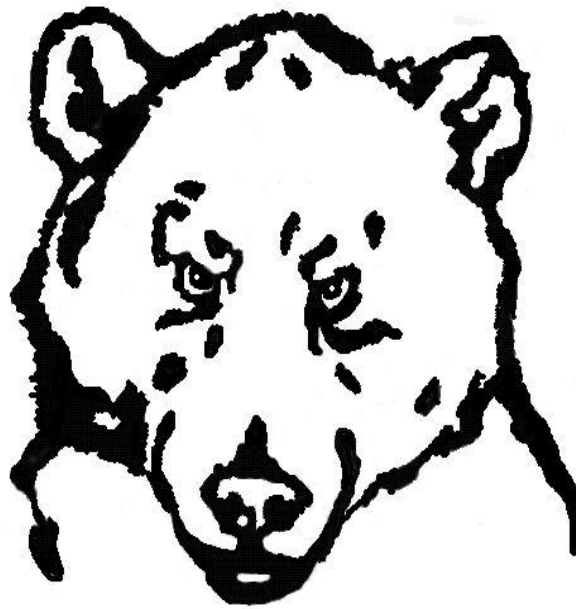


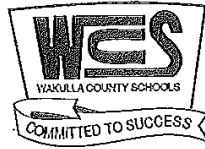
Riversprings Middle School



2016-2017 Faculty Handbook

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PURPOSE

A rigorous and appropriate education that results in success for all students

CORE VALUES

(governing our Way of Work)

WE WILL ALWAYS:

- ◆ MAKE decisions based on the best interest of the students.
- ◆ BEHAVE in an ethical manner.
- ◆ PREPARE students for productive citizenship.
- ◆ BE WILLING to try innovative research-based programs.
- ◆ EMPLOY highly trained and dedicated individuals who can work effectively in their assigned positions.
- ◆ TREAT each person with dignity and honor their right to be safe.
- ◆ RECOGNIZE the uniqueness and capability of each student.
- ◆ SET high expectations and embrace a challenging curriculum.
- ◆ CELEBRATE our cultural heritage and the diversity that enriches our lives.
- ◆ EMBRACE technology to engage students and enhance education.
- ◆ WORK to involve our community and all stakeholders in the educational process.
- ◆ TEACH AND PRACTICE responsibility and service to others.
- ◆ TEACH students to be accountable for their own actions.
- ◆ FOCUS on continuous improvement for student achievement and professional growth.

WE WILL NEVER:

- ◆ Compromise excellence.
- ◆ Give up on a student.
- ◆ Stop striving for excellence.

Committed to Success
for all students,
teachers, staff and
our school system

DIRECTION

GENERAL FACULTY INFORMATION

1. **Sign-In /Sign-Out:** Normal working hours are from 7:30 a.m. til 3:00 p.m. Teachers should sign in and out daily. This is required from the district office for auditing purposes. **Sign in sheets are located in the front office copy room.**
2. **Leaving Early:** If you need to leave early (between 2:30 - 3:00) for any reason, you must clear this with the principal. At the time of your request, you need to have a plan for making up this time. The only instance, which will require no make up time, is complete faculty dismissal.
3. **Personnel Sign-Out:** Staff who need to leave the campus during the school day for personal reasons or professional reasons or professional duty must check out with the principal or the assistant principal.
4. **Teacher Absence:** Teachers who know a day or more in advance that they need a substitute should make arrangements with the principal's secretary to arrange for a substitute. Teachers who realize a need for a substitute before or after hours should call the principal's secretary at 591-5734 at the earliest possible time. If your absence is going to be extended, call the school before 2:30 p.m. in order to retain the same substitute. The substitute teacher should have from you:
 - a. Lesson plans
 - b. Schedule of the day, including any extra duties
 - c. Attendance information
 - d. Grade book
 - e. Seating chart
 - f. Extra notes the substitute might need to have a successful day
 - g. Tell the secretary whether these things are on your desk or in your mailbox.

Upon your return to school, be sure to complete the appropriate leave form.

5. **Non-Teacher Absences:** All personnel should notify the office in advance of your anticipated absences. Unexpected absences should be reported to the principal before your usual arrival time or soon thereafter. This will allow for any needed adjustments by the administration. Proper leave forms should be completed prior to the absence for personal leave and immediately upon returning from sick leave.
6. **Sick Leave:** Teachers accumulate one day per month of sick leave. The total for a school year is ten days. A portion of your sick leave may be used as personal leave (see your contract for the correct numbers). Personal leave is not cumulative from year to

year as is sick leave. Personal leave must be approved in advance of the absence if possible.

7. **Board Policies:** Check out through the media center.
8. **Faculty Meetings:** During the school year, most faculty meetings will be held on Wednesdays from 2:35 - 3:00. Emergency meetings may be held on other days as the need arises. **ATTENDANCE IS REQUIRED AT ALL MEETINGS UNLESS YOUR ATTENDANCE HAD BEEN WAIVED BECAUSE OF AN EMERGENCY BY THE PRINCIPAL.**
9. **Bulletin Boards:** Check the bulletin boards and calendar (in the office area and lounge) as well as the mailboxes daily. Suggested times are: during signing in or out, during planning periods, or during lunch times. The bulletin boards and mailboxes are for communication purposes. Checking these items regularly will eliminate unnecessary intercom messages.
10. **E-Mail:** Check your e-mail frequently throughout the day.
11. **Phone Calls:** . Teachers needing to make a parent phone call should use the phones available in the classroom. Please limit personal calls to 3 minutes with classroom phones.
12. **I.D. Badges:** Faculty I.D. badges should be worn at all times during the school day.
13. **Dress Code:** Faculty dress should be in accordance with your school related responsibilities. Teachers are professional people and their attire should reflect this attitude. Faculty dress helps establish the school's attitude and reputation with the public.
14. **Tobacco:** In accordance with the most current School Board Policy 2.90, all use of tobacco products in any form are prohibited in any District owned facility, vehicle and property. [Adopted 7/01/2014]
15. **Planning Periods:** Planning periods are provided to give us time to communicate, organize, and plan the educational programs or activities or the school while relaxing free of student supervision and refreshing oneself with coffee or soft drinks if so desired. To give anyone different impression of a planning period would be unwise.
16. **Announcements:** Announcements over the intercom will be held, as much as humanly possible, during homeroom period and at the end of the day.

17. **School Calendar:** Any activity or event that changes the normal flow of student to and from your team must be placed on the school calendar, located in the workroom. In order to be placed on the school calendar, you must turn in your request to the Activities Coordinator five (5) days prior to the day of the event. If there are no conflicts and it is approved by the principal, it will be placed on the calendar three (3) days prior to its occurrence. There will be no interruptions of the school day unless it has been approved and placed on the calendar in advance. When an event is placed on the school calendar it does not alleviate the teacher of the responsibility of letting the appropriate personnel know of your intentions to take students from their classes. This should be done by a list distributed to them prior to the event. The lunchroom should always be notified if your event prohibits students from eating in the cafeteria.
18. **Field Trips:** All field trips must be initially approved by the principal. If the field trip requires charter buses, they must be ordered through the bus garage. At least five days prior to a field trip, a field trip request form should be completed by the sponsor and signed by the principal. Upon approval of your field trip, you also need to complete a field trip checklist. The checklist should accompany your request to be placed on the school calendar. If any students are not allowed to accompany their team on a field trip for disciplinary or academic reasons, one of the team teachers will remain with these students. Your students are not the responsibility of other teachers.
19. **Parties:** You may hold one team party during the school year. It is recommended that you coincide this with a holiday. There will be No parties during the last week of school.
20. **Injuries:** Any accident or injury occurring to students or staff members should be reported to the office immediately. Accident reports must be filled out by the teacher in charge at the time of the accident.
21. **Fire Drills/Tornado Drills:** Check the procedures on the charts in your room. Make sure that all students are aware of the proper procedures to follow during a drill. It is the responsibility of the teacher to insure that fire/tornado drill instructions are posted in their classroom. Assistance with this may be obtained from the assistant principal.
22. **Fire Drill Procedures:** Fire drills will be held at the different intervals in order to be aware of the correct procedure to follow if any emergency should arise. The following are procedures to implement:
 - a. Post fire drill instructions in your class.
 - b. Students should form a single line and move in a very quiet orderly manner to the designated area of assembly outside the building.

- c. Teachers located near restrooms should check them.
- d. Teachers should check roll when outside.
- e. The signal to go out is a loud, distinct, continuous fire alarm noise.
The signal to come in will be one fairly short ring.

23. **Tornado Drill Procedures:** Tornado drills will be held at different intervals in order to be aware of the correct procedure to follow if any emergency should arise. The following are procedures to implement:
- a. The signal is a verbal command given over the intercom.
 - b. Take students quickly and quietly to the area designated for your room.
 - c. Assume the curled position against the wall at your area.
 - d. End of drill will be signaled by a verbal command.
24. **Hall Passes:** Each student coming to the main office must bring a pass containing the date and time of departure from class and the teacher's signature. Students should not be in the halls during class time without a pass. Students are allowed to use the office phones only when they are sick.
25. **Lockers:** Each teacher is to prepare a list of locker assignments and routinely check lockers for neatness, etc. Students do not share lockers unless assigned to do so by the teacher.
26. **Textbook and Library Books:** Teachers should check out their grade level texts from the Text Book Coordinator. Record keeping procedures of books and book numbers is essential. You are responsible for the care and return of the texts to the Text Book Coordinator. Remind students that damaged texts and library books will be paid for. Due to rising cost of texts the use of book covers are encouraged.
27. **Bus and Lunch Duty:** Under most circumstances we have para-pros to carry out these responsibilities.
28. **Para-Pros:** Para-Pros are a part of support services to the teacher. They have work schedules with specific teachers and work areas. Para-Pros exist to help teachers do a better job of teaching students. Teachers should become aware of the strengths and weaknesses of their para-pro. Communication is necessary in order to arrive at expectations. Para-Pros can be used in clerical duties as well as instructional roles, which are directed by the teacher. Grading of papers should not be the primary responsibility of the para-pro. Para-Pros are not to be used to supervise students for teachers to take a break. Exceptions to the above must be approved by the administrator. **Para-Pros may not be used to cover classes without checking with the principal's secretary.**

29. **Fund Raising:** All fund raising by teams or individual teachers must have prior approval from the principal before proceeding with plans.
30. **Grade Reporting:** Teachers are required to update Focus at least once a week.
31. **Progress Reports:** Progress reports are sent out approximately four weeks into each nine weeks. These reports are sent to parents to let them know how the student is doing so that appropriate steps can be taken to ensure good grades at report card time.
32. **Report Card Schedule:** See District Calendar and refer to memos from the administration.
33. **Student Absences:** Teachers should be aware of and follow the attendance policy set by the Wakulla County School Board.
34. **Teacher-Parent Conferences:** Conferences are important. Teachers should initiate them. When possible all team members and other involved parties should attend the conference. Do not presume that conferences should be held only with parents of problem students. It is the parent of the average or above average student who is most interested in the school's programs and policies and their child's success.
35. **Lunch Procedures:** Teachers are responsible to see that their students are in the lunchroom on time daily.
36. **Student Services:** Student Services intent is to support and supplement the efforts of the classroom teacher in helping our students become all that they have capabilities to be. Some of the services available through Student Services are:
 - a. Individual and small group counseling.
 - b. Individual and group testing and test interpretations.
 - c. Referrals to supportive services--psychologist, social worker, health center, speech and language clinician, attendance, etc.
 - d. Parent-Teacher conferences.
 - e. Student records keeping.
37. **Cumulative Record:** All cumulative records must be checked out through the guidance secretary. Under no circumstances should cumulative folders be taken from school. A list is provided to denote teacher responsibility as to record keeping of cumulative folders.

38. **Entering New Students:** All new students must enroll through Student Services for proper registration, orientation, and team placement. Teachers **DO NOT** accept a student if he/she is **NOT** on your master list or unless someone from the office brings the student to you.
39. **Student Withdrawals:** A student who wishes to withdraw from school should be sent to Student Services for proper forms to be signed by his/her teachers. Parents must be contacted if possible, before legal withdrawal takes place. Teachers should not officially withdraw students from their roster until the attendance clerk gives an official verification of withdrawal.
40. **Student Supervision:** For the welfare of our students, it is most important that we provide responsible supervision before school starts, during the school day, and at dismissal. We must be on time and at our stations as students enter the building and classrooms. No class should be left unattended. Teachers may not leave class for a smoke, a coke, or coffee, nor send students for cokes, coffee, or other food items to be brought to them in their room, lounge, or planning area. Students are not allowed in the teacher's lounge.
41. **Classroom Management:** Teachers are responsible for the physical appearance of their classrooms. Also, they are responsible for the materials and equipment assigned to them.
42. **Classroom Rules:** Team policies and rules should be consistent with board policy, school administration policy and philosophy. A copy of team rules should be cleared with the assistant principal before they are applied.
42. **Student Tardies:** Routine student tardies to class should be handled by the teacher through the team or class discipline plan. Students who continue to be tardy after class disciplinary measures have been exhausted should be referred to the assistant principal with a note detailing number of tardies and previous consequences.
44. **Homeroom Procedures:** Students should be required to be on time to homeroom. Announcements and pledge will be made during the first 5 minutes of homeroom. Students will be not allowed out of homeroom during this time and should be required to be orderly and listen to the announcements. Students who leave homeroom after this time must have a pass.

45. **Lock Down Procedures:**

REFER TO CLASSROOM EMERGENCY PROCEDURES GUIDE FROM PAEC. GUIDE SHOULD BE PLACED NEAR CLASSROOM DOOR.

46. **Emergency Evacuation Procedure:** In the event of general threat to the entire school such as a bomb threat, the following steps should be taken: Upon hearing the all-call announcement "Teachers, we need to evacuate the building", you will use the same exit plans as you would for a fire drill. Other procedures used in fire drills will also be observed. Upon exiting the building, move the students as far away from the building as possible and proceed to the following areas:

Blue and Yellow Wing	- Bus Parking lot at Shadeville
Purple Wing	- Softball Fields
Green wing and Gym	- Basketball Courts
Cafeteria	- Football Field
Band/Chorus	- Football Field

Any teacher without students should report to an area where your students could be found (If during 1st or 2nd periods, 8th grade teachers without students should go to the Basketball Courts or the Softball Fields, etc.) UA teachers help out in an area with students if you have none.

BE SURE TO TAKE YOUR CLASS ROLL BOOK AND KEYS

BOOKEEPING PRACTICES

1. If you are having any activity (selling items, dance, field trips, etc.), please see Mrs. Moore as soon as possible to set up any procedures.
2. All money should be put in the vault the **same day it is receipted**. Do not leave any money in your desk or room. It is the teacher's responsibility to replace money that has been lost or stolen.
3. A pre-numbered receipt should be given for any money collected from students. The bookkeeper will issue a receipt book to a teacher upon request. **ONLY** use the receipt book issued to you.
4. When turning in money to the bookkeeper, enclose a **REPORT OF MONIES COLLECTED FORM** filled out completely. The total amount to be deposited should match the receipts listed. List receipts in numerical order. If you **VOID** a receipt, list it on the form.
5. Students should be receipted by the teacher for lost or damaged textbooks. Please write the title of the book on the **REPORT OF MONIES COLLECTED FORM**.
6. To make a request for purchase of items a **REQUEST FOR EXPENDITURE OF FUNDS FORM** (which are located on the bookshelf above the sign-in sheets) must be filled out and signed by the principal. After receiving written approval from the principal, a purchase order must be filled out and approved before making any purchase.
7. When asking for reimbursement, a green form needs to be completed prior to the purchase and you must have an itemized receipt with your signature and date. **ONLY** items bought for the school should be on the receipt. If you do not use the tax exempt certificate and are charged for taxes, you will not be reimbursed for the amount of taxes.
8. All money to be spent from accounts must be committed no later than two weeks prior to the last day of school.
9. **DO NOT ALLOW STUDENTS** to carry collected monies to the bookkeeper or pick monies up from the bookkeeper.

10. If you are going to need a money box or tickets, please give the bookkeeper at least two days notice.
11. DO NOT REFUND STUDENTS by giving them cash. Fill out a REQUEST FOR REFUND form (on shelf above the sign-in table).
12. DO NOT cash checks out of money collected.

TEXTBOOK PROCEDURES

There are a few steps that must be taken this year before issuance of textbooks:

- (1) When issuing textbooks, please write the name of the receiving student on the interior front cover on the lines provided by the publisher. The name should be written in ink by the issuing teacher, followed by the room number of the class. For example:
Sally Smythe-506
- (2) Please require students to keep their textbooks covered. Do not allow the sticky covers to be used. Cloth, foldable, or brown paper bags work perfectly.
- (3) When it is determined that a student needs to pay for a lost or damaged textbook please do not receipt them yourself. Instead, send the student with their payment and the identification number of the affected text to the textbook chairperson.
- (4) Textbook “checks” will be conducted by all teachers on the same day that progress reports are issued. If a student cannot produce their textbook at that time, please work with them to get possession of their book verified within the following 5 days. If possession cannot be verified in that time, please inform the student as to the cost of the text, then contact a custodial adult with same information. Document this contact in your call log. If a student owes for a textbook from the previous year, he/she may not be able to participate in any extra-curricular activities until the old one is paid for or returned.

TEACHING TIPS

DISCIPLINE:

The management and control of the classroom is the responsibility of the teacher.
(Florida Statute 232.01)

I. General Ideas:*

You will have to work at maintaining good discipline every minute you are in the classroom. There is not one way to do it. What works today may not work tomorrow. To aid in solving discipline problems:

1. Understand that correction is the purpose of discipline. Discipline is not chastisement. Discipline is a systematic training for the improvement of the student's actions and attitudes.
2. Make all reprimands with justice and tact. It is wise when you are feeling unwell or angry to refrain from any action until you feel better or cool off.
3. Be consistent in disciplinary actions.
4. Don't be influenced by a student's reputation.
5. Control order through an interest in work.
6. Students must be able to hear and see clearly.
7. Provide sufficient working materials.
8. Handle all disciplinary cases yourself whenever possible. A good teacher is one who seldom needs to call upon higher authority to maintain discipline in his or her class. Discipline is your responsibility, not the job of the supervisor or principal. Report only major infractions to higher authority.
9. Stop disorder at its origin.
10. Recognize that a student's work is just as important to him as your work is to you.
11. Employ positive procedures. Give instructions and make corrections positively, not negatively. Say, "Do this," avoid saying, "Don't do that!"
12. Make only necessary rules and enforce them.
13. Avoid assigning school work as punishment.
14. Do not discipline an entire class for the acts of an individual.
15. Avoid arguments with students.
16. Avoid using abusive language.
17. Cooperate with others in maintaining discipline. The maintenance of discipline is not only the individual job of the teacher, but a collective one embracing all of the instructors of a school.
18. Make the disciplinary action fit the deed.
19. Refrain from using "third degree" methods.
20. Refuse to get excited over misdeeds.

II. Specific Suggestions:

The positive approach suggests prevention rather than cure of discipline problems. Do you invest in teaching habits that pay high discipline dividends? The list below is recommended as a guide to good classroom control.

1. Be business like. Make good use of time.
 - a. Begin classes promptly and with real enthusiasm.
 - b. Keep students busy. Provide a full period of work yet include variety.
 - c. Be firm. (Keep rules short and simple and adhere to them.)
 - d. See that classes are busy before meeting the needs of a few.
 - e. Make assignments clear (mimeographed, duplicated, or on board).
 - f. Grade in terms of assignments.
 - g. Hold every member of the class responsible for all class work.
 - h. Know what each pupil is doing at all times. (Pupils can help at the chalkboard, for example.)
 - i. Use lesson plans that will not be upset by restlessness at such times as before vacations.

2. Provide the best possible physical environment.
 - a. See to it that ventilation and air circulation are good.
 - b. Provide best lighting possible.
 - c. Be sure supplies and equipment are conveniently located.
 - d. Reduce unnecessary traffic and congestion in room.
 - e. Keep the classroom orderly. Share housekeeping responsibilities with students.
 - f. Study the seating of students carefully with an eye to possible necessary changes.
 - g. Divide too large classes into smaller work and study groups.
 - h. Strive to keep the room pleasant and attractive with displays and other materials that are both decorative and educational.

3. Know your students.
 - a. Learn names quickly. Call by first name.
 - b. Notice the attendance record. If it is poor, find out why.
 - c. Discover student interest and special abilities.
 1. Attend intramural events and note participation.
 2. Study cumulative records.
 3. Read local papers.
 - d. Note acceptance of individuals by classmates.

- e. Know vocational plans.
 - f. Be aware of personality habits.
 - g. Find some quality to honestly admire in each student and tell them.
 - h. Try to see that each student experiences some success daily.
 - i. Use student activity, discussion and exhibits to create interest.
 - j. Determine and try to correct the cause of extreme under-achievement.
4. Cultivate helpful personality traits and habits yourself.
- a. Be friendly. Smile and greet students by name.
 - b. Carefully observe all rules expected by the class.
 - c. Be enthusiastic but do not monopolize class time.
 - d. Watch your voice. Keep it audible but quiet, firm but low pitched.
 - e. Look alert - even if
 - f. Develop a sense of humor (ability to have real fun and laugh at anything humorous).
 - g. Be fair and consistent. Stress desirable standards for the group in discussing problems.
 - h. Be healthy (watch nutrition, sleep, recreation).
 - i. Be confident. Do not ignore small things. Be aware of them.
 - j. Be self-controlled.

RIVERSPRINGS MIDDLE SCHOOL
"SEVEN DEADLIES"

The State of Florida has outlined specific offenses for which teachers may be suspended or dismissed. (They are found in the school board policy). These have come to be known in educational circles as the "Seven Deadlies". The following is a list of school level "Deadlies" that will ensure a conference with the principal.

1. Do not commit money in the name of Riversprings Middle School without the principal's permission.
2. Do not leave inadequate lesson plans for substitute teachers.
3. Do not let the principal first hear about unusual occurrences in your class from students or parents.
4. Do not make complaints about the school to the community without first having shared them with the principal.
5. Do not request to disrupt the school day without going through the proper channels.
6. Do not engage in unprofessional talk in front of visitors or students.
7. Do not place the principal in the position of defending your indefensible actions.

NEGLIGENCE

The omission to do something which is a reasonable man, guided by those ordinary considerations which ordinarily regulate human affairs, would do, or the doing of something which a reasonable and prudent man would not do...

MAJOR POINTS OF NEGLIGENCE

1. The three kinds of liability are:
 - a. Negligence - not carrying out teaching duty with reasonable care.
 - b. Intentional Interference - infringement upon rights of people to have a certain amount of freedom.
 - c. Constitutional Infringement - interference with a person's rights as guaranteed the U.S. Constitution.

2. The duties of a teacher are:
 - a. Proper instruction
 - b. Proper supervision
 - c. Proper maintenance

3. There are three criteria to determine Negligence or that support a demand or threat of suit:
 - a. Was there a duty to the student?
 - b. Was the duty breached?
 - c. Did the breach cause injury?

4. Proper instruction includes: Did the teacher act to cause the child to gain in skill?
Did the learning task involve unreasonable risk?

5. Proper supervision includes: Was the teacher there when he/she should have been?
Did the teacher properly oversee and act?

6. Proper maintenance includes: Was the broken, disassembled, or malfunctioning equipment reported? Were the students cautioned from using the equipment?

INSTRUCTIONS FOR TEMPORARY DUTY

I. Requests for Temporary Duty

Requests for Temporary Duty to attend conferences, workshops, or other inservice activities are made on the Leave Request Form. This form should be completed and signed by the Principal at least five (5) days prior to the expected departure.

II. Inservice

If Inservice Points are to be requested for the activity, it is the teacher's responsibility to complete an (Individual Inservice Request) form and submit to the Assistant Principal prior departure. Upon return, it is the teacher's responsibility to fill out an Individual Inservice Report in order to acquire any inservice points. This form should also be turned in to the Assistant Principal.

III. Reimbursement

Upon return from Temporary Duty it is the teacher's responsibility to complete a Reimbursement for Travel (WMIS-180) form and submit it to the principal. No reimbursements are made without completing this form.

INSERVICE

Most trainings and inservice opportunities within the district and the PAEC consortium may be found in the Professional Development section of the PAEC Website. In order to receive credit for non-district training you must go to the IPDP transcript page prior to the inservice and create the training. The training must then be approved by the Principal or the Assistant Principal. After the training has been completed, a certificate of attendance or a similar document must be turned in to the Principal or Assistant Principal in order for credit to be granted. Should you have any questions about professional development speak with the Principal or Assistant Principal.

GUIDELINES FOR THE USE OF CORPORAL PUNISHMENT AT RIVERSPRINGS MIDDLE SCHOOL

Since misconduct of any degree or frequency is undesirable and not conducive to a positive learning environment for all, students should understand that certain consequences are applicable to their behaviors. A range of alternatives should be offered as consequences to infractions, one of which may be corporal punishment. The Student Handbook has a list of

offenses and disciplinary options. Administrators at Riversprings Middle School are allowed to use corporal punishment as a disciplinary measure.

When it is determined that a student should receive corporal punishment, the administrator who is to administer such punishment will adhere to the guidelines set forth by the Wakulla County School Board in the Code of Student Conduct. These guidelines are as follows:

1. An administrator shall administer corporal punishment only in the presence of another adult who is informed beforehand, and in the student's presence of the reason for the punishment. Corporal punishment shall not be administered by a person while he is angry nor shall such punishment be administered with malice.
2. In no case shall such punishment be unduly severe or degrading in nature and shall be administered to the buttocks.
3. Such punishment shall not be administered in the presence of other pupils.
4. Corporal punishment shall be permitted for disciplinary reasons, but never for lack of work or for unsuccessful work.

Further, in adherence to the laws of the State of Florida, the administrator who has administered corporal punishment shall, upon request, provide the pupil's parent or guardian with a written explanation of the reason for the punishment and the name of the other adult who was present.

Library Policies for Faculty and Staff

1. The library is open for faculty and staff use from 7:35 am until 3:00 pm.
2. Please refer to the student handbook for individual student use of the library. Teachers may send two students at a time on individual library passes. Teachers may send more than two students if the library staff is notified in advance.
3. Teachers may check out books and other materials for an unlimited time. Please consider the needs of your colleagues and keep books and materials only as long as you need them.
4. "Free Time" in the library does not exist for students. Students may work on projects, carry out research, check in and check out books, sit and read, and actively look for a book or magazine. Students who are not using the library in an appropriate manner or who are being disruptive will be sent back to class.

5. Students are permitted to use the library computers for research and working on projects, NOT for checking email or playing games. Students who are caught using the computers in an inappropriate manner will be sent back to class.
6. The sign-up sheets for the DSL cart and video broadcasts are in the library office. Teachers should contact the library staff to sign up.
7. Globes, overhead projectors, and overhead projector carts are available for teacher checkout at the beginning of the school year. Every effort will be made to match teacher needs with these supplies; however, at this time there are not enough of these materials to supply them for every teacher. Overhead projector bulbs will be replaced by the library as needed. If your projector bulb goes out, please contact the library staff to get a replacement.
8. The library can supply teachers with a group of theme- or subject-related materials from the shelves for use in their classroom. Please notify the library staff at least a week in advance to allow time to gather the books and materials.
9. The library is available for individual student and teacher use as well as use by whole classes. Classes are given the opportunity to sign up for weekly library time at the beginning of the school year; priority will be given to reading classes, but any class may sign up for weekly library time. Classes may also sign up to use the library as needed throughout the school year. Classes may use the library to check in and out library materials as well as to conduct research and lessons in information literacy. If there is a specific topic or task we can help your class accomplish, please let the library staff know about it.
10. The library staff does not operate the laminating machine. Please notify the office para-pros if you need something laminated. The rolls of butcher paper are located in the materials room with the laminating machine. These are for teacher use; students should only come to get paper with teacher permission.

Wakulla County Schools

COMMITTED TO SUCCESS

NON DISCRIMINATION STATEMENT

The following policy applies to students, applicants for admission, employees, and applicants for employment:

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society). This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation in advance.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is **Karen J. Wells**, 69 Arran Road, Crawfordville, Florida 32327; 850.926.0065; karen.wells@wcsb.us.

WAKULLA COUNTY SCHOOLS

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