

Swimming Pen Creek Elementary



Faculty and Staff Handbook 2016-2017

VISION STATEMENT

The School District of Clay County exists to prepare life-long learners for success in a global and competitive workplace and in acquiring applicable life skills.

MISSION STATEMENT

Our mission is to work collaboratively with all stakeholders to provide a public education experience that is motivating, challenging and rewarding for all children. We will increase student achievement by providing students with learning opportunities that are rigorous, relevant and transcend beyond the boundaries of the school walls. We will ensure a working and learning environment built upon honesty, integrity and respect. Through these values, we will maximize student potential and promote individual responsibility.

District Initiatives

The Academies of Clay are personalized learning paths that are designed to produce college and career ready students with 21st century skills. STEM education provides real-world application to student's learning through interdisciplinary project-based lessons. The collaborative classroom allows for individualized instruction, and seeks full student engagement through ownership and technology. Through the community engagement initiative, partnerships are established between parents, community leaders, and faith-based leaders that attempt to meet the needs of the school and the community.

SCHOOL INFORMATION

Address: 1630 Woodpecker Lane Middleburg, FL 32068

Phone Number: 904-336-3475

Colors: Navy and Grey

Mascot: Otters

Hours

Teachers Report: 7:40 a.m.

Cafeteria Opens: 8:00 a.m.

Students Enter Class: 8:20 a.m.

First Bell: 8:25 a.m.

Tardy Bell: 8:30 a.m.

Final Dismissal: 2:42 p.m.

Teacher Day Ends: 3:10 p.m.

Accident Report/Damage Personal Property

When a student sustains a serious injury, an Accident Report must be filled out as soon as possible. One may be obtained from the school nurse. If, at a later date, you learn that a student sought medical treatment for something that happened at school, fill out an Accident Report as soon as possible and turn it in to the nurse.

Please do not infer, insinuate, or convey in any manner to anyone that the clay county school board will pay or be responsible for any medical bills, damaged clothing, watches, glasses, etc., no matter how obvious the situation may appear to you. All student or public accidents must be paid by the individual or the parents of the student.

Arrival

Students should not be on campus prior to 8:00 a.m. or later than 2:50 p.m. unless they are involved in after-school activities or after-school detention. We do not have supervision for students who arrive prior to 8:00 a.m. other than the YMCA. The YMCA offers a before and after school program each day. Registration is any afternoon on campus (when school is in session) or call 904-272-4304 for information. This is an excellent program for our students.

Attendance

Attendance will be taken every day. It is important that teachers enter their attendance within the first ten minutes of each day. The attendance count is used to compute FTE and must be accurate. Please, change your attendance if a student arrives tardy to class.

Perfect Attendance awards are given to emphasize the importance of regular attendance. Awards are given for no absences, no tardies, and no early dismissals each 9 weeks as well as the entire year. In order for a child to be counted as present, they must be in attendance all day every day.

Absences Excused/Unexcused

Students must bring a note to explain an absence the day they return to school. If the student doesn't bring a note, it is automatically counted as unexcused. When a student is absent from class they are responsible for class work and homework missed during their absence. After returning to school, students should make arrangements with their teacher to complete all make-up work. A student absent for more than 3 consecutive days may request make-up work before their return to school. Parents must make the request 24 hours before they wish to pick up the work. Pre-excused absences may be approved by administration.

Early Dismissal

When possible, parents should attempt to schedule appointments after school. The time and reason the student is leaving should be included on notes from parents. Students will be released only to their parent/guardian unless the school has been notified in writing that someone else has permission to pick them up. The person picking up a child must be listed on the emergency card. No early dismissals after 2:00 p.m.

Divorced/Separated Parents

The school is required by law to prevent an estranged parent from picking up their child when there is a court order that specifically states that the parent may not have the child. A court decree of divorce awarding primary residence is not enough to keep the other parent from checking out a child.

Bicycles

Helmets are required by state law. Students must remember to use bicycle courtesy always when riding to and from school. Students are asked to walk their bikes when on the sidewalks on campus. This includes the sidewalk from 220 to the bike racks. Bikes should be locked. No skate boards, or shoes with wheels.

Bus Transportation

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Students riding the bus must comply with the request of the driver. Students and parents are advised to read the school bus transportation rules.

Classroom Management

Classroom teachers are the most important agents in establishing good student discipline. Teachers should strive to develop effective classroom management. It may be necessary to inquire into a student's background. This can be done by checking permanent records or conferencing with guidance counselors or administrators. Hints for developing desirable classroom management techniques:

1. Control spur-of-the moment outbursts or flare of temper.
2. Treat students with respect. Refrain from embarrassing the student.
3. Make sure that whatever you say to or about a student, you would be willing to say to the student's parents.
4. Accept students as individuals with individual needs.
5. Help new students feel welcome.
6. Be firm, be fair, and be friendly. Establish a reputation for fairness.
7. Be prepared to begin instruction when the bell rings. Keep students busy and on task.
8. Do not make threats on which you cannot follow through.
9. Avoid raising the volume of your voice in correcting a student's behavior. If you remain calm, many times the student will also.
10. Never discuss a student's problems or grades with other students.

Classroom Supervision

Teachers should never leave a class unsupervised, as the teacher you may be held liable in the event a student is injured while not being supervised. If there is an emergency, contact the front office and coverage will be provided.

Clinic

Children who become ill during the day are sent to the clinic. Parents are contacted to pick up any child who is seriously ill. Children who are sick (contagious, fever, vomiting) should not be sent to school.

Head Lice

Students sent home with head lice are not allowed to return to school or ride the bus until they are cleared by the school nurse.

Medication

A parent/guardian must bring all medications to the clinic in its original packaging. This applies to prescription and over the counter medications and any refills on medication. Students are not allowed to have medication (including cough drops) in their possession at school. The only exception is if it a rescue medication. Please check with the clinic for authorization forms and further information.

Medical Excuses for P.E.:

Students that need to be excused from P.E. for medical reasons should have a note from parents, and a reduced activity will be provided. A doctor's note is required if a student needs to be excused from regular physical activities for more than a week.

Communication

Agendas

Agendas are a communication tool between home and school. Students write daily assignments and teachers may make notations. The agenda should be reviewed by parents and initialed each day. Each teacher will review the agenda daily. If your child loses his/her agenda they must purchase a new one for \$5.00.

Website

The SPC website is [www. http://spc.oneclay.net](http://spc.oneclay.net). Please visit the site for easy access to important school information.

Social Media

SPC has an official Facebook page for parents and the community to learn about SPC events. The official page can be found at www.facebook.com/spcengage.

FOCUS

All parents are encouraged to log on and activate a FOCUS account via the CCSB website. Please visit the front office for directions and to provide a photo ID. FOCUS is the CCSB Parent Portal for access to student's grades and attendance.

School Advisory Council (SAC)

The School Advisory Council is a committee of parents, interested community members, teachers, support staff, and administrators whose primary responsibility is to help increase student success. The SPC Elementary SAC strives to promote communication, involvement and understanding within the school and the community. The School Advisory Council holds regular meetings throughout the year which are open to all parents.

Tuesday Folders

Teachers will send home a Tuesday Folder for grades K-5 weekly with information about school events and graded work. There will be an insert on the left inside cover for comments from the teacher to you and also a place for your signature and comments. Please have your child return this folder on Wednesday each week.

Discipline

For learning to take place in a classroom, there must be order. The key to good discipline is firmness and fairness. It is expected that all teachers explain and display a discipline plan in their room. It is expected that these plans will include at least three intervention steps (one of which involves parent contact) prior to the issuance of a formal referral. Teachers must make effort to contact a parent before writing a referral. Administrators shouldn't be the first to contact a parent if the behavior is a classroom disruption issue.

When developing classroom rules, consider the following: Is it fair? Can I enforce it? Does it really help?

Disciplinary consequences should not be handled in a manner which could be determined to be degrading or unduly severe. The following alternative strategies are considered unacceptable:

1. Taking points off for credit earned
2. Using writing for punishment

As professional educators and it is imperative that we be consistent in enforcing rules and policies. The most confusing situation to a student is finding a lack of consistency among teachers.

Discipline Program

Clay County School Board has adopted a *Code of Student Conduct*. It is available for students and parents to review either on-line <http://oneclay.net/code-of-conduct> or parents may request a paper copy from the school. Special expulsion procedures regarding handicapped students are outlined in the *Code of Student Conduct*. We will be incorporating positive methods to prevent behavior problems. The administration works collaboratively with teachers in this area. Each student is expected to behave in a manner that ensures and promotes a positive, safe learning environment in all areas of the school. Each student has a right to learn and each teacher has a right to teach. Based on these beliefs, the following methods of discipline will be implemented:

- Student conferences
- Parent conferences
- Guidance referrals
- Loss of Privileges
- Temporary removal from class
- In-school suspension
- Out-of-school suspension
- Expulsion
- The number of discipline referrals or the number of days of suspension that a student has acquired during the year may prevent the student from participating in any special activities, field trips, etc.
- Other consequences deemed appropriate

Cell Phones

Students are not allowed to use cell phones on campus. This is a violation of the Code of Conduct and may result in an appropriate consequence. If a student has a cell phone, they must keep it in the off mode while on campus. If the student has the phone on or using it (texting, playing games, or talking), it will be taken from the child and the parent will be contacted.

Bullying

Bullying is ongoing, unwanted and unwelcome advances that interfere with your life, creating a feeling of being intimidated, angered, or offended in your school environment by the words or actions of another. Any violations of a harassing nature may be grounds for disciplinary action. Students should be encouraged to report any incidents of this nature to their parents, teacher, guidance counselor, or a school administrator.

Dress Code

Clay County School Board Policy *4.03 Pupil Dress* states that all students shall be properly groomed and attired when on school property or participating in school activities. School officials reserve the right to determine if the county or school dress code is being violated and to create additional policies to the school dress code as needed.

- No shoes that restrict activity such as flip flops, slippers, cleats, backless, heels, or platform shoes
- No clothing that exposes the body during normal activity – avoid tops that allow the stomach to be exposed, shorts or pants with holes above the knee. No pajamas except on designated days.
- Shorts should be properly fitted and at mid-thigh length. (No spandex shorts/pants)
- No spaghetti straps, halter tops, or shirts that expose the back.
- No clothes with violent pictures or slogans.
- No hats or caps inside.
- Pants and shorts should fit at the waist. Under garments should not be visible.
- Tennis shoes are recommended daily for P.E.

Discipline Referrals

There will be times that you may be unsuccessful in modifying a student's behavior. If this occurs, you should fill out a discipline referral on FOCUS. Referrals are to be filled out completely and accurately. Please list the alternatives you have used prior to a referral being issued, or other steps, including parent contact.

Generally, the two reasons for referring a student for discipline are as follows:

1. The student has consistently prevented himself and others from learning.
2. The teacher has reached the limit of his/her own ability to deal with the situation; including, a parent conference.

A major consideration in the application of the Code of Student Conduct is that the most appropriate disciplinary action taken by school officials is the least extreme measure that can resolve the discipline problem.

Discipline notices are to be considered confidential. Do not put multiple student names on a referral. Use "a classmate" or "another student" when referring to a second party. Use as much detail as possible so that administrators can deal with the situation effectively.

For your protection, don't tell the student what disciplinary action he/she will receive. That decision will only be made by an administrator. Remember that the ultimate recipient of the referral is the parent. State the offense without making any personal comments about the student.

Duty Stations

Teachers are assigned a duty station at various times of the year. These duties are published at the beginning of the year. It is the teacher's responsibility to be where they are assigned on time. Failure to report for duty could result in negligence in the event something should happen to a student.

E-mail

This will be the accepted and most common way of communicating directly to you and you to us. It is important that each individual check and respond to e-mail on a daily basis. Avoid using global addresses to forward jokes and irrelevant information which most of the time overloads the system. It is necessary to know that when you push “send” on an e-mail, that e-mail may potentially be open for the world to see. There is no confidentiality in e-mails.

Emergency Procedures

Unannounced fire drills will take place as required by the county. There are ten fire drills during the school year. Schools are also required to have two lockdown, two tornado, and two bus evacuations. The procedure will be as follows:

1. Students will walk silently in a single file to their designated area.
2. Explain the evacuation procedures to students the first week of school.
3. The signal to return to class will be an All Call.

Exemption of Liability

All school personnel shall be exempt from civil liability when reporting in-good-faith to the proper school authority suspected, unlawful uses, possessions, or sales of drugs by students. Only the principal or his designee shall contact a parent or legal guardian of a student regarding this situation. All school personnel are also exempt from civil liability when reporting suspected child abuse to the proper school authority.

Faculty/ Staff Meetings

Faculty meetings will be held as needed. Meetings will begin promptly at 7:40 a.m. Notifications about faculty meeting will be sent to you as soon as possible to make necessary arrangements. All teachers are expected to attend.

Field Trips

Field trips are only scheduled, if they meet the benchmarks and may be taken during the times buses are available. Parents will receive notices of field trips well in advance of the scheduled trip date. Parents must sign a field trip permission form. If a student has a financial problem, which affects payment of a field trip fee, the situation should be brought to the administration’s attention so that suitable arrangements can be made. Field trip privileges may be withheld from students who have received discipline/bus referrals. It is the policy of the school, for your student’s safety and to ensure there are no delays during the field trip that students ride with their class to and from the field trip destination. The only chaperones will be parents or guardians. Any exceptions must be approved by the Principal. Each chaperone must complete a volunteer form subject to approval according to the Jessica Lunsford Act. All chaperones must follow the school dress code.

Grading Policy

The grading scales for students at SPC Elementary are as follows:

Kindergarten-Second

Our primary grades utilize a standards based report card using the following:

M for Mastery

P for Progressing

I for Insufficient

Third –Sixth Graders

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Interim Reports

Interim Reports are available on FOCUS to all students midpoint each nine weeks to indicate a child's progress. Please request a conference with your child's teacher, if you have concerns about your child's progress. Progress Reports are issued at the mid-point for each quarter. Teachers must use FOCUS when reporting student progress. Anytime a student's grade drops to failing, the teacher should issue an individual progress report and contact the parent.

Report Cards

Students and parents can view the report card online using FOCUS at the end of each nine weeks. This report indicates the student's grade and level of performance.

Retention (Mandatory) Third

Florida Statute 232.245(5) states that a third grade student must be retained if: Student has received intense remediation in reading through a Progress Monitoring Plan and does not a passing score on the FSA ELA test (with performance) in Reading.

Retention Sixth Grade

Middle Grades Reform Act 1003.4156, FS, states that sixth grade students must successfully complete math, science, social studies and language arts or reading with a passing (D or higher) grade. Students that have failed more than one of these subjects are not eligible for summer school or promotion to 7th grade. Those students failing only one subject are eligible to attend an intensive summer program for remediation to earn a grade for promotion to the 7th grade.

Hospitality

Everyone's participation is encouraged as the funds collected by hospitality are used to purchase cards, flowers, etc. for co-workers. Hospitality also provides themed luncheons throughout the year. The dues may be paid directly to the Hospitality Chairperson. Checks should be made out to Swimming Pen Creek Elementary.

Internal accounts

All fundraisers must be approved by Mr. Ivey and fund-raising application completed before any fund-raiser is started. Do not order products until approved. You should then see the bookkeeper to complete the financial recap portion of the application form. Purchase Order procedures must be followed for all-fundraisers. The school's tax exempt number cannot be used for the purpose of fund-raising items. Sales tax must be paid up front on fund-raising items. The vendor should be directed to add sales tax to the invoice. During fund-raisers, all teachers are required to give a receipt to students turning in money for products not received and/or over \$5, and enter the information with receipt number on a Monies Collected form.

Purchasing Procedures

No purchase may be made with expectation of reimbursement from school funds without prior approval of the principal. This includes products for fundraisers. A purchase order or a request for purchase approval and a check requisition form must be completed and approved by the principal before placing an order. The order then should be placed by the teacher. Swimming Pen Creek Elementary, by state law, is not held responsible for any bill received without prior approval and no check will be issued if a check requisition or a purchase order is not on file. The teacher placing the order without a check requisition or a purchase order form will be held liable. All forms may be obtained from the bookkeeper.

Teacher Responsibilities

All monies collected or expended by students or school personnel are accounted for and administered by the principal or his staff through Internal Accounts. Money received by persons must be turned in to the school bookkeeper by 3:00 p.m. Monday through Thursday, and by 10:00 a.m. on Friday in their blue folder. Persons who fail to turn in monies collected will be held personally liable should a loss occur. When money is collected by a teacher, certain procedures must be followed:

1. Receipts are written for all monies collected (five dollars or more) when a student does not receive a tangible object (i.e., a t-shirt) to take home immediately. Receipts must be written for textbooks, book clubs, fund-raisers, etc.
2. Upon receiving money from a student, the teacher will write a receipt. The white copy is to be given to the student and the yellow copy is to remain in the receipt book.
3. The teacher will then write the student's name, receipt number, and the amount collected, and the source of collections on the Monies Collected form in duplicate. Please keep in mind that different sources of collections need to be reported on separate forms. The completed form(s) along with the money collected should then be given to the bookkeeper at the teacher's earliest convenience. The duplicate (yellow copy) will be returned to the teacher and the official receipt will be received after the deposit.
4. Checks accepted from students must have that STUDENT'S FULL NAME written in the lower left hand corner of the check. Any checks accepted must be payable to "Swimming Pen Creek Elementary." Do not accept checks that have been payable to anyone except Swimming Pen Creek Elementary.
5. Checks must be made out for the correct amount. Do not accept any checks that have been altered!! And do not give change for checks.

Refunds

Do not give a student a cash refund UNLESS the money for that receipt has NOT been deposited with the bookkeeper. The white copy of the receipt must be recovered and stapled to the yellow copy. Mark both as “VOID.” If the white copy cannot be obtained, the student must sign the yellow copy showing that the money has been received. The yellow copy is then marked as “VOID.”

Any other refunds must be made by check. Do not send a student to the bookkeeper for a refund. Obtain the correct forms from the bookkeeper to process the refund. Refunds are mailed to the parent. The number of the receipt issued to the student must also be shown on the check requisition.

Internet Usage

You will be required to sign a document stipulating the CCSB rules regarding internet usage. The internet is a marvelous tool, when used in the right way. Many of you will be using the internet when not teaching, and this is acceptable. However, if used in the wrong way, it can cause an individual a great deal of grief. Extreme prudence should be used at all times when accessing web sites. Do not go anywhere on a school computer you would not allow your students to access. Vigilance is paramount when students are on the internet.

Lesson Plans

Lesson plans will be written for each day. Lesson plans should be built around a central purpose and must include all aspects of the Framework for Intentional and Targeted Teaching. Plans should include texts, pages, titles of videos, and which standards are being covered.

Leave/ Employee Absence

Substitutes are handled through Kelly Services. If you need a substitute call 904-296-3263 and follow the prompts, or you can request a substitute for a pre-arranged absence online through Kelly Services website. If you are unable to secure a substitute please contact Beth Hamilton as soon as possible at 904-336-3480.

Anyone calling out sick should contact Beth Hamilton at 904-336-3480 before their start time.

Planning for the substitute teacher

The following actions should be taken by the teacher to assist the prospective substitute:

1. Lesson plans and all necessary materials that accompany the lesson should be readily available.
2. Keep updated seating charts and attendance lists in the substitute folder, along with any other necessary instructions.
3. Leave instructions for taking attendance.
4. All duties and lunch procedures need to be listed.
5. Emergency procedures should be explained in folder.

Sick Leave

All personnel will receive one day of sick leave for each month of service. Unused sick leave can be accumulated and carried over from year to year. All personnel must complete sick/personal leave forms on the day returning to work. See Mrs. Hamilton to complete paperwork.

Personal Leave

Personal leave (six days per year for teachers, five days for non-instructional staff) may be used for personal business. This leave is non-cumulative and charged against accrued sick leave. Personal Leave is not in addition to sick leave. If you choose to take personal leave, it is subtracted from your accrued sick leave. Employees must gain approval for leave through the principal at least one day in advance. Employees may be granted personal leave without pay under certain circumstances. Approval must be given by the principal and the reason for the leave must be given.

Leave Forms

The Leave of Absence Request and Authorization Form is to be completed when you are absent for any part of the work day. The form contains sick leave, personal leave (with and without pay), and annual leave (for 12 month employees) for an entire pay period. For all pre-planned leave, it is the professional responsibility of the employee to turn in their leave form prior to the event.

Employee leave is reported in hours. Instructional employees work 7.50 hours daily.

Professional Leave

Teachers attending workshops, meetings, etc., during regular school days must fill out necessary paperwork prior to attending the meeting. See Mrs. Hamilton to complete paperwork. Teachers should secure a substitute through Kelly Services.

Lunch

All teachers will have a 30 minute duty-free lunch time each day. Teachers are expected to escort their class to the cafeteria at the appointed time and return to the cafeteria to pick-up their students. The cost of an adult lunch is \$3.00.

Parent Pick-Up/Drop Off

For the safety of all students, the following procedures are required and must be followed:

- Children may arrive or be dropped off no earlier than 8:00 a.m. They must be dropped off at our parent pickup/drop off area in front of the administration building and go to the cafeteria where they will remain until they are released to go to the classrooms at 8:20 a.m. They may/may not choose to eat breakfast.
- Staggered dismissal starts at 2:37 p.m. for parent pick-up. Final Dismissal bell is 2:42.
- Students grades 3-6 will be picked up in front of the cafeteria.
- Students in grades K-2 and carpooling/siblings will be picked up in front of the administration building.
- Two lanes will be used. K-2 parents should remain on the outside lane while carpooling and sibling parents should stay in the inner lane.
- Each carpool/sibling student will be issued a car tag to display in the passenger side window. Cars in the dismissal lanes without the car tag will be directed to an ID check area.
- Students who are late pick-up will be brought inside to the Clinic where they must be checked out by an adult.

Planning Days

Planning days are for lesson planning, in-service training, etc. Planning day hours are 8:00 a.m. – 3:30 p.m. with lunch from 11:30 a.m. - 12:30 p.m. Faculty and Staff should not bring their own children to school on planning days. Teachers can plan “virtually” on the planning days scheduled at the end of the 1st, 2nd, and 3rd 9-weeks.

Professional Learning Communities

Swimming Pen Creek Elementary School is a Professional Learning Community committed to the ongoing process of educators working collaboratively in recurring cycles of collective inquiry to achieve better results for the students they serve. Groups will meet on Thursday afternoons from 2:42 - 3:42. These meetings will be used to focus on three essential questions: What do we want the students to know? How are we going to know if they learned it? What will we do if they didn't learn it?

Security After Hours

Many of our dedicated teachers frequently work at school or in their classrooms after hours, evenings, and weekends. To enhance your safety, we recommend the following:

1. Teachers should let an administrator know that they are working at the school, how long they plan to be there, and identify the specific location in which they will be working.
2. In an emergency situation or when in fear or uncertainty, the teacher should pull the fire alarm for help.
3. Minimize after hour visits to specific time intervals during daylight hours.
4. Make sure any door that you exit, closes and locks behind you.

Testing

The following Florida State Assessments (FSA) will be given in the spring:

Grade 3 FSA ELA (English Language Arts) and Math

Grade 4 FSA ELA (w/ Writing Component) and Math

Grade 5 FSA ELA and Math, and FCAT Science

Grades 6 FSA ELA and Math

Truancy

Teachers are expected to refer names of suspected truants to guidance and/or administrator for further action.

Videotaping/Pictures

If you have any objection to your child's name, video tape, picture, or artwork appearing outside of school, please notify the school by returning the Media Permission Form.

Visitors

Friends or relatives of students enrolled at Swimming Pen Creek Elementary are not allowed to attend classes. On occasion visitors may be scheduled to visit or share with classrooms. We ask that you sign in at the front office and wear a visitor's pass on your shirt at all times during your stay at SPC. We do invite parent participation and/or visits, but please schedule this time prior to the visit with your child's teacher.

The following procedures are to be observed for the safety and protection of students, faculty and staff:

- All visitors/parents must check in at front office upon arrival at campus.
- If a parent brings an item(s) to a student, i.e. lunch money, supplies, etc., it should be brought to front office.
- All visitors/parents must wear a visitor's pass on their shirt while on campus.
- Visitors are expected to adhere to the student dress code.

Volunteering

Volunteer assistance is welcomed at Swimming Pen Creek Elementary. A volunteer form will be sent home at the beginning of the school year. If you wish to volunteer, a completed form must be on file at the school subject to approval according to the Jessica Lunsford Act. Volunteer training will be offered early in the school year.

Volunteers must adhere to the student dress code.

Withdrawal Procedures

When a student withdraws from school, a withdrawal form will be circulated to all teachers concerned. If a student owes a book or other materials, note this on the form and sign it. Indicate on the form the amount to be paid or the book to be returned. A current grade must be placed in the appropriate column.

Workers Compensation

Teachers involved in class functions during a workday could be compensated for accidents occurring during such periods. Any injuries should be documented even after the fact.

Events or accidents that may not be compensable are those recreational events between school faculty and other groups, especially those planned as fundraising events. Teachers and staff have every right to participate in such events, but do so with a clear understanding that they assume any and all risks for any and all personal injuries.

See Mrs. Hamilton to fill out the proper paperwork if you are injured on the job.