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for delivering effective programs

PLANNING & MANAGEMENT  
ACADEMICS & ENRICHMENT  
STAFFING & PROFESSIONAL DEVELOPMENT  
SITE CLIMATE  
STUDENT RECRUITMENT & ATTENDANCE

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SAMPLE

## DUVAL SUMMER STAFF HANDBOOK

For more information on the importance of staff handbooks and tips for developing effective handbooks, review [Duval Summer Staff Handbook Guidance](#).

Developed by Duval County Public Schools, the Duval Summer Staff Handbook serves as an internal district guide providing staff with general information about the Super Summer Academy. It includes an overview of the program schedule and administration deadlines, participating schools, operating policies and procedures, and the student discipline policy.



**Duval County Public Schools**  
***Super Summer Academy***  
**Staff Handbook**  
**2016**



**“The world is full of magical things patiently waiting for our  
wits to grow sharper.” ~Bertrand Russell**

**Superintendent of Schools  
Dr. Nikolai P. Vitti**

**Summer Learning Leaders**

- Chief of Schools
- Assistant Superintendent, Curriculum and Instruction, EE/SS
- Assistant Superintendent, Operations and Transportation
- Director, ELA 3-5
- Director, Early Childhood
- Director, Elementary Math
- District Specialist

**Region Superintendents**

In region order.

- Elementary 1
- Elementary 2
- Elementary 3
- Middle Schools
- High Schools
- Dedicated Magnets
- Bridge/Alternative Education

**General Information**

## **1. Participating Schools**

- Andrew Robinson
- Martin Luther King
- Reynolds Lane
- Rutledge Pearson
- Sadie Tillis
- Saint Clair Evans
- Woodland Acres

## **2. Super Summer Academy Dates**

June 27, 2016 – July 29, 2016

### **Important Dates**

- Teachers Report: June 16 (See PD below)
- Students Report: June 27, 2016
- Paraprofessionals Report: June 27, 2016
- Clerical Reports: June 24, 2016

### **Professional Development Sessions**

- June 16, 2016- Mandatory full day training session
- June 17, 2016- mandatory ½ day training session

### **No School**

- Monday, July 4, 2016

## **3. Work Day**

### **Teacher Hours: 7:45 am – 4:15 pm; Monday-Friday**

- Paid hours – 8.5 (full time)
- 30 minute paid lunch
- 30 minute planning
- Report to the cafeteria by 8:25 am to pick up your students
- Instruction begins promptly at 8:30 am

### **Clerical Hours: 7:45 am – 4:15 pm; Monday-Friday**

- Paid hours – 8.5 (full time)
- 30 minute paid lunch

### **Paraprofessional Hours (3 per site): 4 Hours Daily; Monday-Friday**

- Para #1- 7:45 am- 11:45 pm

- Para #2- 9:45 am- 1:45 pm
- Para #3- 12:15 am-4:15 pm

**Student Hours: 8:30 am – 4:00 pm**

- Breakfast begins at 8:00 am
- Dismissal begins at 3:50 pm

**4. Sign-In Procedures**

- Sign-In sheets for all faculty and staff will be located \_\_\_\_\_ (per site). The records are kept as proof of attendance.
- Each staff member will be required to sign in and out daily.

**5. Absences**

- Give administration prior notice if you know in advance you are going to be out
- Call Kelly Service to request a substitute
  - Be sure sub lesson plans and copies are ready for instruction
- Must use leave you already have to take a day off and get paid
  - You will accrue 1 day of leave at the end of the summer (full time workers)
- Leave forms must be completed
  - Forms can be submitted prior to the absence
  - Forms must be submitted within 3 days of returning from an absence to prevent having leave without pay

**6. Dress Code for Staff**

- Appropriate (professional) work attire is required as outlined in the collective bargaining agreement

**7. Record Keeping**

- Accurate record keeping is imperative.
- Attendance is to be checked daily by 9:00 am
- **Site attendance must be submitted by 10:00 am daily to district**
- If a student is absent more than one day, please contact to ensure they attend when able
- Please retain all notes or correspondence received from parents. Place those explaining absences in your daily attendance folder.
- Ask parents to communicate in writing if a child is going to be out for any reasons.

## **8. Collaborative Planning**

- Collaboration is provided daily from 7:45-8:25 am
- A lead teacher must be named for each grade level
- Grade levels will determine which day to hold the meeting
- Topics – instructional lesson plans, lesson planning theme activities, grade level projects, grade level displays, culminating activities, etc...

## **9. Lesson Plans (Required)**

- Plans must be completed weekly for all core content areas
- A lesson plan template will be provided that includes the objective, procedures and evaluation methods
- Plans must be available and visible at all times
- Plans may be checked during daily classroom visits and/or observations by administration and other district personnel

## **10. Keys**

- Keys will be signed out in the main office during the week of pre-planning by administration.
- Keys must be signed back in the last day of the program.
- Teachers will be responsible for misplaced keys.

## **11. Rooms**

- Please respect personal belongings of the regular classroom teacher that he/she may have left in their room. Many teachers have boxed, taped and covered supplies and materials that they have personally purchased
- Do not open boxes or remove paper.
- At the end of summer, a room check will be held. The room should be returned to the state that you found it. Your cooperation in this matter is greatly appreciated.

## **12. Medication**

- Teachers are not to administer medication to children. If a child requires medication during the school day (this includes over the counter), the following procedures must be followed:

- o A standard medical release form must be signed by the parent or guardian.
- o Medication will be administered to students by office staff.

### **13. Students Leaving the Room**

- Students MUST have a pass when leaving your classrooms.
- Students MUST be supervised at all times.
- Sending them to sit outside in the hallway is PROHIBITED. Use a buddy teacher's classroom for time out if necessary.
- If you need to leave your room for any reason, call the office to get coverage for your class. Do not, under any circumstances, leave students unattended anywhere.

### **14. Discipline Policy**

- Students are expected to follow the Duval County Public Schools Code of Conduct at all times.
- Please adhere to the following disciplinary procedures to ensure a safe and productive learning environment
  - o Try to resolve the issue with classroom management and CHAMPS then contact parents (document)
  - o Once all measures are taken and documented, a referral may be completed on the FOCUS. All referrals must follow the same protocol as the regular school year.
- If there is an emergency and immediate help is needed with a student please use the button to call the main office.

### **15. Custodial/Maintenance Request**

- Report (in writing) all questions or concerns about custodial care and/or maintenance of the buildings and classrooms to administration.

### **16. Emergency Drills**

- An emergency drill must be held once a month.
- Please familiarize yourself with the evacuation routes in your classroom.
- Remember to take your emergency folders with you.

### **17. Tornado Drill Procedures (Tornado Warnings)**

- Take a class roster and check attendance
- Report any missing children at the time of the drill

- Close all windows and doors
- Direct students to seek cover away from windows and doors. Take a protective seated position with hands/arms covering the head and face
- Remain in the protective position until the all clear is given

## **18. Code Red**

### **CODE RED (Shelter in Place)**

- The threat or incident is **INSIDE** the facility (Intruder, Active Shooter, Large Scale Gang Fight, Mass Casualties, etc.) the best course of action is to **LOCKDOWN** with **NO** movement and **SHELTER-IN-PLACE**.

### **CODE RED (LayDown)**

- The threat is **OUTSIDE** the facility (Large Scale Police Activity, Outside Disruption, Shooting Within the Area, etc.) the best course of action is to lockdown, laydown, or take cover with restricted movement.

## **19. Code Yellow**

- The threat or incident is within the school facilities, (Fights involving a crowd of students, a medical emergency with a full scale EMT response, a utilities incident, etc.), the best course of action is a modified lockdown in the affected area with movement limited to essential personnel.

## **20. Accidents**

- When an accident occurs, take note of the situation and notify the office immediately.
- If the individual is hurt badly, a reliable messenger should be sent to the office for help and/or the emergency button in the class should be pressed.
- Before leaving for the day and accident report **MUST** be completed and returned to office staff
- Be sure to contact the parents and inform them of the incident. It is your responsibility to make sure the parent is aware of what occurred.

## **21. Dismissal Duty**

- All students **MUST** be dismissed at the same time. **DO NOT** hold students in your classrooms for any reasons!
  - By 3:45 pm all students should have been separated and ready to move with the assigned teacher.



- Teachers escort students to the assigned area (ALL STUDENTS MUST be supervised during dismissal).
- Be ON TIME to your assigned duty location
  - **Car Riders Area** – *[to be filled in by each school]*
  - **Day Care Van and Bus Riders** – *[to be filled in by each school]*
  - **Walkers** – *[to be filled in by each school]*
- Reminders
  - All faculty and staff without a homeroom class report to your designated area by 3:40 pm.
  - Once walkers are escorted out of the gate and off school grounds, our responsibility for students end (unless a safety risk)
  - Kindergarten and 1<sup>st</sup> Grade – you may wait to make sure students get with the appropriate adult. These students may not walk home alone!

## **22. Diagnostics, Assessments, and Technology**

- A **pre**-diagnostic assessment in ELA and math will be given to each student by the third day of the Super Summer Academy (**By June 29, 2016**).
- A **post**-diagnostic assessment will be given within the last week of the Super Summer Academy (**Between July 25 and 29, 2016**).
  - Students in 1st and 2nd grade will use i-Ready for each assessment.
  - 3rd, 4th, and 5th grade students will use i-Ready for math and Achieve 3000 diagnostics for ELA.
- Each teacher is to use the technology time built into the academic day to assess their students.
- The teachers, site administrators, and summer learning/chief of schools specialist will all receive and disaggregate the data to ensure students are benefitting from the Super Summer Academy academically.

## **23. Themes**

- The Super Summer Academy has five, weekly themes (one each week)
  - City of Athletes/ Health and Wellness
  - The Arts
  - All About Water
  - Science and Technology
  - Philanthropy and Natural Preservation

- Each theme is tied to the ELA curriculum. Each grade level team should work together to develop learning opportunities that are related to the weekly theme.
- Field trips will be provided by the Team Up program and will be connected to the summer themes.

## Staff Roster

Name	Title	School Extension	Room	Hours
	Principal			
	Assistant Principal			
	Team Up Program Director			
	Team Up Staff			
	Team Up Staff			
	Team Up Staff			
	Team Up Staff			
	Clerical			
	Paraprofessional			
	Paraprofessional			
	Paraprofessional			
	Reading Coach (all sites)			
	Math Coach (all sites)			
	1 <sup>st</sup> Grade Teacher			
	2 <sup>nd</sup> Grade Teacher			
	2 <sup>nd</sup> Grade Teacher			
	3 <sup>rd</sup> Grade Teacher			
	3 <sup>rd</sup> Grade Teacher			
	3 <sup>rd</sup> Grade Teacher			
	4 <sup>th</sup> Grade Teacher			
	4 <sup>th</sup> Grade Teacher			
	4 <sup>th</sup> Grade Teacher			
	5 <sup>th</sup> Grade Teacher			
	5 <sup>th</sup> Grade Teacher			
	5 <sup>th</sup> Grade Teacher			

## Super Summer Academy Staff Information Sheet

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

### Emergency Contact Information

1. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

### Medical Conditions

Do you have any medical conditions or prescriptions that we need to know about to better assist you in case of an emergency?

Preferred Hospital: \_\_\_\_\_

I acknowledge that I have read and understand the summer handbook contents and agree to comply with the statements contained therein

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date