Reporting Procedures and Investigation

SAA strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the organization's policy or who have concerns about such matters should file their complaints with the school principal or a member of the Governing Board or the Board's designee, whereupon the matter will be discretely and thoroughly investigated. The organization will then take immediate steps to stop any behavior which violates this policy and see that it does not repeat itself. Disciplinary action, up to and including termination, calculated to tend the discrimination or harassment, will be taken, when appropriate,

against the offender(s).

Employees who believe they have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing any claim.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination or harassment. Therefore, while no fixed reporting period has been established, the prompt reporting of complaints or concerns is strongly urged so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

1.2.3 Responsive Action

Conduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling and/or disciplinary action such as warning,

Individuals who have questions or concerns about this policy may talk with the school principal or any member of the Governing Board.

Please keep in mind that the very nature of discrimination, harassment and retaliation makes it virtually impossible to detect unless a complaint is appropriately reported. Do not assume that the organization is aware of your problem! It is your responsibility to bring this information to the attention of the organization so the issue can be resolved.

1.2.5 Training

New employee orientation training shall include a component on the harassment policy. All administrators are responsible for assuring that their staff members are familiar with the harassment and that new employees are oriented as necessary throughout each school year. As part of the review of the Code of Student Conduct at the beginning of the school year, this policy will be discussed in student classes at the appropriate grade levels, school advisory councils, and parent/teacher association. Students enrolled after the beginning of the school year will be provided a copy of the Code of Student Conduct and advised of this policy as appropriate to the age of the student.

1.3 Personnel Records

Personnel records shall be maintained in accordance with state and federal laws. The following records for each employee shall be maintained in a secure file:

- Evidence of successful completion of required education (college transcripts)
- Florida Teaching Certificate (Letter of Eligibility, Temporary Certificate, Professional Certificate)
- Employee assessments
- Signed contract
- Withholding allowance certificate (W-4)
- Employment Eligibility Verification (I-9 Form)
- Benefits enrollment documentation
- Background verification (results of Sarasota County School district fingerprint test)
- Letter of reprimand and information regarding any disciplinary action taken

Personnel data sheet
Drug-free Workplace Policy

Personnel records shall be open for inspection and copying consistent with Florida law, Chapter 119 and Federal laws. Social Security numbers will not be disclosed to the public. Evaluations shall be confidential and not open to the public until the end of the school year immediately following the school year in which the evaluation was made. The following payroll deductions are not open to the public: credit union cards, W-4s, tax shelter information, tax levy, and court records

1.4 Compensation and Benefits

1.4.1 Salaried Employees

Instructional and administrative staff members shall be salaried employees. Salaries shall be made in accordance with schedules adopted by the Governing Board of Sarasota Academy of the Arts, and in accordance with state and federal law.

1.4.2 Initial Salary Placement

The initial placement of the salary schedule shall be based upon the degree and experience held by the employee on his/her first day of work. A supplement shall be added for a Master's or Doctorate degree. There will be an incremental raise for every year of experience. Additional supplements shall also be added for critical needs areas, assumption of specific additional duties, and performance rating.

1.4.3 Benefits

All full-time employees will be eligible to participate in the SAA benefit plan which will include, but not be limited to: a health plan, voluntary supplemental benefits such as vision, dental, life, cancer, and disability, and retirement plan as determined by the Governing Board.

1.4.4 Paid Time Off

Employees will be granted Paid Time Off (PTO) within the contract/agreement with SAA.

1.4.5 Approval for PTO

PTO requests must be approved by the school principal prior to the absence, unless the absence is a sick-day and prior notification is not possible. In the case of an unexpected sick day, employee should text Donna Scofield before 6:30 am. Absence for personal reasons necessitates that notification be given 24 hours in advance but is dependent on the availability of a substitute. Substitute plans, roll book, schedules, etc. must be available for the substitute teacher. **ALL TEACHERS SHOULD HAVE 3 DAYS OF EMERGENCY PLANS.**

ALL Sub plans should include items as designated in

- Attendance Sheets for ALL Classes
- Daily Schedule
- Lunch Count Form
- Needed Passwords
- Detailed Sub Plans for all times of the day
- Any electronic instructions
- Accommodations
- Reliable Students per class
- Updated Seating Chart

Discipline Policy

Please tell your team lead where your plans are. All copies should be made in advance and ready for the substitute. Failure to notify on time and/or provide the above will result in an unpaid day of leave.

1.4.6 Overuse of PTO

PTO will be awarded at the beginning of the school year. Should an employee leave before the end of the school year, PTO will be prorated and the employee will be expected to pay back over-used PTO. If an employee uses all PTO days allotted to him/her, any additional sick days will be without pay.

1.4.7 Unused PTO

Accrued PTO time may be carried forward to the following school year up to a maximum of 30 days.

1.4.8 Hourly Employees

Non-instructional and non-administrative employees shall be paid hourly. Hourly rates will be set by the Governing Board of Sarasota Academy of the Arts and in accordance with state and federal laws.

1.4.9 Overtime

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description.

Non-exempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. In determining whether non-exempt employees are entitled to overtime pay, only actual hours worked in a given workday or workweek will be considered. All overtime work must be previously authorized by the school principal. The organization provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

For employees' subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime.

Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) but not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay. Workweeks begin each Sunday at 12:01 am.

1.4.10 Payroll Withholdings

SAA shall withhold taxes from each employee's pay according to the law. Every deduction from an employee's paycheck is explained on the employee's check voucher. If there is a concern, please talk to the business manager.

Employees may change the number of withholding allowances to claim for Federal Income Tax at any time by filling out a new W-4 form and submitting it to the business office. The business

office maintains a supply of these forms.

All Federal and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by each employee's W-4 form. The W-4 form should be completed upon hire and it is each employee's responsibility to report any changes in filing status to the business office.

1.5 Substitutes

SAA will utilize only qualified substitutes for all employee groups. The school principal (or designee) will develop procedures for reporting absences, assigning substitutes, and developing a substitute compensation plan.

Substitute teachers shall meet all legal requirements. The rate of compensation shall be according to the annual school budget approved by the Governing Board. Records shall be kept for the business office concerning the number of days taught by substitutes and the amount of funds expended. The Governing Board shall be informed concerning this data at periodic intervals.

Staff members who require substitutes shall call the school principal (or designee) according to the time frames delineated in Section 1.4.

1.6 Family and Medical Leave (FMLA) An unpaid leave of absence can be granted by the school principal for family leave. The teacher is guaranteed a position on the staff on return from family leave if a position exists for which the teacher is qualified, but hours, job description, and salary may vary.

1.7 Jury Duty If an employee is called for jury duty during a period regularly scheduled to work, the employee is not required to use PTO to cover the absence.

Section Two - Employee Behavior

2.1 Hours of Duty

All SAA staff will have an eight (8) hour day. Starting and ending times may vary based on the individual duty schedules. It is important that teachers be in their assigned locations ready to assume their duties at their designated times.

2.2 Professional Conduct

Employees shall not use the classroom, or any other part of school facilities, as a platform for making disparaging remarks against students, parents, teachers, or administrators. Conduct contrary to this policy may constitute grounds for disciplinary action up to and including dismissal.

2.3 Ethical Standards

All employees are required to comply with SSE Rule 68-1.006, Code of Ethics for the Education Professions and SSE Rule 68-1.006, Principles of Professional Conduct for the Education Profession in Florida.

- Employment Screening - All current and prospective personnel will be subject to the screening process as set forth by the Florida Department of Education and

Sarasota County School District. Employment history checks will be conducted for all new personnel prior to offering a final contract of employment. Three verbal references will be made immediately available and three written letters of reference must be available to be placed in the personnel file. Level Two criminal history reports will be screened for all new personnel by the Human Resources office of Sarasota County School District. All personnel will be screened for offenses listed in Section 435.04, Florida Statutes. Any employee convicted of an offense listed in Section 435.04, Florida Statutes. Any employee convicted of an offense listed in Section 1012.315 will be disqualified from employment at SAA.

Employee Standards of Ethical Conduct - All staff members will comply with the Florida Department of Education Ethics in Education Act. A professional Code of Ethics governs all certified teachers in the state of Florida.

2.3.1 Reporting Requirements

It is the duty of all employees to promptly report to the school principal or the Governing Board chairman any alleged misconduct by any employee that affects the health, safety, or welfare of a student. Failure of an employee to report such misconduct shall result in disciplinary action. The report may be made verbally, however the principal or Governing Board Chairperson may request a written explanation, which the employee shall be required to provide.

2.3.2 Investigation

The school principal shall investigate any allegation of misconduct by an employee that affects the health, safety, or welfare of a student. In the event that the allegation is made against the principal, the Governing Board chairperson may contact Sarasota County Schools District to assist with the situation.

Upon receiving a complaint of misconduct, a prompt preliminary investigation will be undertaken to determine if reasonable basis exists. If the allegation warrants further investigation, the employee who is alleged to have committed such misconduct shall be reassigned to a position not requiring direct contact with students if available, or shall be placed on administrative leave with or without pay pending the outcome of the investigation.

Information related to the alleged misconduct shall be confidential during the investigation.

2.3.3 Legally Sufficient Complaint

The principal or Governing Board chairperson shall file any legally sufficient complaint with the Department of Education within thirty (30) days after the date the school became aware of the subject matter of the complaint. A complaint is considered to be legally sufficient if it contains ultimate facts that show an instructional or administrative employee has committed a violation as provided in 1012.795, F.S., and defined by State Board of Education rule.

2.3.4 Resignation or Retirement in Lieu of Termination

SAA, or any of its employees, shall not enter into a confidentiality agreement regarding terminated or dismissed instructional personnel or administrators, or personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and may not provide instructional personnel with employment references or discuss the personnel's performance with prospective employees in another educational setting, without disclosing the personnel's or administrator's misconduct.

2.3.5 Training

Employees shall be offered the opportunity to go through training on the Code of Ethics and Principles of professional Conduct. Annually employees will be reminded of the reporting requirements of this policy, and participate in a refresher discussion regarding the Code of Ethics and Principles of Professional Conduct.

2.3.6 Confidentiality

Employees, volunteers, and board members are bound by ethical and legal codes to protect the confidentiality and privacy of our students and their families and to protect and maintain the confidentiality of all information related to them. Confidential communications may include conversations, grades, progress reports, forms, correspondence, and computer generated communications with, about, or involving in any way students or their families.

2.4 Professional Standards

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet organizational standards, the school will endeavor, when it deems appropriate, to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, s/he will be subject to discipline, up to and including termination.

The rules set forth in the Code of Ethics are intended to provide employees with notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed but which adversely affects or is otherwise detrimental to the interests of the school's other employees, students, or parents may also result in disciplinary action.

2.5 Academic Freedom

It is the rightful duty of a qualified educator to encourage within students a never-ending search for truth in its many forms. Such a search may inevitably lead to areas of controversy. It is the belief of SAA that discussion of such issues, dealing with local, state, national and international affairs, shall be encouraged. Free, logical, and intelligent dialogue within the classroom is a necessity in the search for truth. Such freedom of expression should be viewed, not simply as a constitutional guarantee, but as a fundamental necessity for the successful practice of scholarship in a free society. All sides of such controversial issues shall be presented where reasonable and feasible in the judgment of the teacher and school principal.

It is recognized that SAA is a K-8 program and that teachers must consider the relative level of maturity of their students and their need for guidance in the study of such issues to arrive at objective and balanced views. Teachers may not enter into a discussion of religious or political beliefs during class time except when necessary to teach a historical or cultural fact.

2.5.1 Teacher Use of Potentially Controversial Materials

It is the responsibility of the teacher (or other instructional staff members) that intends to use materials that may be considered offensive to reasonable persons within the community, to notify the school principal of the potentially controversial materials. It is the principal's responsibility to insure that the materials used are at grade level or below, and appropriate with Florida Standards. If the materials are potentially controversial, a notice will be sent home to the parents

giving them the opportunity to allow their student to participate in an alternative project.

2.6 Occupational Safety

SAA is committed to the safety of its employees, vendors, contractors, and the public and to providing a clear safety goal for management.

The prevention of accidents is the responsibility of every employee. It is also the duty of all employees to accept and promote the established safety regulations and procedures. Every effort will be made to provide adequate safety training. If an employee is *ever* in doubt how to perform a job or task safely, assistance should be requested. Unsafe conditions must be reported immediately.

It is the policy of SAA that accident prevention shall be considered of primary importance in all phases of operation and administration. SAA's administration is required to provide safe and healthy working conditions for all employees and to establish and require the use of safe practices at all times.

2.6.1 Accident/Incident Reporting

It is the duty of every employee to immediately, or as soon as is practical, report any accident or injury occurring during work or on SAA's premises so that arrangements can be made for medical or first aid treatment, as well as for investigation and follow-up purposes.

Section Three - School Rights

3.1 Employment of Relatives

No prospective employee shall be hired in which a close relative holds an administrative or supervisory position that directs an employee directly or indirectly.

No prospective employee shall be hired without disclosure of a close relative holding any position within the school or as a member of the Governing Board.

If a close relative is employed by SAA, both parties shall agree in writing to maintain professional conduct while on duty or at school related activities.

If the close relative is a member of the Governing Board, the Board member shall abstain from any motions that directly involve employment matters or financial gain for the specific relative employee.

"Close relative" shall be defined as the first degree of kindred: husband, wife, father, mother, brother, sister, son, daughter, and in-laws of the same degree.

3.2 Pre-Work Physical Examinations Pre-work physical examinations are required of some employees, as mandated by Florida Law and as prescribed by these policies.

3.3 Initial Appointment

Except as otherwise provided for in Florida Statute, applicants for teaching positions must be eligible for a Florida Certificate and qualified for the positions for which they are recommended.

Appointments shall be made only by the school principal. Priority shall be given to the employment of elementary teachers who are competent to teach reading and/or mathematics skills and concepts. Teachers who profess such competencies but do not or cannot demonstrate them, whether deliberately or not, may be terminated at the discretion of the principal. SAA may require newly appointed teachers to participate in staff development activities throughout the year. Such training shall be provided outside regular school hours at no cost to the teacher.

Employment decisions shall be made by the school principal, subject to guidelines and requirements set forth by the Governing Board and to the annual budget.

3.4 Background Screening

Prior to employment, candidates must be screened by SAA using the Department of Education's electronic screening tools. SAA shall also check each reference from the prospective employee's previous employers and character references when provided and reasonably feasible. All employment candidates that pass the screening shall undergo Level Two background check (fingerprinting) with Sarasota County Schools District to ensure they are eligible for employment under 1012.315 F.S. The cost of the background check will be borne by SAA check page 51 of contract with LEA).

3.5 Initial Probationary Period

Employees shall be subject to an initial probationary period of ninety (90) calendar days. Should the employee be discharged for unsatisfactory performance during such initial probationary period, as provided by Section 443.131, Florida Statutes, SAA will not be liable for unemployment compensation benefits.

Section Four - Employee Evaluations

4.1 Intent

It is the intent of SAA that assessment of personnel be used for three reasons:

- 1) Determining the suitability for retention of the continuing and professional service of the contract personnel;
- 2) Method of assisting staff in their professional development to best impact the education of students and the operation of SAA; and
- 3) Compliance with Florida Senate Bill 736 regarding teacher and administrator performance evaluations. SAA acknowledges and agrees to follow all legal requirements as set forth in Florida Statute as they apply to charter schools.

4.2 Observations

Teachers will have at least two formal observations during each academic year by the school principal or assistant principal. There will also be informal walk-throughs conducted to assist in collecting data as related to the PRIDE evaluation program. PRIDE (Professional Rubrics Investing and Developing Educator Excellence) defines the process used to evaluate instructional staff in the Sarasota County School District. Teachers will receive training related to this at the beginning of each school year. Before observations, the school principal will share with the teacher the evaluation criteria and expectations. The principal will either provide a written summary or a personal conference to discuss the results of the observation within two weeks after the observation.

4.3 Student Performance Data

Professional staff members shall have a portion of their annual evaluation based upon student performance indicators, as required by Florida law. If the student performance data is not available prior to the due date of the annual evaluations, the evaluations may be amended to incorporate the data once it becomes available,

4.4 Annual Evaluation

Every staff member will receive a written annual evaluation each year, and the evaluation shall be presented to the employee by the last day of the school year. Teachers and support staff will be supervised by an administrative member of the staff. The school principal will be evaluated by the Governing Board.

4.5 Categories

As required by SB 736, every instructional employee working under an annual performance contract must be evaluated and rated at one of the following performance levels:

- Highly Effective
- Effective
- Needs Improvement

Or, for instructional personnel in the first three years of employment who need improvement:

- Developing
- Unsatisfactory

An amendment to the bill also ties 33% of teachers' and administrators' evaluation performance ratings to student growth, as measured by designated statewide assessments.

4.6 Unsatisfactory Evaluations

If an employee has received an unsatisfactory performance assessment or concerns exist throughout the year such as following a formal observation, the supervisor shall confer with the employee and shall make specific recommendations for actions the supervisor believes should result in improvement. The supervisor and employee shall develop a plan, which would be shared with the school principal. The plan shall include a prescribed period of time in which the corrective actions must be completed. If the employee has received an unsatisfactory evaluation, the employee shall be placed on a ninety (90) day probationary period in which the employee shall receive assistance and training to correct the deficiencies noted in the evaluation.

Section Five - Employee Rights and Responsibilities

5.1 Professional Development

SAA, the Florida Charter Support Unit, and Sarasota County School District conduct various types of professional development opportunities which shall serve to increase the efficiency of all staff members, instructional, administrative, and supportive. Staff members are expected to participate in professional education activities.

Days and times as designated as professional development training must be used as such unless the school principal agrees to another use of the time in writing.

Teachers will be given information regarding District online courses as they become available.

Section Five - Employee Rights and Responsibilities

5.1 Professional Development

In 2012, House Bill 1355 was passed into law and is referred to as "Protection of Vulnerable Persons" Ch. 2012-155 of the Laws of Florida.

The bill adds to the current reporting requirements of 39.201, F.S removing the limitation that only "caregiver" abuse be reported to the hotline by requiring any person to report known or reasonably suspected physical or emotional abuse of a child by any adult person. The bill also requires any person to report known or reasonably suspected sexual abuse of a child by any person. The bill requires the central abuse hotline to accept any call reporting child abuse, abandonment, or neglect by someone other than a caregiver and to forward the concern to the

appropriate sheriff's office for further investigation. The bill also states that the knowledge and willful failure of a person, who is required to report known or suspected child abuse, abandonment, or neglect is elevated from a first degree misdemeanor to a *third degree felony*. As a result, the potential prison sentence is raised from 1 year to 5 years, and the potential fine is raised from a maximum of \$1,000 to a maximum of \$5,000. *In addition, the bill creates subsections 39.205(3) and (4), F.S., which provide penalties for Florida educational institutions whose personnel fail to report certain child abuse taking place on the campus of the institution or during an event or function sponsored by the institution. The bills subjects the institution to a \$1 million fine for each failure to report child abuse, abandonment, or neglect.*

5.3 Reproduction of Copyrighted Materials

SAA employees are expected to be familiar with and adhere to the provisions of the copyright laws currently in force under Title XVII of the United States Code. Any reproduction of copyrighted materials shall be done either with the permission of the copyright holder or within the bounds of the "fair use" doctrine of the copyright law; otherwise, the individual employee responsible for reproduction may be liable for breach of copyright under existing laws.

SAA, in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code) hereby notifies all employees that a willful infringement of the law may result in disciplinary action. RESTRICTIONS: A teacher may **NOT** copy:

- Articles, poems, etc. in order to create anthologies.
- Anything which is intended to be consumable; such as workbooks, answer sheets, etc. Anything which is going to be used from term to term or for more than one course. More than one short work or two excerpts from one author.
- More than three short works from the same book or magazine.
- More than NINE total instances to multiple copying per course, per term. A "ditto master" in order to prolong its life.
- Syndicated cartoon, Peanuts, Doonesbury, Garfield - nor may you draw such cartoons if they then become recognizable.

PERMITTED: A teacher MAY copy:

A single copy of a chapter from a book, article from newspaper or magazine, short story, poem or essay from an anthology.

Multiple copies of up to 250 words of a longer article, poem, essay, etc. of less than a total of 2500 words.

A single chart, graph, diagram, drawing, or non-syndicated copyrighted cartoon per book or magazine issue.

USE OF VIDEO TAPES:

1. No video's brought in by students may be shown. **No PG** movies may be shown without parent and administrative approval.
2. If the school purchases a copy of a video tape originally produced for home use, it is within acceptable practice to show it in school for **instructional** purposes only.
3. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including cable transmission) and retained by a non-profit institution for a period not to exceed the first forty-five (45) days after the date of the recording. Upon conclusion of this period, all recording **must** be erased or destroyed.

More complete details concerning legal and illegal copying are on file in the school office. If there is any question of legality, either do not duplicate, or consult the guidelines on file.

THE COPYRIGHT NOTICE MUST BE INCLUDED ON ALL COPIES

5.4 Transporting Students

Unless an employee is transporting a student at the direction of the Principal, during an emergency, or during an officially approved trip in accordance with the organization procedures, such transportation shall be furnished at the employee's own risk or liability.

SAA does not expect employees to transport students except when such transportation is provided during an emergency or an officially approved trip. An employee who provides such transportation except for an emergency or during an officially approved trip shall be acting outside the scope of that employee's employment.

Each employee must provide a copy of a valid driver's license and proof of insurance to SAA prior to transporting any student for any reason.

5.5 Smoking of Tobacco Products on School Property

The purpose of this policy is to comply with the "Florida Clean Indoor Air Act" in protecting public health, comfort and environment by creating areas in all school facilities that are free from tobacco smoke. No person may be in possession of a lighted cigarette, lighted pipe, lighted cigar, or any other lighted tobacco product, in any school facility, including the outside grounds, or within 100 feet of any building or area used by SAA.

No areas for smoking shall be designated on SAA's property, or within 100 feet of any building or area used by SAA. Students and staff members found in possession of tobacco products will face disciplinary actions as described within this policy manual. Other adults found in possession may be restricted from access to SAA property based on the circumstances of the incident.

5.6 Drug-free and Alcohol-free Workplace

SAA is a drug-free workplace. Each employee shall be given a copy of this policy as part of this Policy Manual. Additionally, each employee shall be notified that, as a condition of employment, the employee will abide by the terms of this policy and notify the employer of any criminal drug and/or alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. This policy is clearly defined in the Controlled Substances Act (21 U.S.C. 812) and further defined by regulations at 21 CFR 1200.1.11 through 1300.15 or Florida Statutes, Chapter 893.

The main points of the policy are summarized as follows:

- The use of illegal drugs will not be tolerated. SAA reserves the right to request an employee submits to a drug test at any time for any reason at a testing location designated by SAA. Refusal to submit to an immediate drug test or a positive test for an illegal substance is grounds for immediate termination.
- Consumption of alcohol between the beginning and end of the workday is prohibited. At no time may any employee be under the influence of alcohol while at SAA and if abuse is suspected, SAA reserves the right to request an employee submits to a blood alcohol test at a testing location designated by SAA. Refusal to submit to an immediate blood alcohol test or a positive test for alcohol is grounds for immediate termination.

- o Working at SAA under the influence of any substance that impairs the staff member's ability to safely supervise children will not be tolerated. This includes, but is not limited to, prescription medication that impairs a staff member mentally or physically.

5.7 Weapons Policy

At no time may any staff member have anything on property or at any school activity in his/her possession that could be considered a weapon or a facsimile of a weapon. Guns, whether operable or inoperable, loaded or unloaded, facsimile weapons or antique weapons may not be brought on to school property including the parking lot or to a school activity. Any weapon confiscated shall be immediately turned over to the principal/building administrator who shall turn the weapon over to the proper authorities. Authorized law enforcement officers, including School Resource Officers, School Resource Deputies, school hired security, or School Guardians trained in accordance with the Marjory Stoneman Douglas Public Safety Act may have weapons in their possession while on duty or as required by their employer.

5.8 Telephone Use

Phone calls of a non-emergency nature should be made and taken during non-instructional times. Messages will be delivered to the staff member. Please limit incoming calls and inform family members who may need to reach you during the day the times of your break and/or planning time. Long distance phone calls may not be placed from any SAA phones.

SAA allows the use of cell phones in the classroom by teachers and students if related to the lesson or safety. Staff members are expected to exercise good judgement as to their use.

5.9 Professional Appearance

Staff is expected to be appropriately dressed for school. School is a place of business, and good grooming on the part of staff members can do more to encourage appropriate student dress than all the rules we might make. Friday is designated as School Spirit Day. Students and staff are encouraged to wear their SAA shirts.

Visual body piercings are limited to ears only and no more than two rings in each ear. Rings will be such that they are not distracting or unsafe. Consider the "image" SAA wishes to convey to the students and dress accordingly.

5.10 Parking

Staff members may use the paved parking in the front of the school, but not spaces close to the building in the bus loop. Staff may also park behind the fence on Garrison Lane but not in the spaces in front or JRA. Staff may also use the SAA property on the other side of Tree Road.

5.11 Faculty Meetings

We will have one after-school meeting per month. All staff members are required to attend these meetings. There will also be weekly or bi-monthly for grade specific content (data, MTSS, CARE, etc). Teachers will be expected to participate in these meetings. Times for these will be established by the team members.

5.12 Faculty Attendance at School Functions

Attendance at school functions is an important part of faculty, student, and family relationships. Attendance at functions or participation in events is required by all contractual employees. The specific functions each staff member is required to attend are defined in the Job Description and Employee contract.

5.13 Communication

Student attendance is done in SCSB Gradebook, which is accessed from the Sarasota County School Board website. You are responsible to take attendance / mark tardy & absent students in your classroom until 8:15 a.m. daily and for middle school every period within the first 5 minutes. After that time, any changes will be made at the front desk. Lunch Counts should be completed no later than 8:30.

5.14 Communication

In an effort to keep up to date, emails should be checked at a minimum of twice daily - once as soon as you arrive and one before leaving. Staff should also check SLACK throughout the day. SLACK will be used again for dismissal and all other immediate communication throughout the school.

5.15 Physical Contact with Students

As per The Sarasota County School District, the use of corporal punishment is prohibited. This prohibition extends to parents or guardians on school grounds.

Please note - the practice of having a student write a sentence, phrase, or rule repetitively, i.e.- 50 times, for punishment is not effective and should not be done. If a writing assignment is deemed necessary, make it an expository prompt such as:

" Why is it important to follow rule?"

Other Physical Contact Distinguished:

This policy should not be construed to discourage physical contact of a positive nature such as an encouraging pat on the back, or a guiding hand on the shoulder, or other non-punitive, benign physical contact between staff and students. However, in the age of the #Metoo movement, staff should demonstrate appropriate contact with regards to actions that could be deemed inappropriate by others.

5.16 Critical Incident Plans

Staff members are to notify the site administrator of the presence of a perceived or real threat. The staff member will use the intercom or the telephone to contact the site administrator and remain in contact to describe developments. This should be done in a manner so as not to frighten or intimidate other staff and students. In the event of a lack of telephone or intercom (power failure, etc.) an adult messenger should be sent to the office. Refer to your Critical Incident Plan guide for Code Red and Code Yellow procedures.

CODE RED: This signal is utilized for dire emergencies requiring the "lock down" of students and staff in order to protect lives. A "code red" will only be utilized for the following incidents:

1. Armed people on campus
2. Hostage situation
3. Drive-by shooting
4. Civil disturbances
5. Intruders/ unauthorized person
6. Student abductions

When the announcement is made, lock your classroom door(s) or go to your designated room, go to your EMAIL and send a message to the person listed below that your room is secure. When typing your message, in Subject Box, please type "NAME - ROOM SECURE". The office will know immediately that you are secure. You DO NOT need to use the phone to tell the office that you are secure if you have notified us by EMAIL. DO NOT send a runner to the office during the drill.

NOTE: If you have another class or extra children in your room, please note that in the subject box also!

All Staff members should email NAME - ROOM SECURE in the subject line to Jodi Kopacz, Donna Scofield, Brett Thomason, AND Kathy Bechtel. If there are any issues, please put NAME - NOT SECURE in the subject line, then explain in the body the issue at hand.

ALL areas must secure their doors, but be on the lookout for any students walking on campus and place them inside until the drill is completed.

In the event the CODE RED ALERT occurs during a time when classes are at P.E., the P.E. staff should evacuate to the designated rooms. P.E. will inform the office if students are out on the play area.

In the event the CODE RED ALERT occurs during lunchtime, the lunchroom persons on duty will direct the students to the nearest possible room - music.

Teachers with students will immediately LOCK CLASSROOM DOORS so that they are locked in and no one can gain entrance without a key. Teachers and students need to remain in the classroom until the "Code Red Alert" is over. If an adjoining classroom is unlocked, please lock it or request office assistance. REMINDER:

Students are to remain inside the LOCKED classroom until the office announces the Code Red has ended.

However, there will be times when students will need to flee rather than remain in a locked room. If students must flee, make sure all students are accounted for and move quickly to another classroom and/or find a safe place. Other times it may be necessary to 'fight'. Please refer to the teacher training as to how to proceed during these times.

CODE YELLOW: This signal is utilized for those emergency situations not requiring a "lock down", but rather an evacuation. Thus, a "CODE YELLOW" will only be utilized for the following incidents:

1. Bomb threat
2. Fire/ explosion
3. Toxic spills, gas leaks, fumes, etc.
4. Vehicular crashes that endanger the school facility and the staff and

students.

Code Yellow requires exiting the building and going by designated route to the furthest end of the P.E. Field. NOTE: Teachers should check to make sure that all students are accounted for. (Carry a current class roster & drill report sheet outside with the class) You should not give specific details to your students regarding alerts. If questions are asked, explain that we are practicing just like we do for fire drills.

Following an actual use of a "Code Red Alert" or a "Code Yellow Alert", a letter will be sent home with students to communicate the nature of the incident and reason for implementing the alert. This letter will be approved by the appropriate supervisors.

The site administrator will ensure that After School Child Care and Transportation Services are notified as to the implementation of these procedures and any schedule or procedural changes which need to be made. Use good judgment, stay calm, and remember that in all likelihood, we will never have to use the "Code Red or Code Yellow Alert", but we will practice the drills.

Field Trips (currently no field trips until further notice)

When scheduling field trips, transportation and admission costs must be determined and approval must be given by administration PRIOR to discussing the trip with students and parents. All Field Trip forms are on Google Drive or in this handbook.

1. A field trip request form must be filled out even when using alternate transportation, charter buses. **Charter bus service must be from the APPROVED vendor list.**

2. A Field Trip Request form must be made out by the teacher to be submitted to Cheryl to obtain price least **ONE month prior** to a local trip and **TWO months prior** for an out of county field trip. The Field Trip Request form will be placed in the teacher's mailbox upon approval / denial. Teachers are responsible for making all arrangements and reservations except for ordering school buses. Scheduling of school buses is done in the office. Field Trip Request Forms are available in the workroom or on the Teacher Drive. Medical Release Forms for out-of-county or overnight travel must be completed for such field trips.

3. Field trip permission slips for children must be filled out for each trip. These must be signed by Dr. Kopacz before sending to parents. Children who do not have a signed permission form from the parents may not go on the trip.

4. **Teachers taking field trips must notify any special area teachers of their plans to be absent on the day.**

5. For class sponsored field trips, the teacher is responsible for collecting the money in cash or check.

Use a class roster to track the money brought in for each student. Once all money is received, schedule a time with Jodi or Donna to count money together and sign off on confirmed amounts. All money must be turned in to Cheryl or Donna at least one day prior to the trip. If money is collected in check form prior to 30 days in advance of trip, please turn those checks in to Jodi or Donna for deposit. Checks older than 30 days will not be deposited.

6. Please notify Matt at least **2 weeks before** you need a field trip check.

7. When a school check is needed for admission, a receipt is **Mandatory** from the vendor. This receipt needs to be brought back to Matt.

8. The lunchroom must be notified **TWO WEEKS BEFORE** if class will be gone during lunch. Please inform her if class will eat lunch upon return, or if packed lunches will be taken.

9. Teachers must pick up medicine for students needing medication during field trip hours.

10. Teachers are responsible for providing additional adult supervision (parents) when appropriate and/or necessary. Please discuss with your team leader or administration appropriate adult: student ratio. Chaperones must have been approved by Volunteers Count and be Level 2 screened before going on the field trip. Teachers are responsible for pupil discipline on the bus and at all times during the field trip.

11. Parent chaperones are **permitted to ride the bus only with proper clearance and if there is room on the bus.**

12. Students must ride buses to field trips. Parents may sign them out from their teacher at the end of the trip.

13. In the event of an accident involving a student during the field trip, the procedure to follow is:

If the accident is of a serious nature, seek professional assistance by dialing 911 and render necessary first aid. If possible, call Dr. Kopacz prior to making the 911 call. If time is critical, call 911 and then immediately call the school and notify Dr.

Kopacz. If the accident is of a less serious nature, call the school and ask for advice on what you should do. The school will contact the parents as indicate. Teachers should handle minor scrapes or scratches with simple first aide and upon returning to school send the student to the health room for a recheck.

14. No staff member may transport students in a private vehicle.

5.18 Fire Drills

FIRE EVACUATION ROUTES ARE TO BE POSTED IN EACH ROOM NEAR THE OUTSIDE DOOR.

We are required to have fire drills on a regular basis. It is essential that teachers impress upon students the reasons for having fire drills and the need to follow these rules:

ABSOLUTLEY NO TALKING

Turn off the lights and close the door

Walk in a line

Return to classroom when given the "all-clear".

NOTE: Teachers should check to make sure that all students are accounted for. (Carry a current class roster & drill report sheet outside with the class)

5.19 - Grades/Grade Book

Grades are to be collected on a regular basis (ex: Weekly) for all subject areas. Grades are to be entered in a dated fashion and labeled by topic evaluated in the record book. A minimum of a grade per week should be recorded per quarter for each subject area. An entire class should not have the same final grade (ex - everyone has a 100%). Grades should be 'standards' grades and should include a variety of projects, papers, assessments, etc.

5.20 Health Room

Please use the Health Room referral forms when you send a child to the main office. These forms may be obtained from the teacher work room or Reception files.

For minor cuts, teachers should apply Band-Aids. School policy requires all children who complain of illness to be sent to the health room. The health room aide will determine the disposition of each case. If the teacher feels that the child should be sent home, the referral should state this request but the final determination will be made by administration.

Young students, grades K-2 should be sent to the office accompanied by another student. In the event of a serious injury the student should be accompanied at all times by a staff member. **IN ADDITION, ANY INJURY TO THE HEAD NEEDS TO BE REFERRED TO THE CLINIC FOR DOCUMENTATION!**

The health room aide will review student health files and endeavor to notify teachers, at the beginning of the school year, of any serious health problems in their class. (It is the teacher's responsibility to check and be familiar with the High Risk list.)

Note: Health room will make decisions on calling parents. Please do not request them to make the call, and/or call parents yourself.

5.21 Homework

Homework should be an extension of work done in the classroom. The pupils should fully understand the assignments and should be able to complete them independently. Projects, drill

sheets, extra reading, essays, etc., are all acceptable homework activities. Homework assignments are IN ADDITION TO class work that is not completed in the classroom during the regular school day.

ALL TEACHERS ARE TO COMMUNICATE TO PARENTS THEIR PROCEDURES AND EXPECTATIONS RELATIVE TO HOMEWORK AT THE BEGINNING OF THE SCHOOL YEAR.

Please keep in mind that we have a longer than average school day when making homework assignments. Homework is one means of providing training and guidance in the life-long process of self-development. It promotes the development of character, responsibility, and self-discipline. Homework should be a reinforcement and/or extension of the instructional process and should provide a worthwhile end product. Homework is never to be assigned as a punishment. Please be aware that homework may not be assigned on the eve of a major religious holiday. No major tests will be given if school is in session on a major religious holiday.

A. Criteria for Homework

1. Provide an opportunity for practice and reinforcement of a skill.
2. Provide an opportunity to expand learning through application.
3. Provide an opportunity to extend or continue work begun in class.
4. Provide an opportunity to acquire common background or information to bring together in class.
5. Provide an opportunity to think, discover, and experiment.
6. Provide an opportunity for synthesizing of student's own ideas.
7. Provide access to materials or environment not readily available in the classroom.

B. Whenever Possible Be Creative!

1. Creative homework is an assigned activity which affects the learner by:
 - Extending his/her viewpoint
 - Challenging him/her
 - Contributing to his/her self-concept
 - Generating a product or process
 - Generating continued effort
2. Creative homework will produce:
 - A personalized response or product
 - Openness to new experiences

5.22 Leaving Campus

If it is necessary to leave campus during the duty day, even for a brief amount of time, staff is required to notify the front office prior to leaving.

5.23 Lesson Plans and Substitute Lesson Plans

Teachers are required to keep lesson plans. Those plans must reflect the District Adopted Course of Study. Notations in the plan book must reflect the topic and standard, not merely state a page number. Lesson plans will be collected at the end of the year, but should be available at any time for administration to review.

Substitute folders are to be completed by the date attached to your sub folder and updated periodically. Substitute teachers will be given name tags when they check in the office.

All folders need to contain the following:

1. Critical Incident
2. Two student intervention forms.
3. "Medical Conditions" list (Allergies, etc.)
4. List of students on medication.
5. Specialized instructions (Medication schedules, variance of behavior due to special factors, items of interest to subs, etc.)
6. Class dismissal list & notes on special dismissal procedures
7. Attendance Sheets for ALL Classes
8. Daily Schedule
9. Lunch Count Form
10. Needed Passwords
11. Detailed Sub Plans for all times of the day
12. Any electronic instructions
13. Accommodations
14. Reliable Students per class
15. Updated Seating Chart
16. Discipline Policy

5.24 Mail and Email

Please check your mailboxes and e-mail before school, during lunch and at the end of school. Last minute notices, changes, etc. will be posted over the mailboxes and on the EMAIL. *All email from school site is considered public domain!*

5.25

Purchasing

External

Accounts:

1. DO NOT purchase ANYTHING without approval and do not make a purchase with your own money as you WILL NOT be reimbursed. DO NOT order items for preview. There is no budget for returns, therefore, returns would be at your own expense.

Internal Accounts and Donations:

For those teachers who have internal or donation accounts:

1. When collecting money, make sure all checks are made payable to Sarasota Academy of the Arts NOT TO YOU. It is against School Board policy to have any check made out in your name.
 2. Deposit monies collected DAILY. A "Report of Monies Collected" form is to be completed and turned in with your deposit.
 3. Do not buy anything from your own pocket and expect to be reimbursed from your internal account. This is against accounting regulations. If this occurs, you will not be reimbursed.
 4. Requests to purchase from internal accounts must be given to Jodi Kopacz.
 5. All bills to be paid must be on a vendor billing form or vendor letterhead.
 6. If a check is needed for prepayment, allow approximately 10 days.
- ALL PURCHASES MUST BE APPROVED BY JODI KOPACZ IN ADVANCE.**

There is no way we can reimburse you after the fact for a non-approved purchase

5.26 Report Cards/Parent Communication

Students who are in attendance for 20 days of the reporting period MUST receive a report card. If a student transfers from another school in the county, check with the office to determine which school should furnish the grades for that grading period.

PARENT CONFERENCE forms may be found in the workroom or in the reception files. These forms should be completed for conferences held by telephone and in person. After the conference is held, the form should be turned into the office for review.

Formal conferences are to be scheduled with the parents of all pupils who will not be recommended for promotion as soon as possible after the distribution of the third report card. The conference must be written up and signed by all parties involved.

ANY COMMUNICATION TO STUDENTS OF PARENTS FROM A SOURCE OTHER THAN THE SCHOOL MUST BE APPROVED BY THE DISTRICT AND DISTRIBUTED THROUGH THE SCHOOL OFFICE.

5.27 Retention

If a student is being retained, a Parent-Teacher Retention Conference Form must be completed and approved by administration. Once approved, the form will be returned to the teacher to file behind the report cards in the students cum at the end of the school year.

5.28 School Calendar

The Event Form must be turned in well in advance, (at least 6 weeks) to schedule an event on the calendar. Turn the completed form in to Jodi Kopacz who will approve put it on the calendar. Events without forms will not be written on the calendar and will not be considered officially scheduled school events.

5.29 School Building and Room Care

As teachers, we should instill in the pupils a respect for the entire school building. If we do this, our school appearance will be satisfactory at all time.

It is the responsibility of each teacher to keep his/her room in order by putting away equipment, papers, and books when they are not in use. Set aside a short period at the end of each day for children to clear desk tops, put away books and notebooks, pick up papers, pencils, and crayons. Teachers' desks are to be left tidy. Please follow these procedures so that proper care of the building is assured.

1. Keep the sinks clean and uncluttered.
2. Items dropped on the floor are to be picked up immediately.
3. Please stack chairs (limit 6 per stack)
4. Please have students pick up or sweep all trash on floor.
5. If using paint in the classroom, please be sure that all paint is cleaned up immediately following the activity and that it does not sit on tabletops, walls, or floors.
6. Give students the responsibility of bagging up the trash in your room and placing it by the outside door (when available) NO liquids should be in the trash.

The general atmosphere of a classroom is improved when the teacher makes the necessary effort to keep bulletin boards and other display areas current, colorful, and instructional. Outside the classroom, it is helpful if classes pick up litter as lines move about the campus. When

custodial attention is needed in a classroom, major or minor, please contact the office with specifics

Note: Any concerns/problems with classroom care on weekends are to be addressed directly to the office.

5.29 Severe Weather Procedures

In this area of Florida, severe weather occurs during all seasons of the year. Of major concern to us are two types of severe storms- the electrical storm and tornado. These storms give us little warning of their approach so we must be able to respond immediately and appropriately when they do appear. In the sections that follow, you will find standard procedures that should be followed when severe weather is nearby. Teachers and school personnel must be prepared to react properly and wisely during severe weather situations.

Electrical storms:

1. Keep all children inside the classroom.
2. Do not go outside.
3. Keep doors and windows shut.

Listen for worsening conditions, as tornadoes sometimes accompany electrical storms. Students should remain quiet.

5. Review with students what they must do during a severe weather drill.
6. If a severe electrical storm is present at dismissal time, dismissal may be

delayed.

Tornado Watch (Conditions are Good for Tornado):

1. SIGNAL –

The office will make the following announcement to inform you that a tornado watch is in effect:

"BECAUSE OF THE BAD WEATHER, ALL CHILDREN MUST REMAIN IN THEIR ASSIGNED ROOMS UNTIL THE WEATHER CLEARS."

2. RESPONSE - The students will be accompanied to the nearest safe location, i.e. any classroom. All classes remain in the classroom. Students should not be sent to special classes.

- . Be alert for further developments.
- . Listen for signs of worsening weather.
- . Review with your children the procedures for a severe weather drill.

Tornado Warning:

SIGNAL-

The office will make the following announcement to inform you that a tornado warning is in effect:

"THIS IS A SEVERE WEATHER DRILL!! TEACHER: HAVE YOUR CHILDREN MOVE TO THEIR ASSIGNED SEVERE WEATHER POSITION."

RESPONSE-

Move children to the assigned severe weather area. A severe weather warning occurs while students are at P.E., the office staff will notify the P.E. staff, who will immediately take children to their designated safe area.

If the storm is imminent, children should either get on the floor, under their tables, and face away from the windows. When a storm is imminent, have all students assume a protective position on the floor of their assigned area. The protective position is one where the student should crouch on his elbow and knees and hold his hands over the back of their head. Remain in your assigned area until the office signals the all clear. If a storm is imminent and there is not

time to move to the assigned severe weather area, have the children assume the protective position on the floor beneath their desks.

5.29 Severe Weather Procedures

The lounge and workroom are for the convenience of all personnel. CHILDREN ARE NOT PERMITTED IN THESE AREAS AT ANY TIME. This includes children of staff members and includes them retrieving mail, food, etc.

Please do your part to keep these rooms attractive and pleasant by throwing away trash, putting things away, wiping up spills and removing old or unwanted items from the refrigerator. We share this area. It is our responsibility to keep it neat!

5.31 Supervision of Students

The classroom teacher is responsible for the supervision of students. If you leave your class for any reason, bathroom, coffee, copying, etc., you MUST arrange for their immediate supervision with another teacher or with the office staff.

When your class is scheduled for music, art or physical education, you must walk with your class and supervise the line until the special area teacher's previous class has left and he/she is able to receive your class.

At no time should a student be allowed to leave the classroom without receiving the teacher's permission. Students going to the media center, clinic or on special errands should have a pass.

DO NOT LEAVE CHILDREN OUTSIDE THE CLASSROOM WHERE THEY CANNOT BE DIRECTLY SEEN BY YOU!!!

Cafeteria expectations for SAA Teachers:

Teachers are responsible to stay in the lunch area until their last child gives their name and number. While in the cafeteria, teachers should help keep the students in line quiet. Please be on time to receive and/or retrieve students after lunch.

5.32 Restroom and Water Breaks for Students

Make sure students understand responsible restroom behaviors. Be sure to schedule water breaks during the day, especially during hot weather. This includes before and after P.E. periods and after recess or other periods of physical activity.

COVID-19: Quarantine vs. Isolation

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.



If you had close contact with a person who has COVID-19



- Stay home until 14 days after your last contact.



- Check your temperature twice a day and watch for symptoms of COVID-19.



- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.



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ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



If you are sick and think or know you have COVID-19



- Stay home until after
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved



If you tested positive for COVID-19 but do not have symptoms



- Stay home until after
 - 10 days have passed since your positive test



If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

SARASOTA ACADEMY OF THE ARTS RECEIPT OF MANUALS:

Please sign and return to the Administration Office

I have received and understand that I am responsible for knowing the content of the Employee Manual, the Student and Parent Handbook, the Teaching and Learning Guidelines, and State Equity Laws.

Printed Name _____

Signature _____

Date _____