**WORK HOURS**

Any deviation from the times listed below must be approved in advance by administration.

Regular School Days

 Student Hours 7:30 AM - 1:54 PM

 Instructional Staff 7:10 AM - 2:40 PM (7 1/2 hrs)

 7:00 AM - 3:00 PM (8 hrs)

 Clerical Staff 7:00 AM - 3:00 PM or

7:30 AM - 3:30 PM

Other Non-Instructional Staff Hours are established by administration.

Planning Days

 Instructional Staff 8:00 AM - 3:30 PM or 7:00 AM - 4:00 PM

  *(1/2 hr lunch) (1 hr lunch)*

Non-Instructional Staff Hours remain unchanged unless approved by administration.

**SIGN-IN PROCEDURES**

It is your professional responsibility to sign-in each morning and sign-out when leaving in the afternoon. State audits require that our staff follow this procedure each day. Staff may not sign-in for the entire week. Hours must be totaled at the end of each week and staff must sign the sheet verifying the hours. Failure to properly sign in may cause errors in your paycheck.

**REQUESTING PERMISSION** **TO** **LEAVE CAMPUS DURING** **THE DAY**

It is necessary to know where teachers are during the day because of incoming calls, emergencies that could arise and for liability purposes. Requests to leave during the day should be minimized and used only for emergency situations. If you do need to leave, you must obtain permission by your administrator before leaving campus. Once permission is granted, sign-out with the principal’s secretary. You must sign-in again if you return on the same day. Failure to follow these procedures may subject you to disciplinary action. **Teachers and staff members are not allowed to leave the campus for lunch.**

**LUNCH ON PLANNING DAYS**

Staff may select a work schedule on planning days that includes either a 1/2 hour or a 1 hour lunch. Teachers and staff are permitted to leave the campus for lunch.

**ABSENCES**

Teachers are responsible to arrange for substitute coverage using the Sub Central substitute request line (813) 794-2079 or using the online interface at http://sub.pasco.k12.fl.us. The job number should be written on the leave form submitted to the principal’s secretary.

There is specific contract language regarding leaves of absences. It is your responsibility to review and understand leave policies. Ask the principal's secretary if you are unsure about what you need to do regarding an absence or leave.

Vacation time requests for year-round employees are to be submitted to the principal for approval. A schedule may be developed based on staff requests and school needs. A conflict in dates will be settled using seniority within job categories. Vacation time requests will only be approved if received with two weeks prior notice and if the requested dates do not conflict with an already approved leave.

**ANTICIPATED ABSENCE (INSTRUCTIONAL STAFF)**

All leaves must be approved in advance by administration. Complete a leave form and request a substitute teacher by calling Sub Central. Do not assume that the school or district office sponsoring an inservice will make the request for you. Include the job number on the leave form.

There are times when several staff may request a leave for the same day. In the event that all requests cannot be accommodated, the request will be prioritized by the administration based on the date of request, activities involved, and number of previous temporary duties requested. When the leave is requested for a special activity such as a field trip, the Activities Request form must first be approved.

It is your responsibility to cancel the substitute request if your prearranged absence has been canceled by calling Sub Central.

It is the responsibility of the teacher to leave detailed lessons plans and class lists for the day(s) of the approved absence. Lesson plans should be left on your desk, given to substitute coordinator, or given to your Assistant Principal.

**EMERGENCY ABSENCE**

**It is very important for teachers to call Sub Central before 6:00 AM.** A substitute may not be available for you if you call Sub Central later than this time.

You should also notify the school by calling the front office at (813) 794-8700 after 7:00 AM. You may also email the principal’s secretary.

Non-instructional staff must also notify the school by calling (813) 794-8700. Custodians should notify the plant manager and food service personnel should notify the cafeteria manager.

**EMERGENCY LESSON PLANS**

Five days of emergency plans must be completed and turned in by the end of the first week of school. The lesson should be enough to engage students for a complete class period. Do not rely on a substitute teacher to pick up a video from the Media Center. Copies of student worksheets should be made in advance. Emergency plans should be replaced when used by a substitute.

**SIGNING AUTHORIZED LEAVE FORMS**

Leave forms require the signature of both administration and the staff member. It is your professional responsibility to sign the form and return it to the principal’s secretary. Failure to do so may cause an error in your paycheck and/or documenting the time used.

**TEMPORARY DUTY / INSERVICE / OFF CAMPUS MEETINGS / ETC.**

Temporary duty may be approved for inservices, district meetings, competitions, field trips, etc. Such activities require administrative and, sometimes, district approval. Any request for temporary duty that involves additional expenses such as registration, hotel, per diem, etc. must include a written budget. The written budget must be presented to the supervising administrator in order for the request to be processed. No encumbrances may be made until the request is approved.

Temporary duty will be denied once a staff member has reached 10 days of missed work regardless of the reason. This includes partial days. Staff may ask for administrative review to consider special circumstances.

**LEAVE THAT REQUIRES OUT OF COUNTY TRAVEL**

All out of county travel must be approved in advance by the superintendent or designee (including all overnight sporting events). Staff should work with the activities administrator to generate a letter of request providing all the required information. No other paperwork may be completed or checks issued until the final approval is received.

**COMP TIME**

Compensatory time can be granted upon mutual agreement between the principal and staff. Terms and conditions relating to the implementation of such compensatory time shall be mutually agreed upon at the time it is granted. Compensation time can’t be banked for use all at one time. Comp time cannot be used during student contact hours.

**KEYS/LOCKING DOORS/ALARM SYSTEM**

Teachers are assigned keys to the classroom. **Keys are the responsibility of the teacher and should not be used by students or any non-employees.**

Master keys are not issued to staff. However, it is possible to check out a key to needed areas for special events. Duplication or unauthorized possession of any school key will be considered a serious misconduct on the part of the employee and may result in disciplinary action.

**PARKING/PARKING LOT**

A parking lot is provided for staff to use on both sides of the campus. The spaces in front of the school are reserved for parents, visitors, and administration.

Teachers must display their faculty parking hangtag while parked on campus. All vehicles must be parked in designated parking lots. Any vehicle parked otherwise may be subject to towing. It is advisable to lock your vehicle at all times and not to leave anything valuable in sight. The school may not be held responsible for stolen items or damage to vehicles.

**TEACHER WORKROOMS**

The workroom located in the administration building is designated as a common area with a duplicating machine, vending machines, and faculty mailboxes. The main teacher work area is located in the Media Center. Your cooperation in keeping these areas clean is appreciated. Reams of paper are available for the duplicating machines and printers. Do not take paper for personal use.

The offices in the main building close at 3:30 PM. The media center workroom is open until 3:00 PM.

Students are not allowed in workrooms. CCTE and Leadership Students may enter these areas with adult supervision.

Because of confidentiality, students are not allowed to pick up mail for teachers in the workroom.

**FACULTY BREAK ROOMS**

Faculty break rooms are located in each learning community. A soft drink machine, refrigerator, sink, microwave oven and a telephone are located in each room. The lounge is available to the staff only. The refrigerator is cleaned periodically and all the contents will be discarded. Your cooperation in keeping this area tidy is appreciated.

Students are not allowed in the break rooms at any time. Please respect that these areas are created to provide for a place for staff to plan or eat lunch without the interruption of students; so, do not send students to retrieve something for you.

**SMOKE FREE CAMPUS**

Wesley Chapel High School is a smoke and tobacco free school. This means that employees and visitors may not use tobacco products in the buildings or on any outside grounds, including after hours.

**INTERNET AND EMAIL USAGE**

It is mandatory that all staff check their e-mail daily for messages and announcements. Computer usage (e-mail, internet, etc.) is for appropriate school business. Faculty members that abuse the district's electronic use policy are subject to disciplinary action that may result in termination. This policy can be found in the Appendix of this handbook.

It is highly recommended that staff do not utilize social networking websites such as MySpace, Facebook, etc. for school activities. School staff should be mindful that the content of personal web pages and websites may result in disciplinary action.

**MAIL & COURIER SERVICES**

A school mailbox for each employee is provided in the main office workroom. Memos, US mail, courier mail, and messages will be placed in mailboxes daily. It is mandatory that employees check their mailboxes upon arrival and if possible during the day or before departing.

Mailboxes may only be used for school business.

Courier service between schools and the district office is available. The drop off for both mail and courier is located in the reception area/ front lobby of the administration building.

**TELEPHONES**

Telephones are available for teacher use in each classroom and throughout the school. Students may not use classroom telephones. Students may be sent to the front office to use a phone to contact a parent in a case of an emergency.

Staff members may use their personal cellular phones during non-student contact time and in private areas.

Teachers and staff may use their cell phones during planning time, breaks, or lunch. Be discreet when using a cell phone since we do not allow students to use them during the school day.

Personal calls during school time should be kept to a minimum.

MAKING A CALL

Within the school or district 4 - four digit extension

New schools opened after 2006 6 - four digit extension

To a local number 9 - area code - telephone number

To a long distance number 9 - 1 - area code - telephone number - your SSN

 *(for school use only)* (*Be sure to log the purpose of the call)*

**SCHOOL ANNOUNCEMENTS**

Announcements to staff may be put in a principal's e-mail or blog, announced at faculty meetings, at leadership team meetings, or on the school calendar. Flyers relating to school activities may also be placed in the individual staff mailboxes. Last minute changes will be sent out in an e-mail, included on the news program, or by an intercom announcement. Any flyers or posters must be approved by the assistant principal for activities PRIOR to its distribution or display.

Announcements to students will be made during homeroom via the intercom system. During the school day, only emergency announcements will be made via the intercom such as cancellation of practice due to inclement weather. At no time will announcements be made to find or release students except for school-wide events. Before school, the intercom system will be used to make announcements. During the school day, announcements will be televised on the school news show.

**VISITORS**

All authorized visitors (i.e. guest speakers, mentors, club sponsors, etc.) to the campus must sign in at the main office and receive a visitor pass. Family members are considered visitors and must check-in at the main office to obtain a visitor pass. Students may not have visitors or bring guests to school. Visitations by parents, guardians, or others that are part of a school activity is limited to prearranged time frames and must be done with no less than one day notice.

Former students should not be visiting on campus during student contact hours.

Staff should not bring children to school who are sick in lieu of staying at home. You must take leave instead of bringing them to work.

Pets are not to be on campus or brought to school events.

**PRESS RELEASES AND COMMUNITY PUBLICATIONS POLICY**

Faculty members are encouraged to submit news articles about class or club activities on a regular basis for publishing in the school newsletter. News and accolades can also be given to the activities assistant principal for release to the print and news media. The administration should be notified any time a reporter or photographer is visiting the campus and the person must obtain a visitor pass. All students must have a signed waiver from the parent/guardian authorizing their student to be in any photograph or publication.

We have established the following policies in order to assist our community in promoting programs, events, and activities available in the community that are beneficial to students and their families:

Only programs, events, or activities that are deemed to be positive, safe, healthy and age appropriate in nature will be allowed.

Any flyer promoting an activity or program that would require parental approval or promote an unsafe activity will not be accepted. In addition, advertisements that adversely single out a particular group of students, or have disruptive impact on the educational environment will not be accepted.

Approved fliers will be made available to students in the media center for a one week period until the supply is gone. They may also be placed on the community flyer display in the lobby of the administration building. Posters will not be accepted. Fliers must be no larger than 8 1/2 by 11.

No announcements will be made via the intercom, television, or message board.

The principal and her designee has final authority on such matters.

**LETTER WRITING AND/OR POLITICAL CORRESPONDENCE**

Students may not be requested to write letters on behalf of a political idea supported by the teacher. There may be some activities where students request involvement or the letter writing is a normal part of the curriculum. In such cases, administration should be informed. All letters must be proof read in advance. Students should not be encouraged to e-mail since there is no way to screen their response for appropriateness. Staff may not use school letterhead or use of the school name for personal or political correspondence.

**TEACHER PAY & CONTRACT**

The salary schedule and contract for teachers is negotiated between the District School Board of Pasco County and USEP each year. Paychecks are bi-weekly. The district offers direct bank depositing. If you have any questions, contact the human resources department at the district office (813) 794-2353.

**STAFF INJURY**

Any staff experiencing an accident during normal duty hours must report the accident to administration in writing within 24 hours following the accident in order to be covered under Workmen's Compensation.

All injuries or illness in the line of duty should be reported to the school nurse and principal's secretary as soon as possible. Such injuries or illness will be reported to Workmen's Compensation and the Superintendent within 24 hours of such notice. The employee must see a designated physician through Workmen's Compensation. The principal's secretary has the list of doctors.

**GROUP INSURANCE**

The District School Board provides insurance options for employees. These options are explained at the time of employment and during the open enrollment period. Information can be obtained from the principal's secretary or from the Employee Benefits Department at (813) 794-2275.

**CREDIT UNION**

All teachers of Pasco County are eligible to participate in the Suncoast Schools Federal Credit Union. For more information, contact Suncoast Schools Federal Credit Union at (813) 621-7511 or 1-800-999-5887. Their website is http://www.suncoastfcu.org.

**EMERGENCY DRILLS**

During the year unannounced evacuation drills will be conducted. The law requires emergency drills be conducted during every month. Emergency procedures and evacuation routes MUST be posted in every room. Emergency procedures are outlined in the emergency plan flip chart.

**HURRICANE AND TROPICAL STORM INFORMATION**

The superintendent works closely with the Pasco County Emergency Operations Center to make informed decisions regarding school closures during severe tropical weather conditions. Due to the often unpredictable, yet slow nature of these storms, the decision to close schools will be delayed until absolutely necessary. The anticipation of local flooding may require the opening of shelters, which is independent of school closures. All staff are expected to be in attendance unless the superintendent officially closes all schools. On occasion, the announcement for school closures occurs during evening hours or on a weekend. Pay attention to television and radio reports. The superintendent or principal may record a message that is sent to your home phone number.

Our school is a shelter. Do not leave personal belongings in the classroom. In a large-scale evacuation, all space will be used in these buildings.

In order to assist the county with safeguarding the citizens of our community, Florida Statute 252.38(10), Emergency Management Powers of Political Subdivisions, requires that:

*During a declared state or local emergency and upon request of the director of a local emergency management agency, the district school board or school boards in the affected area shall participate in emergency management by providing facilities and necessary personnel to staff such facilities.*

**EMERGENCY PROCEDURES**

Everyone on staff receives the school’s emergency flip chart. It is the responsibility of each staff member to understand these procedures and be ready to react quickly and responsibly.

The flip chart is to be kept in a location that will provide instant access in the event of an emergency. All flip charts should remain in the clear plastic file bin located by the door in each classroom and office.

**FIREARM POSSESSION**

The possession of any firearm by other than authorized law-enforcement personnel is prohibited on any district property or at any district-sanctioned activity.