

Contingency Plan for Hallmark Elementary School
For s.1012.2315

The Escambia County School District will comply with the statute as follows:

- A database will be developed that will identify first time teachers, those with temporary certification, teachers in need of improvement, or those teaching out of field. Hallmark Elementary will not have a higher percentage than the district average of these teachers.
- Negotiations will begin in the 2006-2007 school year to develop incentives for the teachers and administration of this school.
- The principal of Hallmark will be allowed to fill any slots still vacant in the two week period before school begins before positions at other schools are advertised. It is the expectation of the Superintendent that highly qualified and high performing teachers will be hired.
- An Early Career-Early Placement Grant with the University of West Florida is in place which is supporting new teachers at Hallmark through staff development, mentoring, and action research studies.
- The Superintendent will follow the Board policy adopted this year for teachers to become highly qualified. The policy is as follows:

2.02 CERTIFICATED INSTRUCTIONAL PERSONNEL

(1) Certificated instructional personnel are those employees who are assigned duties that require certificates issued by the Florida Department of Education or by the local district and who are assigned direct responsibility for the supervision, instruction, and evaluation of students or the provision of instructional support activities and services, including those full-time instructional personnel in the adult education program.

(2) Certificated instructional personnel shall meet the following minimum qualifications:

- (a) Have a Florida teaching certificate or a local district certificate in the subject of assignment or eligibility to obtain such certification; or
- (b) For an occupational instructional position, have a Florida vocational certificate or a local district certificate based on experience in business or industry, or eligibility to obtain such certification;
- (c) Have a Florida teaching certificate in a subject other than the assignment area and documentation of subject content competency and knowledge in a core academic subject(s) other than reading and English to Speakers of Other Languages (ESOL) the experienced teacher is teaching using the High, Objective Uniform State Standard of Evaluation (HOUSSE) Plan.

(3) Certificate Related Requirements and Conditions

(a) Certificated instructional personnel shall be solely responsible for obtaining and maintaining proper certification for initial and continued employment.

(b) Certificated instructional personnel shall submit certificate numbers, changes in certificates, and new certificates to the Human Resource Services Department.

(c) Certificated instructional personnel shall be given a contract for employment only after a valid and appropriate certificate, or evidence of eligibility for such certificate, has been submitted to the Human Resource Services Department and appointment by the School Board.

(d) Certificated instructional personnel shall be eligible for salary increases based on the attainment of a Masters, Specialist, or Doctorate Degree, or an Advanced Occupational Certificate on the date the work for the degree or certificate is completed. Any increased rate of pay shall commence on the date of eligibility.

(e) Certificated instructional personnel shall be reappointed contingent upon having valid and proper certification for the assigned position or having attained six semester hours of credit in the field of certification required for the assignment.

(f) Certificated instructional personnel shall not be appointed or reappointed to teach assigned courses which are outside the field of certification unless a person with the proper certification cannot be found.

(g) Out-of-field teachers shall get priority consideration in professional development activities and a plan of assistance will be prescribed by the principal and supervisor and/or director.

(h) An experienced teacher may meet the designation of highly qualified teacher status by holding a Florida teaching certificate in a subject other than the assignment area, and documentation of subject content competency and knowledge in a core academic subject(s) the teacher is teaching using the HOUSSE Plan.

1. HOUSSE is a method other than certification or subject testing by which experienced teachers can document subject content competency and knowledge in a core academic subject(s) the teacher is teaching. A HOUSSE Plan uses multiple components that in total document competency in the subject content to meet requirements for the No Child Left Behind highly qualified designation.

2. The HOUSSE Plan is not limited to but may be especially applicable to the following types of teaching assignments:

a. Teachers certified in an exceptional student education area and who teach one or more academic core content subjects.

b. Teachers of foreign language. This plan is available for all foreign languages in which certification is offered but will be especially beneficial for a foreign language teacher who is a highly qualified native speaker in one of the foreign languages for which there is no subject area exam available for adding the foreign language to a valid certificate such as Italian, Greek, Hebrew, etc.

c. Teachers of multiple core academic subjects to hospital or homebound students.

d. Teachers of multiple core academic subjects in alternative school settings.

e. Teachers in Project Child programs.

f. Exchange teachers who hold the equivalent of an acceptable Bachelor's Degree or higher and a valid Exchange Teacher Certificate may combine the exchange Certificate with the documented requirements of a HOUSSE Plan for the subject(s) being taught to meet the highly qualified teacher designation requirements as an experienced international teacher.

3. HOUSSE forms incorporating the required components and points for designation of highly qualified teacher status is to establish and document the experienced teacher's highly qualified status in a core academic subject other than reading and English to Speakers of Other Languages (ESOL) pursuant to the requirements of No Child Left Behind. A copy of the HOUSSE form bearing the teacher's signature and the signature of the Certification Manager and the documentation of the basis for establishing a highly qualified status is to be included in the teacher's personnel file.

4. The following options will be used to document at least 100 points appropriate to the subject area as detailed on the HOUSSE form:

a. Prior successful teaching experience in the content area within the last five years.

b. Classroom observation and performance in subject content.

c. Professional development in subject content.

d. College courses in subject content.

e. School district, state or national level activities or service related to the teaching of the subject.

f. Student achievement learning gains, if applicable, for English/language arts and mathematics teachers, grades 4-10.

g. Documentation of proficiency in standard written and spoken foreign language.

(i) The subject area supervisors or appropriate director will be provided a copy of the out-of-field teachers. The supervisors and/or director will be advised to contact the principal for an appointment to discuss the out-of-field teacher and conduct a classroom visit during the first month of employment.

(j) The principal and specialist and/or director will review the inservice workshops available and prepare an appropriate plan of assistance for the out-of-field teacher.

1. Copies of the plan and classroom visit notes should be sent to the Office of Teacher Certification.

2. It is the responsibility of the principal to follow-up with the out-of-field teacher to ensure that the prescribed plan of assistance has been followed.

(k) It is the responsibility of the Coordinator-Educator to follow-up with the out-of-field teachers to ensure that the six semester hours credit is taken each school year.

(l) Certificated instructional personnel may be assigned other duties by the principal.

(m) Certificated instructional personnel shall teach assigned courses in an efficient and faithful manner using the prescribed materials and methods, keep accurate and timely records and reports required by law or rule, and fulfill the terms of any contract unless released from the contract by the School Board.