South Miami Middle Community School

Faculty Handbook
2016–2017

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http://smmcs.dadeschools.net
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ABSENCES

If a staff member is to be absent, he/she must notify the school Substitute Locator by 6:55 a.m. Please call Ms. Diaz at (786) 268-2323. In addition, teachers must notify the school by 2:35 P.M. whether or not they will return to work on the following day.

If you are aware of an upcoming absence, please see Ms. Diaz as far in advance as possible so that we may prearrange substitute coverage for your classes. Because some absences are unexpected, it is imperative that you submit your emergency lesson plans (5 days) to Ms. Diaz.

Upon return from any absence an employee must complete and sign a payroll absence card. If you do not find a card in your mailbox, see the principal's secretary, Ms. Diaz.

Cafeteria personnel must contact the Cafeteria Manager, custodial personnel must contact the Head Custodian, and security personnel and technicians must inform the appropriate assistant principal whenever an absence from work is necessary.

ACCIDENT OR INJURY TO STAFF MEMBERS

If you suffer an injury while on the job at school, you must report it to the principal's secretary within 24 hours so that an accident report can be completed. If this is not done, you will not be eligible for Workmen's Compensation benefits if the need arises.

ACCOUNTABILITY FOR ASSIGNED ITEMS

All personnel are responsible for the safe use, maintenance, and storage and return of all items assigned to them. These include:

1. Keys to classrooms and other doors.
2. Textbooks on your textbook account.
3. Audiovisual materials and equipment checked out to you.
4. Equipment and furniture in your room.
5. Any items not listed above for which you are assigned responsibility.

You are required to immediately report the loss of any school property. Do not loan or let anyone use your keys or other items in your care. Do not allow students to keep or use your keys.
ACTIVITIES CALENDAR

The Activities coordinator maintains the school’s calendar. All organizations desiring to put dates on the calendar must complete an Activities Request Form, which will be registered on a first come first served basis. An administrator must approve all activities before initiating any plans for the activity. In addition, all classroom visitors, volunteers, or other resource personnel must receive prior approval from an administrator before they can work in the school and they **MUST** complete a volunteer application in the main office.

ACTIVITIES - EVENING PROCEDURES

1. Evening activities sponsor must complete an Activities Request Form and needs to check with and clear the following with the Community School administrator:
   a. Coordinate activity date and time with the community school schedule.
   b. Designate area needed.
   c. Determine when and where evening rehearsals will be held.
   d. Make arrangements for custodial and technical assistance.

2. Security:
   a. *Submit the names of chaperones committed to attend the activity.*
   b. Chaperones are to be stationed inside and outside activity area.
   c. Determine if additional security is required.

3. Determine if a school administrator needs to be present.

4. It is the responsibility of the **activity sponsor** to supervise participating students. Make arrangements with the Community School if due to lack of transportation, students are forced to remain on campus until the activity.

5. Clearly announce to students the time the activity will begin and end to avoid students from loitering excessively late in the evening.

6. If S.M.M.C.S. has an evening activity at an alternate facility, the rules of that facility and our school will apply to all students.

7. Complete activity report/roster and turn it in to Community School personnel.

AIDS CASES INVOLVING STUDENTS

Employees working closely with students with formally disclosed cases of HIV/AIDS would be advised of the students’ medical condition only upon formal consent of a natural parent or legal guardian. Where the Department of Health and Rehabilitative Services (HRS) notifies the Superintendent of a student's positive HIV/AIDS test result, the Superintendent shall maintain the confidentiality of the report and shall release it only in accordance with the statutory provisions. The consent form is a highly confidential record, which must be maintained under the custody of the employee(s) to whom disclosure is authorized.

ANNOUNCEMENTS

All announcements are to be made through wildcat time. All announcements are limited to general information and must be signed by the teacher requesting the announcement. In order for an announcement to be made, the copy must have administrative approval.
not later than the school day before it is needed. PA announcements will only be made in the event of an emergency or for events that impact the entire student body. **No announcement may be made without the authorization of the principal or, if absent, the designee.**

**ASSEMBLIES**

*Teachers must accompany their classes to assemblies and remain with them to assist in speedy seating, ensure attendance and maintain courteous behavior.* Students who cut your class during an assembly or pep rally are to be given an "F" in conduct and scholastic grade for that class.

**ATHLETIC POLICIES ON PARTICIPATION**

Athletes must attend school the day of the contest or he/she will be ineligible for that contest (except Saturday).

An athlete in the CSI center may practice with his/her team but may not participate in an interscholastic contest.

An athlete on outdoor suspension may not practice with his/her team and may not participate in an interscholastic contest.

**AUTHORITY TO REPRESENT THE SCHOOL**

Authority to represent the school resides with the principal of the school. He/she may delegate this authority to staff members for specific purposes that have received prior written administrative approval.

Staff members are NOT authorized to solicit school allied and/or community groups for support in the name of the school or school organizations without prior administrative approval.

**CHILD ABUSE**

Section 415.504, Florida Statutes, requires mandatory reporting of all cases of child abuse. This Statute applies to suspected or confirmed reports against any person, regardless of occupation, who is alleged to be involved or any person who is alleged to have committed any act of child abuse. School personnel are not exempted from mandatory reporting of child abuse even when a fellow employee is suspected or confirmed as the abuser.

Anyone aware of child abuse, suspected or confirmed, shall immediately make a report by calling the Abuse Hotline at 1-800-962-2873 or 1-800-96-ABUSE. It is suggested that once a report is made, the principal or appropriate school administrator be notified. The name of the person reporting child abuse or neglect shall in no case be released to any person other than employees of HRS responsible for child protective services.

Child abuse is defined to include harm or threatened harm to a child's health or welfare and/or willful or negligent acts which result in: neglect; malnutrition; sexual abuse; physical injury; mental injury; or failure to provide sustenance, clothing, shelter, or medical treatment.
Any person including, but not limited to, physician, nurse, teacher, social worker, or employee of a public or private facility serving children, who has reason to believe that a child has been a subject of child abuse shall report this information as indicated in the procedures outlined in this guideline.

Knowing and willful failure to report suspected or confirmed abuse and knowing and willful prevention of another from making such a report is a crime and may be subject to disciplinary action by Miami-Dade County Public Schools.

Reporting of incidents to HRS is not prima facie evidence that child abuse has taken place. A subsequent investigation HRS will ensure protection for the School Board, the employee, and the student. Any school site personnel should initiate no additional investigation. However, **IF EVER IN DOUBT OF CHILD ABUSE, PLEASE REPORT.**

Employees reporting child abuse from an outside source are not to inform parents of the report; it will be the responsibility of HRS to notify the parent/guardian.

Parents or guardians may try to find out who made the report. If confronted by a parent/guardian, school staff members do not need to confirm or deny making the report.

All contact with school personnel by HRS representatives shall be with the principal or designee, and under no circumstances shall an HRS representative proceed directly to a classroom or other portion of the school plant without the specific authority of the principal or designee.

Anyone aware of suspected or confirmed child abuse committed by School Board employees acting in their official capacity shall immediately make a report to the principal or designee who shall immediately make a report to the Miami-Dade County Public School Police and the Region Office.

**CLINIC**

If any student becomes too ill to remain in class, he/she should be sent with a pass to the office. If it is necessary for the student to be sent home, attendance office personnel will call parents. **Under no circumstances should students be allowed to call home from the classroom.**

**COACHES' RESPONSIBILITIES**

In becoming a member of the coaching profession, a person assumes certain obligations and responsibilities to the sport in which he/she is involved. An active coach is involved in three areas of relationships which entail certain obligations and for which definite standards of conduct are required. These areas include relationships with players, the school, and other coaches, teams, officials, sportswriters, and sportscasters.

In his/her relationship with players, the coach should always be aware of the influence that he/she has -good or bad. The safety and welfare of the players should always be paramount and never sacrificed for personal gains. Any attempts to disregard rules and regulations or to teach unsportsman-like conduct have no place in the athletic or school program.

The coaches' relationship and conduct to the school and the public is on display at all times. It is important, therefore, that they conduct themselves so as to maintain the
principles, integrity and dignity of South Miami Middle Community School. Because of the position and responsibility coaches hold, it is highly important that they support the administration in all policies, rules, and regulations made at S.M.M.C.S.

Participation in athletic contests is predicated upon individual student fulfillment of preordained rules and regulations as defined by the Florida High School Activities Association. Every coach should be familiar with these rules and should assume responsibility for their observation and enforcement in cooperation with school officials.

**COMPUTER LABS**

Teachers are reminded to be considerate of your peers when scheduling your classes to use the labs. Ms. Gutierrez maintains a schedule for your students to use the lab.

**CONTRACTUAL RESPONSIBILITIES OF STAFF MEMBERS**

All staff members are responsible for compliance with all contractual obligations and must adhere to M-DCPS policies and appropriate M-DCPS/union agreements.

**CORPORAL PUNISHMENT**

School Board Rule (6Gx13-SD-1.07) prohibits the use of corporal punishment. Staff members may not use rulers, paddles or other instruments for the administration of corporal punishment, no matter how lightly administered. A teacher should not threaten to use corporal punishment.

**CORRIDOR DUTY**

_All teachers are expected to remain in the corridor just outside the door of their classroom during the time when classes are changing._ This is necessary in order to facilitate and insure a quiet, orderly flow of traffic in the halls. Teachers should be concerned with seeing that students are not unduly loud or disorderly in the corridors and on stairways.

**CUMULATIVE RECORDS**

Records of students’ past achievements in courses of study and on standardized tests are used:

1. to aid teachers in understanding their students’ past achievements and future potential
2. to screen students for remedial and advanced courses
3. to aid in educational and vocational counseling
4. to identify areas of special concerns.

Additional information concerning interpretation of tests scores or any other phase of the testing program may be obtained from counselors. Teachers are to review students’ cums (cumulative record) in order to obtain valuable information that can assist them in meeting the student’s needs. **Please be reminded that the information contained in students’ cums is confidential and should only be shared with persons who have the authority to make educational decisions about the student.**

**DISABLED EMPLOYEES AND NONDISCRIMINATION POLICY**
Miami-Dade County School Board, adheres to a policy of nondiscrimination in employment and educational activities/programs and strives affirmatively to provide equal opportunity for all as required by state and federal laws on the basis of disability as well as gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, and linguistic preference.

The School Board takes positive steps to identify and overcome real or potential artificial barriers to employment, training, or promotional opportunities for qualified staff and applicants with disabilities.

**DRESS CODE**

South Miami Middle Community School takes pride in having a staff that dresses in a professional manner for the school day. Attire that is acceptable for a business office is usually acceptable for school. The exception to this may be designated Team T-shirt/Staff shirt days. Extremes in dress are to be avoided. Remember that we become a role model for our students; we should dress accordingly.

**DRUG-FREE WORKPLACE**

Miami-Dade County Public Schools and its employee unions recognize that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. Miami-Dade County Public Schools and its employee unions share a commitment to solve this problem and to create and maintain a drug free workplace.

Miami-Dade County Public Schools is responsible for the instruction and well being of the students entrusted to its care. A consistent message needs to be communicated to Miami-Dade County Public Schools students; the use of illegal drugs, the abuse of alcohol, and the misuse of prescription drugs are unacceptable.

Drug abuse by employees interferes with the educational and work process, and compromises the safety and well-being of staff and students. Employees are expected to conduct themselves in a manner consistent with the following provisions:

A. Employees on duty or on School Board property will not manufacture, distribute, dispense, possess or use illegal drugs, nor should they be under the influence of such drugs.

B. Employees on or off duty will not influence students to use illegal or abuse legal drugs.

C. An employee convicted of any criminal drug statute violation occurring in the work place shall notify Miami-Dade County Public Schools no later than five (5) days after such a conviction.

Alcohol, prescription and over-the-counter drugs are legal and readily available. Generally safe and acceptable, these drugs, when abused over time or used combination with one another, can result in chemical dependency or poly-drug addiction. Employees are expected to conduct themselves in a manner consistent with the following provisions:
A. Employees on duty or on School Board property will be free of intoxication from alcohol. Employees in safety sensitive positions, as defined herein, will be free of measurable alcohol concentrations. Further, employees will not manufacture or use alcoholic beverages while on School Board property or on duty.

B. Employees on duty will not use or take prescription drugs above the level recommended by the prescribing physician, and will not use prescribed drugs for purposes other than what the prescribed drugs were intended. In addition, the employee will not distribute or dispense such drugs.

Disciplinary action may be instituted against employees who have violated the standards of conduct cited in this rule, and who the Board believes will not be assisted by rehabilitation or who have negatively impacted students and/or staff, pursuant to School Board Policy, applicable Florida Statutes, State Board of Education Rules, Omnibus Transportation Employee Testing Act of 1991 (OTETA), and applicable provisions of collective bargaining agreements. Disciplinary sanctions, if appropriate, will be implemented as articulated in School Board Policy, applicable Florida Statutes, State Board of Education Rules, Omnibus Transportation Employee Testing Act of 1991 (OTETA), applicable provisions of collective bargaining agreements, and 34 CFR § 86.201. Nothing will preclude the Board from seeking prosecution for violation of this policy where the Board deems appropriate.

EMERGENCY LESSON PLANS

All teachers are to complete five emergency lesson plans for use by substitute teachers. Plans should be complete and on file with the principal's secretary. Plans should be updated on a timely basis. Emergency lesson plans will not be accepted over the telephone. Plans should include the lesson to be taught, teaching schedule, seating charts, and bell schedule.

EMPLOYEE CONDUCT

All persons employed by the School Board of Miami-Dade County are representatives of the Miami-Dade County Public Schools. As such, they are expected to conduct themselves in a manner that will reflect credit upon themselves and the school system.

Unseemly conduct or the use of abusive and/or profane language in the presence of students is expressly prohibited.

Willful violation of administrative rules or Board policies will lead to reprimand by the Superintendent, and to such disciplinary action as may be recommended and approved by the Board.

EXPENDITURE OF SCHOOL FUNDS

No teacher or staff member is permitted to purchase any item in the name of the school unless the principal has approved the purchase, in advance, and the following procedures have been followed:

1. A "Request for Purchase" form must be obtained from the main office and information as to suggest vendor, item description, stock #, quantity, and cost must be completed by the staff member.
2. The completed form must be signed by the staff member and department chairperson or team leader.
3. The completed and signed form is given to the school treasurer who will complete the necessary information on the bottom of the form to convert it into a Purchase Order.
4. The completed Purchase Order will be signed by the principal and a copy of the signed Purchase Order will be given back to the initiator of the request.
5. Telephone orders may only be placed after the completion of the above steps. These orders will indicate that the order was called in and that a copy is being sent to the vendor confirming the order.
6. No purchases can be authorized nor payment made unless all of the above provisions are complied with. Under Florida State law and School Board Policy no retroactive requisitions or requests for payment can be approved.

FIELD TRIPS

A field trip is an important aid to the instructional program. It can give meaning and interest to classroom activities and can be very valuable in bridging the gap between real experiences and the relatively abstract thinking of the classroom. The costs are high, however, and the risks and liabilities involved are real. Therefore, we must exercise every precaution as we plan a field trip so the experience will be worth the effort expended.

It is absolutely necessary that the following procedures be observed in preparing for a field trip:

1. Discuss the objectives and purpose for taking the trip with the appropriate assistant principal BEFORE making contracts or commitments with community resources.
2. Secure application forms from the Activities Director. Field trips will be approved on a first-come, first-served basis. Applications are to be filled out in full and turned in to the office for appropriate approvals. Approved field trips will be placed on the activities calendar and a copy of the approved form returned to the teacher.
3. Once you have received approval for the field trip, all arrangements are the responsibility of the teacher/trip sponsor. Make certain that:
   a. the date of the trip is 15 or more school days after the date of the application.
   b. the field trip is not planned for the month of FSA, for days designated for exams, or during other such important activities.
   c. parents share the responsibility of serving as chaperones and the names of all chaperones must be submitted for approval.
   d. only students who have paid the field trip fee and returned the necessary signed permission forms may go on the field trip. In addition, you must consider the magnet and team criteria, as well as financial obligations, when authorizing students to attend.
   e. a final alphabetical list of participating students, with their ID #’s must be turned in to the attendance office by 1:00 pm the day prior to the trip.
f. the cafeteria manager must be notified with proper forms you are responsible for transportation arrangements and parking fees. Cancellation of buses must be done two days prior to the scheduled trip or YOU are responsible for the charges. There will be no refunds on transportation.

g. monies collected for field trips are to be turned in daily to the treasurer along with the recap sheet(s). Students are to sign the recap sheet with their name and amount paid.

h. students not making trip should be given special assignments for the day and sent to the teachers who agree to accept the responsibility for your students while you are away. Be sure to submit a list of where students have been assigned to the attendance office prior to leaving.

i. please check the list of eligible bus companies and their rates. Buses must be checked for registration and compliance by an administrator or designee prior to leaving.

Trips for students are permitted which have value in meeting educational objectives, are directly related to the curriculum, or are necessary to the fulfillment of obligations to the interscholastic athletic and activity programs.

In the planning of field trips, absences from school should be restricted to the least number of school days possible. The principal must approve the educational purpose and length of the field trip. Provisions for students to make up assignments for classes missed due to participation in field trips must be in accordance with procedures outlined in-Board Rule 6Gx13- 5A-1.04--Student Attendance. A signed parental permission form must be on file at the school prior to student's participation.

Students shall not be denied the privilege of participating in a field trip because of financial need. Clubs and/or organizations shall provide funds from fund-raising activities to assist students with demonstrable needs. Provisions shall be made, when necessary, to finance the field trip through fund-raising activities. Those students participating in the fund-raising efforts shall receive commensurate credit toward the trip.

School-sponsored trips involving students traveling by air must be with an FAA-certified air carrier.

School-sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.

School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration. School-sponsored out-of-state trips involving students traveling by bus must be with a carrier certified by the Bureau of Motor Carrier Safety; local and intrastate trips involving students traveling by bus must be in accordance with Florida Statutes and School Board Rules.

School employees must make provisions for the proper supervision of students. Parents are permitted to assist in such supervision. The adult/student ratio shall be 1:15 or less.
FUNDRAISING ACTIVITIES

1. Fund raising activities must be approved by the school principal prior to any activity-taking place. Sales, which extend into the community, must also be approved by the Region Superintendent. Applications are available from the school’s treasurer.

2. As money is collected, an official receipt and/or tangible item must change hands in return.

3. **All money collected during the school day must be deposited with the school treasurer before the close of the school day. Money collected after school hours must be deposited with the treasurer as soon as possible the next school day.**

4. All disbursements must be made by school check. DO NOT use cash from collections/sales for disbursements (purchases of supplies, etc.).

5. **All expenditures must be approved in advance by the school principal on official M-DCPS forms.**

6. Collections for performances (dances, etc.) or services (car wash, etc.) must be controlled by tickets. Responsibility for control of tickets or merchandise must be established by recording items distributed to sellers on a Distribution Sheet.

7. Tickets MUST be purchased from an outside vendor or authorized production shop. Tickets must contain a serial control number and price printed on them. A separate ticket series must be printed for each price/level (adult, student, advance, door, etc.). Printed admittance price CANNOT be altered. Vendor’s invoice must identify and document ticket series and ticket price.

8. **A Student Activity Operating Report will be completed establishing profit and/or loss at the end of each fund raising activity.** Although a student officer may prepare the operating report under the supervision of the club sponsor, the sponsor is responsible for the accuracy of the operating report.

9. A Certificate of Loss Form must be completed to explain missing merchandise, tickets or cash. The statement will be completed by the student seller and signed. The sponsor will review the student statement and turn it in to the principal. The principal will review the statement and take appropriate action.

10. All official fund raising records must be forwarded to the school treasurer on a timely basis. These include:

   A. Approved Permission for Fund Raising Activity form.
   B. Completed Student Activity Operating Report form.
   C. Distribution sheets.
   D. Completed Recap of Collection forms
   E. Certificate of Loss, if needed.
   F. Certificate of Disposal, if needed.

11. The school treasurer will monitor and retain all official fund raising records for audit by the Department of Management Audits.

GUIDANCE SERVICES

Description of Student Services

The complexities of modern life and the increased pressures and expectations of society have made growing up a much more demanding process for today’s youth. Therefore, young people have increased needs for information, education, and guidance during the school year. They seek personal awareness, career information, post-secondary
educational information, and a constantly changing variety of academic knowledge and skills.

The modern school student services staff attempts to keep abreast of and meet the needs of today's secondary student. The range of services offered in a student services program may include:

1. Academic counseling and advisement
2. Vocational counseling and career planning
3. Group advisement and counseling
4. Personal and social counseling
5. Assessment and evaluation
6. Follow-up studies
7. Curriculum consultant and innovator
8. In-service training
9. School/community liaison
10. Special projects: assemblies, contest, field trips, etc.

Guidelines for making referrals to the guidance office

1. All referrals are to be made in writing on appropriate Student Services forms. A written explanation of the problem is essential to a proper handling of any student referral.
2. Referrals should be made to the counselor assigned to that pupil. Counselors are responsible for keeping records of conferences held. The purposes of these records are to provide background information for future counseling and are a part of the pupil's confidential records.
3. Pupils can speak to their counselor by filling out a request form available in the attendance office. Counselors will send a pass to the student's class when the counselor is able to see the student.
4. Any student who has demonstrated behavior and/or adjustment problems should be promptly referred to the guidance office by way of the designated counselor. If we wait too long before referring a pupil for help, we may compound the problem.
5. Referrals for any service through an outside agency should be made through the guidance chairperson.
6. Visiting Teacher referrals are initiated by guidance counselors through the assigned Assistant Principal.
7. Team conferences to include teachers, counselor and others (visiting teacher, parents, etc.) should be made for pupils, who are chronic behavior problems, chronically absent, pronounced underachievers and/or potential dropouts.
8. Referrals for psychological evaluation by the school psychologist should be made through the assigned counselor and approved by the school's Child Study Team and appropriate administrative personnel. These referrals will be accepted only after a Team conference has been held and cooperative consultation forms have been completed and implemented.
9. Referrals for health problems can be made by submitting an explanation of the problem to the guidance department, which will initiate contact with the appropriate outside agency.
10. Referrals to the speech therapist, hearing therapist, visually handicapped therapist and other support personnel also can be made by written request to the guidance department.
Home/Hospital Instructional Program

A student may be eligible for homebound as soon as the parents know that the student will be absent at least three weeks. Please notify the attendance office of any student you know who may need this program.

NOTE: There is no waiting period for registering in the homebound program.

Crisis Intervention Plan

The Miami-Dade County Public Schools and South Miami Middle Community School have trained a School-Based Critical Incident Response Team to assist students, teachers and families in times of crisis.

Teachers and school personnel should be on the lookout for a sudden or dramatic change in a student’s performance, attendance or behavior. Report any unusual or sudden changes to the student’s counselor.

Awareness of Warning Signs of Suicide

A. Changes in eating or sleeping habits.
B. Increasing isolation from friends and family.
C. Tendency to become more active and aggressive than usual.
D. Lower academic achievement.
E. Giving away a valued possession or increased interest in getting his/her "life in order".
F. Talking about suicide.
G. Sudden and intense interest in religious beliefs and the after-life.
H. Recent loss, such as a divorce or death in the family, or a close friend moving away.

Referral of Students Experiencing Emotional Stress

Any person, including, but not limited to, a teacher, staff member, or an administrator, who has reason to believe that a student is experiencing emotional stress should refer the student to his/her counselor. The counselor shall implement the procedures listed below:

A. Counsel with the student to determine if the student is experiencing emotional stress and, if possible, resolve that problem or reduce the level of stress.
B. If the student is experiencing stress, notify the parents.
C. Consult with the school psychologist and, if appropriate, refer the student to the psychologist for services.
D. Meet with the student on a regularly scheduled basis to provide active support through follow-up counseling.
E. Provide group counseling to small groups of students who are experiencing stress.
F. Refer the family to an appropriate community resource if long-term counseling is indicated.

Return of Student to School Following Suicide Attempt

When the student returns to school following a suicide attempt, the counselor or other appropriate staff members shall take the following actions:
A. Meet with the student prior to the student's return to class to welcome the student back to school and offer support.

B. Consult the student's current therapist for guidance in ensuring the students readjustment.

C. Provide a direct access for the student with an appropriate staff member. The most likely person is the counselor; but, if the student indicates a preference for a different staff member, this request should be considered.

D. Confer with all staff that will be responsible for the student during the school day to sensitize them to the student's need for support, and to familiarize them with appropriate ways to provide that support.

E. Consider placing the student in group counseling. Provide individual counseling.

F. Determine if the parents have obtained counseling through a community agency or other organization or clinic.

G. Consult with the school psychologist to determine if psychological services should be provided.

HALL PASSES

Teachers are to use an official Color Coded (Yellow) or the Student Agenda pass for any student being released from their classroom to: clinic, restroom, main office attendance office; etc. **No students are to be released from the classroom without one of these official passes.** Please limit one student per pass.

**No students are to be issued passes during the first or last 10 minutes of class.** Students found in the hallways during this time will be escorted back to their classes.

INSTRUCTIONAL PERSONNEL

Members of the instructional staff of the public schools, subject to the rules of the state and district boards, shall teach efficiently and faithfully, using the books and materials required, following the prescribed courses of study, and employing approved methods of instruction as provided by law and by the rules of the state board.

INTERNET USE

All classrooms are equipped with at least two personal computers, which are connected to the Internet. **Teachers must adhere to the Districts Acceptable Us Policy in using Internet as well as email.** The goal is to eliminate, as much as possible, paper memos by simply sending information within the school using e-mail.

INTER-SCHOOL MAIL

School mail is scheduled to be picked up once a week. The mailbag is located in the Mail Room. Our mail code is 6881.

KEYS

Requests for keys are processed through the Principal’s Secretary. All keys checked out in your name must be returned before your final paycheck can be issued. All lost keys must be reported to the administration immediately.
LIBRARY/MEDIA SERVICES

The library/media center is for student and staff use. Listed are the policies and procedures that will make the Media Center useful and enjoyable for everyone:

Hours: Daily from 8:00 A.M. until 3:30 P.M.

Passes: Passes are required during regular school hours, including lunchtime. This policy is designed to insure the proper use of the media center. Each student must have a separate pass.

Class Visits: Sign up in advance to schedule your classes for the media center. The media center staff can:
   1. pull appropriate books and place them on carts for your use,
   2. place books on reserve at your request, and
   3. prepare bibliographies of available materials.
   If your plans change, please notify us immediately to allow scheduling of other classes.

Conduct: When your classes are scheduled into the media center, the teacher is to remain with the classes at all times. The teacher is responsible for the proper behavior and conduct of the students.

Using and Checking Out Books:
   Books must be placed in exact order on the shelves so that they can be easily located; please request that your students not return books to the shelves. Leave them on the designated book carts and we will re-shelve them. To avoid crowding, encourage your classes to check out books at least ten minutes before the end of the period.

Substitutes: Substitutes are not to send students to the Media Center unless the teacher's lesson plans specifically state a media center activity.

Overdue Books:
   Encourage students to return books on time so that they will be available to others. It is the student's responsibility to take care of this obligation. The media center staff will distribute a list through advisement and/or English classes of those students who have overdue books. Explain to students that they can avoid both overdue notices and fines by merely renewing their library books for an additional two weeks. It saves us bookkeeping if students pay fines when overdue books are returned. If you believe a student is not returning a book because he/she does not have the money, let him/her know that the fine can be paid later. It is important to return the book so that the fine will stop accumulating and so that the book can be put back into circulation.

Orientation: A Media Center orientation will be provided for all students through the English classes. This includes the location of Media Center resources and the use of the automated card catalog and other reference tools. On your request, the staff will provide your classes with an additional orientation geared to your specific needs.
Book and Magazine Orders:
When funds are available, new library books are ordered. If there are any specific subject areas or titles you would like to recommend for purchase, please inform the media specialist. A variety of magazines are also ordered each year.

Media Equipment:
A wide variety of media and audiovisual equipment is available for checkout and use in your classroom. Check with the media specialist for instruction and assignment of equipment. To schedule video tapes or other programs on our closed circuit television system check with the media specialist to reserve time on one of our three channels.

Teachers who are seeking video materials to be used in classroom instruction should first seek those materials from the school library media center. The only video recordings authorized for use in Miami-Dade County Public Schools are those obtained from the following sources and used under the following conditions:

- Video materials that have a specific and direct relationship to the content under the goals of classroom instruction and are:
- Video recordings obtained from the M-DCPS Film and Video Library;
- Video recordings purchased specifically for use in classroom instruction by individual schools and circulated from school library media centers;
- Video recordings viewed on, or copied on WLRN-TV, Channel 17 or Teacher’s Choice. These programs can be scheduled for broadcast at a time appropriate for classroom use, or they may be recorded, held until that use occurs, and then erased;
- Original video recordings produced by teachers or students that do not make more than a minimal use of copyrighted visuals or music;
- Video recordings obtained from rental sources only if used in direct teaching and must be approved using a Video Request Form. The form must be approved by your subject area Assistant Principal. The use of a rental video recording as a reward, or for any purpose not related specifically to course objectives and content, is both inappropriate and a violation of copyright law which could subject those using, or permitting the use of the rental video recording, to both criminal and civil penalties. Any use of rental video recording other than the use specifically authorized is prohibited; and
- Commercial or public television programs for use by the general public without charge, which are recorded off-air and meet the “Guidelines for Video recording of Broadcast Programming for Educational Purposes.”
LOST AND FOUND

All lost and found articles are to be taken to the Attendance Office. All lost and found books are to be returned to the teacher or to the issuing department.

LUNCH PROGRAM POLICY

The following will be observed during the lunch period:

1. All students must go directly to the cafeteria.
2. There are three serving lines serving a variety of foods and beverages.
3. Students needing a free or reduced lunch must complete an application. This must be signed by a parent or guardian and returned to the homeroom teacher or Ms. Gutierrez.
4. Students on free or reduced lunch must have his/her lunch number at all times. If a student does not have his/her lunch number, he/she must see the cafeteria manager for assistance.
5. All students must discard their trays before leaving the cafeteria.
6. Students are not to loiter in the cafeteria. Students who are not eating lunch must go directly and remain in the spill-out area.
7. No cutting in line will be permitted.

MAILBOXES

Mailboxes and email should be checked and cleared by teachers upon reporting to and leaving school as well as during lunch and planning periods.

No student should be sent to a teacher's mailbox for any reason. Simply ask the student to check with a secretary who will retrieve the mail for you.

MAINTENANCE REQUESTS

Forms for custodial and/or zone mechanic assistance are to be written and placed in the mailbox of the Assistance Principal responsible for facilities. These forms may be obtained online under Records and Forms Management.

PARENT-TEACHER-STUDENT ASSOCIATION

All staff members are urged to join our Parent Teacher Student Association. Your active participation and support is essential in building good parental and community relationships and in coordinating many of our school and community activities.

PARKING PROCEDURES

The faculty parking lot is located on the east side of campus along 67th Ave. Unfortunately, due to the size of the lot, there are fewer spaces than there are staff members. Consequently, it is imperative that you arrive as early as possible to school if you wish to park in the gated lot.
PARTIES IN SCHOOL

School parties are not permitted during the school day due to distractions to other classes. In addition, there should be no eating or drinking in the classrooms. Please use the spill-out area or the cafeteria for such functions.

PLANNING PERIODS

Planning periods, as implied, are provided in order that teachers may have some time during the school day for such desirable activities as preparing future lessons, correcting papers, contacting parents, etc. It is expected that most of the time during this daily period will be spent in this manner. The common planning time before school will be used for team planning, meetings with parents, in-service and other team activities. Middle school teachers will be allowed planning time equivalent to a period of instruction.

PROFESSIONAL GROWTH

Teachers should avail themselves of every possible opportunity to attend and participate in meetings of a professional nature and should keep themselves abreast of developments in their subject area through attendance at such meetings, acquaintance with professional publications, and participation in in-service activities.

PROPERTY - CARE OF THE BUILDING

We must properly care for the school building and facilities. One of the important lessons that we wish our students to acquire is thoughtful appreciation and careful use of public property.

Teachers must be constantly alert to detect any defacing of desktops, writing on the wall, loosening of screws and bolts, etc., and report this immediately to an administrator. Each teacher is responsible for the area in which he/she is assigned. Periodically during the year, a survey of the school plant and equipment will be made to evaluate the care of the area.

At the end of each day, the classroom must be left in a clean and orderly manner. Papers, books, and other materials should be removed from the floor. Eating and/or drinking are prohibited in the classrooms.

RECEIPT OF MERCHANDISE AT THE SCHOOL

To aid in the proper delivery of merchandise, the following procedures will be followed:

1. All deliveries must be made directly to the Main Office.
2. Only the principal or designated office staff is authorized to sign for deliveries to the school. After merchandise has been received and properly accounted for, the originator of the Purchase Order will be notified.
3. The originator is responsible for checking the merchandise carefully against the packing slip to make certain that all material ordered has been delivered. The signed packing slip indicating items received and items missing must be returned to the main office for payment.

RECORDS AND REPORTS
All personnel shall keep all records accurately and prepare and submit promptly all reports that may be required by State Law, State Board Rules, School Board Rules, and/or administrative directive.

REGISTRATION

Students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved by the board. Exceptions may be made when a transfer has been requested and approved or when an administrative assignment is deemed necessary and in the best interests of the student and the school.

The registrar will process all registrations, transfers and withdrawals. The student must complete the following procedures:

1. For transfers/withdrawals, students must bring in a parent to sign a release in addition to verification of proof of address change.
2. All textbooks must be returned to the teachers who issued the books.
3. Complete a withdrawal card to be signed by:
   a. All teachers (If books are not returned, teachers will place a note on the back of the withdrawal card giving name of book and condition. This will be placed on the permanent record card by the office). The teachers will also indicate the subject and grade earned.
   b. The librarian
   c. The treasurer
4. Cards will be returned by the student to the registrar’s office.

RELEASING/HOLDING STUDENTS FROM CLASS

Once a student enters the class he/she may leave only with the permission of the teacher. The four minutes allowed between classes should be sufficient for students to obtain a drink of water or use the restroom. Therefore, students shall be excused from class in emergencies only and then only one at a time with a pass for this express purpose.

Teachers will not cause students to be absent from another class without prior approval of the teacher whose class the student will miss. Avoid making students tardy to their next class and do not hold any class after the bell.

Teachers cannot permit students to leave the school grounds.

REPORTING DISRUPTIVE BEHAVIOR

All employees of the Miami-Dade County Public School System are under an affirmative duty to report any criminal act and/or disruptive behavior occurring on School Board property to the administrator or designee to whom the employee is responsible. Personnel willfully failing to report such occurrences to the responsible administrator and/or police agency and/or School Security Department will be subject to disciplinary action.
Many potential incidents are prevented each year by the open communications between the faculty and staff. In the event you become aware of any incident or potential problem that would disrupt the orderly educational process, please notify an administrator immediately.

REPORTING TO SCHOOL - SIGNING IN AND OUT

All personnel will report for work promptly. Our official workday begins at 7:55 a.m. and ends at 3:15 p.m. All employees are expected to sign in upon arrival to the school site. *Failure to promptly and properly report your attendance may result in payroll errors.* If you are tardy for any reason, it is imperative that you notify Ms. Urbina as soon as possible. In addition, prior approval must be secured for planned events that will cause you to be late.

SCHOOL DAY

The school day may begin and end at different times from school to school. The secondary classroom teachers’ normal workday will be seven hours and twenty minutes: 7:55 A.M. until 3:15 P.M. this includes a thirty-minute lunch period and scheduled planning time. On occasion the teacher may leave, after the completion of his/her assignment, for good cause and with prior approval of the building principal. When leaving the building during school hours, sign out using the log by the Principal’s Secretary.

Teachers may be required to extend their duty day for the purpose of attending faculty meetings. Every reasonable effort will be made to limit faculty meetings to two per month. Recognizing the duties of teachers which require the expenditure of time beyond classroom duty hours, every reasonable effort shall be made to commence meetings promptly and to limit such meetings to a period of one hour.

STUDENT COUNCIL

The student council is the liaison between the student body and the administration when questions or ideas arising from the students, teachers, or administration can be handled in a responsible and organized manner. The Student Council is the voice of the student population, motivating and promoting professional changes in SMMCS’ total environment.

STUDENTS’ VALUABLES

If a teacher confiscates or holds valuables or money belonging to a student, the teacher is liable by law for the return of these articles. If there is any question about the item, give it to an administrator.

SUPERVISION OF STUDENTS

*Teachers shall not leave their classes unsupervised, nor should an entire class be assigned to another teacher, unless that teacher is free that period and you have*
Students should not be sent to “visit” or “hang-out” in other classes, e.g. P.E.

If an emergency occurs, the principal or his/her designee must be notified to provide temporary supervision.

SUPPLIES

Each instructional leader will compile departmental consumable supply orders. The following consumable supplies are available: erasers, staples, paper clips, pens, chalk, and pencils. Instructional leaders will distribute these supplies to their teachers.

SUPPLEMENTS

The Miami-Dade County Board of Public Instruction issues a list of all authorized sponsor/coaching supplements. The principal will assign and authorize payments for each of these positions. This is done on an annual basis.

TEACHER TRANSFERS

In order for a Miami-Dade County teacher to transfer to another Miami-Dade County school, a transfer application must be completed. Transfer applications are to be completed and on file in the personnel office prior to the end of May each school year. Teachers new to M-DCPS cannot transfer for the first three years of employment.

TELEPHONES in theCLASSROOM

The telephones that are in each of the classrooms are intended for emergency use only. Secretaries have been directed not to forward telephone calls to the classrooms. In addition, students are not permitted to use the phones that are in the classrooms. If a student needs to call home, simply issue that student a pass to come to the office.

TOBACCO-FREE WORK PLACE

The School Board of Miami-Dade County seeks to foster the health and safety of all Miami-Dade County Public Schools employees, students and visitors.

Miami-Dade County Public Schools achieved a totally tobacco-free status on July 1, 1991. Visitors should be politely informed that Miami-Dade County Public Schools is tobacco-free.

VISITORS

Teachers are to discourage all visitors from coming onto the school campus unless they have legitimate school business. Visits by former students or the friends of faculty members during school or working hours are not allowed. When arranging with persons to come into the building, request that they first report to the main office and obtain a visitors pass.

All personnel are to direct anyone found in the building without a visitors pass to the main office. In addition, notify the office that unauthorized visitors are in the building.
CLASSROOM PROCEDURES

ADVISEMENT PROCEDURES

First period Teacher Advisor/Advisee groups will also be homeroom groups for attendance purposes.

Complete attention is required of all students during the morning announcements.

All students are to remain in the classroom during the entire period. Advisement teachers are responsible for taking accurate attendance during the homeroom period. This responsibility is NOT to be delegated to a student.

The first/homeroom period teacher plays a vital role in building and maintaining school moral, student attendance, and student behavior.

AGENDA BOOKS

At the start of the school year, every student will be issued an agenda book, which will be used to record assignments, as well as a vehicle for parent-teacher communication.

1. Students must have their agenda books every day in class to record their home learning assignments.
2. Teachers should conduct random, periodic checks for a grade.
3. If a parent sends a message for the teacher inside a student’s agenda book, it is the student’s responsibility to inform the teacher, who should then respond appropriately.

Note: A letter will be sent home to all parents advising them of these procedures so that they may assist us in this endeavor.

CLASSROOM PROCEDURES

It shall be the policy of the administration of this school that each teacher will establish a classroom procedure for management and student control. This plan or procedure will be in written form and will be placed in the teacher’s daily lesson plan book together with an up-to-date seating chart for each class.

Basic classroom procedure, when properly explained and enforced, can prevent a large percentage of the problems that teachers face with students each year. Teachers who have little or no formal procedure, or who do not enforce the procedures that they have, suffer all year long, as do their neighboring teachers. Good procedure, however, must be coupled with good judgment, consistency, and fairness on the part of the teacher.

The original copy of the teacher’s classroom procedure will be placed in his/her lesson plan book and kept there at all times. Duplicate copies will be kept on file in the main office as well as posted in the classroom for students. It is essential that all students entering the classroom be made fully aware of what is required of them. Ignorance will not be accepted as an excuse for failure to follow class procedures.
No classroom procedure, regardless of its nature or the excellence with which it is constructed, will work unless it is enforced. It is, therefore, expected that each teacher will take the necessary steps to place their classroom procedure into effect and to keep it current.

GRADE BOOK CRITERIA

Teachers are reminded that the grade book is an official legal document required by state law. It can be summoned in any court case as a legal record of grades and attendance. Therefore, the necessity for accuracy, neatness and consistency in recording cannot be over emphasized. An assistant principal will periodically check the grade books. The *Electronic Gradebook is mandatory.*

The following guidelines should be observed in organizing and maintaining your grade book:

1. The dates in your grade book should correspond to the dates of the nine-week grading period. The beginning and end of each grading period should be indicated.
2. Indicate when students are absent from class. Absences should be noted as either satisfactory or unsatisfactory.
3. Days when students are out of school should be indicated.
4. There should be a minimum of eighteen recorded grades for each nine week period.
5. Indicate if an unsatisfactory progress note has been given.
6. Explain what each grade has been given for.
7. It is the classroom teacher's duty to check the roll and record grades in the grade book. DO NOT use students to take roll.
8. Document when tardy students enter class and whether the tardy was excused or unexcused.

GRADING CODE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.51 - 4.00</td>
<td>(90 - 100)</td>
</tr>
<tr>
<td>B</td>
<td>2.51 - 3.50</td>
<td>(80 - 89)</td>
</tr>
<tr>
<td>C</td>
<td>1.51 - 2.50</td>
<td>(70 - 79)</td>
</tr>
<tr>
<td>D</td>
<td>1.00 - 1.50</td>
<td>(60 - 69)</td>
</tr>
<tr>
<td>F</td>
<td>0.00 - 0.99</td>
<td>(0 - 59)</td>
</tr>
</tbody>
</table>

GRADING GUIDELINES FOR STUDENTS OF LIMITED ENGLISH PROFICIENCY

Guidelines for grading student progress reports for students of limited English proficiency enrolled in ELL are as follows:

1. English Language Learners: Letter grades A-F are to be given which reflect student's progress during the entire ELL block, that is oral communication as well as in reading and writing skills development.
2. Other Courses: For courses other than basic skills courses, in fields such as Science or Social Studies, students are given an appropriate letter grade A-F. Grades are to be given which reflect instruction provided in
such a way that the student's lack of command of the English language does not affect progress.

GRADING STUDENT PERFORMANCE

Academic grades are to reflect the student's academic progress. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms, which would be appropriate for the grade or subject. Students performing at a level in the basic skills which meets the requirements for promotion specified in the Pupil Progression Plan should receive academic grades of A, B, C, or D regardless of the student's effort and conduct. Grades in all subjects other than the basic skills are to be based on the student's degree of mastery of the instructional objectives for the subject. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period.

In grades 6-12, in authorized semester courses, the student's final grade shall be determined by the teacher as follows: 40 percent value for each of two nine-week grading periods, 10 percent for midterm and 10 percent value for the final examination, with a provision for teacher override.

In authorized annual courses, the student's final grade shall be determined by the teacher as follows: 20 percent value for each of four nine-week grading periods, 10 percent value for the midyear exam, and 10 percent value for the final exam, with a provision for teacher override.

Students who have 10 or more unexcused absences in an annual course or five or more unexcused absences in a semester course may receive a grade of NC - no credit. Subject to the review and approval of the principal, a teacher may change this grade to a letter grade if the student has met all course requirements.

In grades one through twelve, a common report card grading system is to be used. Academic grades for students shall reflect the following explanation:

A------A grade of “A” (90-100%) indicates that the student has demonstrated excellent achievement in the subject and/or the skills area. The student consistently performs academically at a level considerably higher than that of the typical student in the same program or course. The student has mastered skills well above those required for successful completion of the instructional program prescribed for the individual student and has demonstrated an understanding of an ability to utilize the content of the program effectively. An “A” student will have achieved and exceeded all of the instructional objectives established for the subject during the grading period.

B------A grade of “B” (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the academic area. The student consistently performs at a level above that which is expected of the typical student in the same program or subject. The student has mastered skills in content beyond what is required for successful completion of the instructional program prescribed for the individual student. The “B” student will be progressing at a rate that will
enable him/her to have achieved virtually all of the instructional objective/performance standards established for the subject being graded.

**C-----** A grade of “C” (70-79%) indicates satisfactory academic achievement. The student performs at an average level in terms of mastery of skills/performance standards and/or content of the program prescribed for the individual student. The student's rate of progress permits mastery of more than the minimal instructional objectives of the program.

**D-------** A grade of “D” (60-69%) indicates a minimal acceptable level of mastery of skills and other course content and indicates that improvement is needed to achieve satisfactory level of academic performance. The student's rate of progress is such that the minimal instructional objectives/performance standards for the program will be mastered.

**F-------** A grade of “F” (0-59%) indicates a level of academic performance that is unsatisfactory. Students functioning at this level are not mastering the minimal objectives required in the regular instructional program.

**CONDUCT GRADES**

Conduct grades are to be used to communicate clearly both to students and their parents the teacher’s evaluation of a student's behavior. These grades are independent of academic and effort grades. The conduct grade must be consistent with the student's overall behavior in class and should not be based on a single criterion.

**A-------** A conduct grade of “A” reflects excellent behavior on the part of the student. The student consistently demonstrates outstanding behavior consistent with classroom, school and district standards.

**B-------** A conduct grade of “B” reflects consistently good behavior. The student meets established standards for student conduct.

**C-------** A conduct grade of “C” reflects satisfactory behavior. The student’s overall behavior is generally acceptable according to established standards of conduct.

**D-------** A conduct grade of “D” shows that improvement is needed in the student’s overall behavior. The student does not consistently demonstrate behavior that is acceptable.

**F-------** A conduct grade of “F” reflects unsatisfactory behavior overall. The student regularly violates established classroom, school, or district standards of behavior.

**EFFORT GRADES**

Effort grades are utilized to convey both to students and their parents the teacher's evaluation of a student's effort as related to the instructional program. These grades are
independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student’s potential, study habits, and attitude.

1------ An effort grade of “1” indicates outstanding effort on the part of the student. The student will, when necessary, complete a task again in order to improve the results. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.

2------ An effort grade of “2” indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. The student usually finishes assignments on time and usually stays on task. The student usually works at a level commensurate with his/her abilities.

3------ An effort grade of “3” reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student’s ability.

HOME LEARNING POLICY

On June 17, 2009, the Miami-Dade County School Board adopted a revised homework policy. The policy emphasizes the importance of reading and encourages parents to become involved in the implementation of the homework guidelines, which include a marked emphasis on reading.

The recommended daily home learning averages are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Requirement</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-1</td>
<td>Daily (5 days a week)</td>
<td>30 minutes</td>
</tr>
<tr>
<td>2-3</td>
<td>Daily (5 days a week)</td>
<td>45 minutes</td>
</tr>
<tr>
<td>4-5</td>
<td>Daily (5 days a week)</td>
<td>60 minutes</td>
</tr>
<tr>
<td>6-7-8</td>
<td>Daily (5 days a week)</td>
<td>75 minutes</td>
</tr>
<tr>
<td>9-12</td>
<td>Daily (5 days a week)</td>
<td>120 minutes</td>
</tr>
</tbody>
</table>

INDIVIDUAL PUPIL CLASSROOM FOLDERS

Every student should have a personal folder in each class. This is a school board rule. It is suggested that you update folders periodically and remove extraneous materials at your discretion. These folders should be retained throughout the school year and should document pupil progress during the school year. The contents of the folder should be carefully planned and should include materials from the following areas:

1. Dated written work which has been graded by the teacher and errors corrected by the student.
2. Materials to show evidence of pupil progress.
3. Materials to provide evidence of emphasis on basic Language Arts skills in all subject areas.
4. Record of books, articles, and other significant materials read by the student.
LESSON PLAN POLICY

Instructional planning is essential to effective instruction. In order to support the instructional program, the principal has the authority to determine whether or not instructional objectives and related content are consistent with Board educational policy decisions and established instructional guidelines. Lesson plans to meet such instructional objectives are best developed by the teacher for his/her use and shall be governed as follows:

1. Classroom teachers are required to develop weekly lesson plans which shall reflect one or more objectives, activities, home learning assignments, and a way of monitoring student progress that is in accordance with the Competency Based Curriculum and the Pupil Progression Plan. Principals may suggest, but not require a particular format.

2. Only where a principal has documented deficiencies through classroom observation using IPEGS may a teacher be required to use a set form in preparation of lesson plans.

3. Teachers may reflect required lesson plan components through abbreviated notation and/or referencing techniques.

4. Continuing contract and Professional Service contract teachers are not required to submit lesson plans on a weekly basis to the principal or his/her designee except as stipulated below:
   a. Lesson plans shall be available to the principal or designee during classroom visit(s) and/or immediately prior to an official observation.
   b. Where performance deficiencies have been documented through the categories of IPEGS, the teacher may be required to use a specific format in the preparation of lesson plans and to submit such plans for review on a weekly basis.

5. To insure that the appropriate scope and sequence of the instructional program are maintained, all teachers shall retain their lesson plans for the current school year for review by the principal or designee upon request.

6. Emergency lesson plans for use by substitute teachers shall be prepared in accordance with reasonable procedures established by the principal.

7. Teachers of exceptional students shall be permitted to meet the requirements of this policy through regular lesson plans or written IEP implementation plans.

OVERRIDES

A teacher has the right to override a computer-averaged grade as long as the override is to a higher grade.
PARENT CONTACT

School Board Rules require that parents be notified at any time during a grading period when it is apparent that the student may fail or is performing unsatisfactorily in any course or grade level. Parents are also to be notified at any time during the grading period when it becomes evident that the student’s conduct or effort grades are unsatisfactory.

Teachers are encouraged to communicate with parents at any time during a grading period when the teachers feel, in their professional judgment, that such communication may be beneficial to the student. When students are from homes where a language other than English is spoken, every effort should be made to communicate with parents in a language they can understand.

Student progress reports are distributed during the fifth week of each grading period. Teachers have the responsibility to notify parents in writing any time a student's work falls below a "C" in the teacher's class. **A failing grade for the marking period is not to be given if the above responsibility is not met.**

PUPIL PROGRESSION PLAN REQUIREMENTS

The Miami-Dade County Public School System, in accordance with the Educational Accountability Act of 1976, has established a comprehensive program for pupil progression. Minimum performance objectives in reading, writing, and mathematics have been identified as standards for promotion for grades 3, 5, 8, and 11. It is each teacher's responsibility to teach these minimum performance objectives as they relate to the content areas. (Example: Social Studies teachers can easily teach and reinforce skills related to the interpretation of graphs and tables. Students in vocational areas need to be taught how to measure time, temperature, distance, etc.). Thus, teaching and reinforcing the basic skills are every teacher's responsibility.

It is required that students in the middle school receive instruction in the state and local objectives and competencies approved in mathematics, language arts, social studies, science, and computer literacy as well as in a range of exploratory/elective areas, including but not limited to music, art, foreign language, vocational, physical education, and career education.

Students are required to complete 16 courses to include three each in mathematics, science, social studies, language arts, and four elective courses for promotion to grade 9. Students who successfully complete language arts or mathematics and a minimum of two additional courses may be promoted to grade 7 as a provisional 7th grade student. Courses not passed must be made up the following school year or in summer school, if available.

Students in seventh grade who successfully complete language arts or mathematics and a minimum of two additional courses may be promoted to grade 8 as a provisional 8th grade student. Courses not passed must be made up the following school year or in summer school, if available.

The required science program is Comprehensive Science I, II, and III for grades six, seven, and eight respectively. Earth/Space Science is an elective which will count as the Comprehensive Science III credit.
The required social studies program is geography in grade six, civics in grade seven, and United States history in grade eight.

REPORT CARDS

All schools shall use a standard computer-generated report card appropriate for the school level as the primary means of reporting student progress. With the approval of the Region Superintendent, schools may develop additional or supplementary reporting instruments, which may be used in conjunction with the standard report card.

Report cards are to be issued for all students, K-12, four times a year according to the schedule established in Opening of Schools Procedures and Schedules. A report card will also be issued at the close of the summer program to all students, K-12, who attended any portion of the summer program.

In conjunction with the above requirements, the following guidelines should be adhered to:

1. Report card grades are to provide the student and/or student's parents with an objective evaluation of the student's scholastic achievement, effort, and conduct.
2. Students' academic grades are to reflect their academic achievement. Students who receive passing grades on their report cards can be assumed to be working within a range acceptable for the grade or subject.
3. Students are to be advised of the grading criteria employed in the school and in each class prior to the beginning of the grading period. Students and parents are also to be advised of district wide standards for promotion and graduation as applied to the student's grade placement.
4. Grades in conduct and effort are to reflect objectively the student's progress independent of academic achievement. Standards for grading in these areas are to be explained to the students: CONDUCT implies the degree to which a student relates to others in socially acceptable ways; EFFORT implies the degree to which a pupil has demonstrated a desire to learn or to engage in learning tasks which should lead to a mastery of educational goals.
5. Students are to receive grades in all courses in which they are enrolled in the secondary school. If a student has not been enrolled in a program for a sufficient length of time for the teacher to evaluate the student's performance, an appropriate notation should be made on the report card.
6. If the principal of a school feels it is necessary to change a pupil's grade in any subject at the end of a grading period, the principal shall consult with the teacher who issued the original grade, give reasons in writing for the necessary change to the teacher, and place a copy of the reasons in the pupil’s Cumulative Record Folder.
7. If a change in grade is made, as described in number 6 above, it shall be recorded as the principal's grade and not the teacher's grade. Students and their parents shall be notified of all such changes.

TESTING PROCEDURES

Classroom tests including benchmark tests should be given on a regular basis to reinforce mastery of new skills and concepts. Major tests should be announced in advance so students have ample time to prepare for them. A final exam schedule will be announced each semester and must be followed by all teachers. Certain area wide tests are given throughout the district in mathematics, science, and social studies courses. Please make every effort not to schedule tests on days which are religious holidays, but which are not days that the school is closed. Also, when administering tests, please ensure that the testing environment is conducive to concentration and privacy.

TEXTBOOK PROCEDURES

Miami-Dade County School Board policy requires that all students in language arts, mathematics, science, social studies, and foreign language classes are to be issued a textbook to take home.

Each teacher will obtain from his/her department chairperson the textbooks needed. Teachers are responsible for all books issued to them. Textbook records must be verified and accounted for at the close of the school year prior to receiving your final checkout clearance.

*Textbooks should not be issued on the first day of that course; allow students' schedules to become finalized.* By the beginning of the second week of school you should be able to issue books. Once a textbook is issued, it is the student's responsibility to maintain and return the textbook without damaging it.

Before issuing the textbooks to students, the teacher must write his/her name and the student's name in the textbook. The teacher will record each student's name, book title, book number, condition, and issue date on the Textbook Inventory Form.

When a student transfers from one class to another class, the student must return the textbook to the teacher who issued it. The new teacher will issue the student a textbook for the new class.

If a student has lost or damaged a textbook, fill out a Textbook Obligation Form and send the student with the slip to the school treasurer. When the student presents an official receipt from the school treasurer for the textbook, the teacher will issue another textbook to the student and complete a new Textbook Issued Form.

*Book checks are to be conducted periodically* to ensure that students have the textbooks assigned to them and that any marks are cleaned away. You should make every attempt to collect textbooks prior to final exam week by creating study guides that can be used in lieu of the textbooks.
STUDENT ATTENDANCE AND DISCIPLINE

ALTERNATIVE SCHOOL ASSIGNMENTS

Students who continue to exhibit disruptive behavior and non-adjustment to the regular school program may be assigned to the Alternative School Program or assignments may be made by administrative placement to an Alternative School, in lieu of expulsion.

ASSAULTS - PHYSICAL/VERBAL

This is a reminder to all staff members that the Superintendent of Schools, School Board and your school's administration consider assaults on students and staff members to be an extremely serious matter requiring prompt action.

The actions listed below will be taken by the school administration to prevent, and deal effectively with, assaults on students and staff members. Physical assault on students and school staff members will be cause for suspension and a recommendation for expulsion. Verbal assaults on staff members by a student will have similar serious consequences. Expulsion or suspension will be recommended in all of the above cases except those for which, through investigation, the administration finds that expulsion is not warranted.

Stern disciplinary action, including suspension and a recommendation for administrative placement in an alternative program, will be administered to those students who repeatedly misbehave and disrupt the educational process of the classroom.

When serious incidents occur that may lead to suspension and/or expulsion, make every effort to provide the administration with a written description of the incident and the names of witnesses to the incident.

ATTENDANCE

Attendance needs to be reported everyday using the electronic gradebook. Attendance must be in by 9:10 a.m.

Students are to be counted in attendance only if physically present in the class or have been excused by the subject area teacher on a class related assignment.

I. Excused School Absence

A. Student Illness
B. Medical Appointment
C. Death in Family
D. Observance of a religious holiday or service
E. School sponsored event or activity previously approved
F. Immigration/Court appearance
G. Suspension

Students granted an excused absence have the right to make up all class work within a reasonable length of time. It is the student's responsibility to request the make-up assignments from the teacher upon his/her return to school. After successful completion of all make-up assignments, the student cannot be penalized for that absence.

II. Unexcused School Absence
Any absence that does not fall into one of the above excused absence categories will be classified as an unexcused absence.

Advisement Teacher Responsibilities

1. Record official attendance as described in the faculty handbook.
2. Encourage good attendance by calling parents/guardians after student has accumulated two absences, consecutive or otherwise, within a semester.
3. Submit a referral to the appropriate administrator after three absences.

Classroom Teacher Attendance Responsibilities

Check the roll personally each day. Each teacher should utilize a seating chart and have it available for a substitute.

A. A daily attendance bulletin will be printed and distributed to each teacher by the attendance office. The bulletin will include:
   1. students absent each day
   2. students suspended outdoors
   3. students who are in CSI (excused class absence)
   4. withdrawals, entries and corrections
   5. students on field trips

B. The names of students who were absent on the bulletin, but present in your class should be given to the attendance office.
C. Students who claim they were mistakenly marked absent on the bulletin must have their presence verified via our admit form. In order for the system to be effective, it is imperative that the form be signed by the advisement teacher and returned to the Attendance Office as soon as possible.
D. An absence should be marked unexcused until the teacher receives an excused admit.

DETENTION POLICY

1. A detention may be assigned to a student who violates class rules such as failing to complete assignments, coming unprepared for class, etc.
   1. Students shall be given 24 hours notice in writing. The teacher may require that the notice be returned with the parent's signature.
   2. Whenever possible, teachers should hold detentions in their own classrooms. If you assign a detention, you are responsible for that student during the time the student remains on campus after school is dismissed.
   3. Administrative staff, guidance personnel, clerical staff, and other non-instructional staff members shall not supervise detentions in the place of the assigning classroom teacher. Classroom detentions shall not be assigned to the general office area.
   4. Detentions should be held after school hours and generally not for a period of longer than thirty (30) minutes.
   5. Students who refuse to serve detentions at the time assigned or refuse to serve all of the time assigned by the teacher shall be regarded as in defiance of that teacher's authority and should be referred to his/her Assistant Principal.
7. Many students travel to and from school by bus. You may wish to provide an alternate to after school detentions. This will also relieve you of concern for the safe transportation home for those students.

**DISRUPTIVE STUDENTS**

Each teacher is expected to handle the disciplinary problems which may occur within the classroom. Teachers should be able to resolve most situations themselves. Procedures and steps to be followed in resolving problems are outlined below:

1. The teacher discusses the problem privately with the student involved along with ways to correct the problem. If it is not resolved:
   a. Via written note or telephone, the teacher informs the parent/guardian of the problem. If application and follow up of all agreements reached and commitments made do not resolve the problem, then:
   b. Contact parent/guardian for personal and/or team conference regarding continued misbehavior. If unacceptable behavior still persists and teacher(s) feel assistance is needed, then:
   c. Discuss it in detail with the assigned counselor for additional strategies to be implemented. If application and follow up of all findings still do not produce positive results, then:
   d. Review all steps taken. Be certain that all possibilities have been exhausted. If not certain, repeat as needed. After teacher(s), student, parents, and student services staff efforts have been documented and unacceptable behavior continues, then:
   e. Send the student with a responsible student to the Attendance Office along with the completed SCM form, or:
   f. If the student refuses to report to the office, notify the Attendance Office for immediate assistance.

2. Prior to the student returning to the teacher's class, a member of the student services and/or administrative staff will confer with the student, teacher(s) and parent as needed. Appropriate actions will be taken in dealing with the situation as outlined in the M-DCPS Student Code of Conduct. A copy of the completed SCM form will be returned to the referring staff member indicating what student services and/or administrative actions have been undertaken in an effort to resolve the situation.

3. Refer directly to the Assistant Principals any immediate control situations such as fighting, smoking and other serious violations of the Student Code of Conduct. A SCM form must be completed as soon as possible by the
referring staff member in order for administrative action to be taken and a report sent back to that individual.

**DRESS CODE**

South Miami Middle Community School is a mandatory uniform school. While recognizing that student dress and personal grooming are primarily the responsibility of the parent, the Board directs the superintendent to prepare regulations to assist parents and students in choosing the appropriate school attire. Such regulations shall be known as the official dress code for Miami-Dade County Public Schools.

The regulation shall provide that students not wear clothing or hair styles that can be hazardous to them or to other students in their school activities.

The regulation shall provide for the protection of the health and safety of pupils and for the prevention of disruptions in the school program.

Students are expected to come to school with proper uniform and attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal shall be subject to appropriate disciplinary measures including suspension.

The determination of what constitutes a safety or health hazard, or what constitutes a distraction of students from a classroom activity, or what constitutes a disruption of a school program or excessive maintenance of school property shall be made by the teacher, or other school board employee concerned, and by the principal. Common sense, when rendering such a judgment, should prevail.

Standards for evaluating the appropriateness of these items shall be:

A student who wears items of clothing which, because of their, design, color, texture, inadequate coverage, or some other factor, create classroom or school disorder or distract the attention of another student or students in any class in session from the lesson being presented or from any other assigned school activity or which creates a safety or health hazard for any student in school, shall be required to change the clothing to eliminate the disorder, distraction or hazard. Failure on the part of student to do so shall result in disciplinary measures which may include suspension from school.

**DRUG ABUSE STUDENTS**

The State Attorney's office has offered the following guidelines for teachers, counselors and administrator to help children in drug related cases:

1. There is no violation of the law for a child seeking help to admit to using drugs; therefore, it is not necessary to report this information to law enforcement agencies.
2. Possession or sale of drugs is definitely a violation of the law and must be referred to the appropriate school authority, which is the principal and/or his designee.
3. For further assistance concerning procedures relating to drug abuse, contact our school’s TRUST counselor or a member of the administrative staff.

SCHOOL CENTER for SPECIAL INSTRUCTION (SCSI)

Purpose

To provide temporary placement within the school for those pupils involved in chronic misbehavior which might result in outdoor suspension.

To provide a behavior management program designed to assist the pupil in adjusting to his/her school environment, opportunities for attitudinal changes toward peers, adults, classroom situations and social interactions.

To provide opportunities for pupils to engage in situations to reinforce positive behavior and extinguish negative behavior.

Basis for Referral to SCSI

Those students who have consistently exhibited disruptive behavior, violated school policies and rules, and who have not responded positively to other attempts to improve behavior may be assigned to SCSI by the administration.

Academic Credit

Academic credit is received from regular class teachers for work completed in the center. This allows the students easier readjustment upon release.

Attendance Policy

It should be noted that indoor suspension is part of the assigned students educational program for the period of time the student is assigned; therefore, absences from regular classes are excused absences.

Teacher Responsibility

It is the responsibility of the individual classroom teacher to supply the daily, weekly class work to the student in the SCSI program. Completed assignments will be returned to the classroom teacher for grading and recording in the grade book.

Student absences from class, which are a result of assignment to SCSI, must be indicated in the teacher's grade book.

STUDENT BEHAVIOR

To make it possible for a student to know what is expected of him/her, it is necessary that each teacher hold to certain standards in regard to class procedures and discipline. Good working conditions must prevail at all times, even though teachers may differ in the ways with which they secure results. Good discipline is required for good teaching. The policy of South Miami Middle Community School is to require a uniform atmosphere of cordiality, courtesy, consideration and respect in the classroom. The teacher's standards are not what he/she expects, but what he/she accepts.
Good discipline can usually be obtained without difficulty; any teacher who departs from the requirements makes it harder for the rest of the faculty. Therefore, it is essential that every teacher requires from the first meeting of each class exactly what is expected from that class with regard to proper student behavior. At no time should there be any doubt in the student's mind as to what is expected.

Each teacher is expected to handle the discipline problems, which occur within his/her classroom. If a situation arises which a teacher cannot resolve, the teacher should follow the procedures outlined in this handbook to secure any needed assistance to resolve the problem. The teacher should not hesitate to preserve class morale by dealing firmly and fairly with a troublesome student.

Every teacher and staff member is expected to correct any breach of proper behavior that he/she may observe, providing no other teacher is directly in charge of the situation. All teachers and staff members are to assist in the orderly movement of students during changes of class by standing at their classroom doors. Only by all of us working together can we ensure proper student behavior.

**STUDENT CASE MANAGEMENT SYSTEM**

The Student Case Management System is an automated system of recording and reporting data that allows for more efficient delivery of services that are provided for students and the disciplinary actions taken to improve student behavior. The Miami-Dade County Public School System maintains a computerized Student Case Management System to ensure that all students are provided equal access to preventative services consistent with their needs, and afforded fair, consistent, disciplinary actions when violations of the Code of Student Conduct do occur.

This system has the capacity to ensure that the program complies with all federal and state statutes relating to student records; indicates the exact nature of the service the student has received; and develops a data base that assists in making recommendations for the refinement and strengthening of services provided to students.

Administrators, teachers and student services personnel at the school, area, and district level are responsible for completing those forms that are required to record student case information. This system has those safeguards that will ensure the accuracy and confidentiality of student information.

When completing a SCM form, be concise, comprehensive, and objective. Do not write a suggested sanction, nor other subjective material.

**STUDENT TARDIES**

1. **To School:**

   The student reports directly to the Attendance Office to receive an Admit to Class if he/she arrives after 8:45 a.m. Attendance staff will process and send the student directly to class. These students will appear on the Attendance Bulletin along with the time of arrival to school. **Those students who arrive late should be dealt with according to school guidelines.** Students accompanied by a parent must report to the
office to obtain an excused tardy pass. Students should report to the office for late bus passes also. All tardy students who arrive after 8:40 a.m. must report to the Attendance Office.

2. To Class:

*When this occurs, the teacher deals with the student according to school guidelines.* Start your class on time with activities that are important to students in achieving success in the course. Leave time at the end of the class to summarize what the students have achieved in your class that day.

**SUSPENSION**

Suspension is defined as the temporary removal of a student from the regular school program or school bus for a period not to exceed ten (10) consecutive days. Suspensions from school will be considered excused absences.

**EMERGENCY PROCEDURES**

In addition to previously established procedures for emergencies, the following plans will be implemented in the event of a major student disorder or civil disturbance:

1. Teachers supervising students will keep them indoors and continue class activities. If students are outside, they are to be taken indoors to the nearest suitable place, and do all possible to keep everyone calm. At the first opportunity after being notified of the emergency, doors should be closed and locked. No unauthorized person should be allowed in a classroom during the emergency. Teachers should remain alert for announcements; classes will not change until the emergency ends.
2. Teachers not supervising students will move immediately to the area outside their classroom and do all possible to:
   a. Move students indoors
   b. Protect students from injury
   c. Deny unauthorized individuals access to the school
   d. Protect school property from damage
3. Administrative and guidance personnel will report to the area of disturbance.
4. Custodial personnel will, as soon as possible, secure storerooms, restrooms, and work rooms. Teachers near these areas should assist in clearing the students from these rooms if necessary.
5. Cafeteria personnel will take the necessary action to secure trays, silver and cash registers and close and lock doors.
6. Library personnel will have students remain in their seats, close and lock all doors.

Unauthorized adults, including parents, are not to be allowed in the school during the emergency. Parents who wish to remove their children from the school must wait outside while their children are brought to them. All other unauthorized persons will be advised
that unless they leave the school grounds immediately they will be charged with trespassing.

**BOMB THREAT** – Refer to Emergency Procedures Handout give at the opening of school breakout session.

**ELECTRICAL STORMS**

Electrical storms present life safety hazards to students and personnel that are unique in their characteristics and fatality producing potential.

The following protective action will be taken by faculty and students in the event of a storm in the vicinity causing cloud to ground lightning that is generally associated with thunderstorm activity:

A. School Grounds
   Get out of the open area as quickly as possible upon the approach of the storm. Do not seek shelter under isolated trees or close to wire fences, playground equipment or shelters located in exposed locations. The decision to move indoors when students are involved will be made by their responsible supervisor who will act in accordance with these guidelines.

B. School Buildings
   Avoid standing close to windows, electrical light circuits, plumbing and metal objects until the storm has passed.

C. Field Trips
   Get off high ground as quickly as possible; avoid lone trees and small sheds. Stay away from metal fences, pipes and railroad tracks. Seek shelter in thick timber.

D. Power Failure
   In the event of a power failure, stay where you are. Under no circumstances should you send students out of the room, keep your students with you in your classroom until power is restored or until you receive further instructions.

**EVACUATION PROCEDURES**

1. Teachers shall take their place at room exits and at their signal; the pupils shall walk out of the room quietly and in single file.
2. While pupils are walking out of the room, the teacher will check the room to see that everyone is leaving. The teacher will then close, but not lock, the door and will join the pupils as they walk out of the building.
3. Classroom windows are not to be closed, shades are not to be drawn and classroom items are to be left in the room.
4. Pupils not under the direct supervision of a teacher are to be instructed to join and walk out with the nearest supervised group.
5. While it is desirable that buildings be evacuated quickly, speed should not become a consideration to the extent that injuries occur due to tripping, shoving, etc. It is also necessary that conversation be held to a minimum so that the person in charge can remain in absolute control of the situation.
6. A building diagram is posted in each room, giving specific routes to be followed by the occupants of that room.

**FIRE DRILL PROCEDURES**

Fire drills are held in accordance with state regulations. Detailed instructions concerning fire drills are provided. It is essential that each teacher follow exact instructions about exits, as the building should be emptied in two (2) minutes. Teachers are expected to see that each of their students leaves the building; teachers are required to escort their students out of the building.

Each work station will be provided with an evacuation diagram to be posted on the bulletin board at all times, showing the route to be followed by the class when a fire drill is sounded. Students should be cautioned that there is to be no talking or running while leaving or re-entering the building.

Classroom teachers should be certain students do not rearrange their desks thereby blocking the doorways at any time. While the pupils are marching out of the room, the teacher will check the room to see that everyone is leaving. **Remember to take a class list and to take attendance once outside the building.** The teacher will then ensure that the door has been closed, but not locked, and will join the pupils as they march out of the building.

**HURRICANE PRECAUTIONS**

When hurricane warnings are displayed, we will depend on school personnel to assist in taking the following precautions:

1. All windows closed and fastened.
2. All loose boards and debris disposed of or stored in a safe place.
3. Awnings secured or taken down and stored.
4. All books, papers, typewriters, and other equipment should be moved as far away as possible from the windows and other areas that might be damaged and admit water to the building. These items should be stored at least several inches above the floor to protect them from water damage due to minor flooding.
5. All items such as garbage cans, cartons, tin cans, and other miscellaneous items, should be stored inside the building.

**LOCKDOWN-** Refer to Emergency Procedures Handout give at the opening of school breakout session.

**SERIously ILL OR INJURED STUDENTS**

It is imperative that every student in every advisement has a completed EMERGENCY HOME CONTACT card on file in the Attendance Office. Emergency procedures of any kind must be simple in nature and clearly understood by all personnel. All members of the school staff are expected to study the following procedures and implement it correctly in case of emergency.
When a child is judged by the classroom teacher/person in charge of the activity to be seriously ill, or when a child is seriously injured, the following procedures are to be implemented:

1. The teacher shall IMMEDIATELY notify the administrative staff via the office.
2. In cases of serious illness or injury, make the child as comfortable as possible under the circumstances. DO NOT ATTEMPT TO MOVE THE CHILD.
3. In case of an accident, take First Aid measures depending on the nature of the accident. Each staff member needs to have a basic working knowledge of First Aid.
4. The Attendance Office will notify the parent/relative, neighbor, physician, etc. as listed on the Emergency Contact Card.
5. In cases where the parents or others listed on the Emergency Contact Card cannot be reached and it is apparent that immediate professional help is needed, the administrator in charge shall contact the police for the purpose of summoning assistance.
6. **ALL accidents are to be reported, in writing, to the Attendance Office by the teacher in charge of the group or activity as soon as possible but no later than within 24 hours of occurrence.**
7. Students with minor ailments, i.e., headaches, hangnail, etc. are to remain in the classroom.

*If a teacher is negligent in the performance of these duties, there is no legal power, which can protect against the consequences of negligence.* However, if a teacher exercises due care to foresee harmful consequences and to provide reasonable safety measures, the burden of proof of negligence is placed on the accuser. The courts have upheld teachers who exercised reasonable care in handling students under their supervision.

There are no statutes in Florida, which grant immunity to teachers from suits for injuries sustained by pupils. However, the courts have interpreted the law to mean that a teacher is not liable for injuries to a pupil unless the teacher is negligent.

The best course of action for any teacher to take is to follow known safety rules, to instruct students as to the best way of carrying out a specific assignment, and to exercise reasonable precaution in the performance of regular school duties whether they are in the classroom, on the field or on a field trip. In other words, teachers should use sound judgment and exercise initiative.

**TORNADO ALERT PROCEDURES**

The following procedures should be taken in the classrooms following a tornado alert from the main office:

1. Close shades and blackout curtains if time permits.
2. Group furniture for maximum protection against expected hazards, especially falling walls and flying glass.
3. See that exterior doors are unlocked.
4. Have pupils place themselves in best protective position (prone or turtle position).
5. Check for additional interior hazards.
Pupils not assigned to remain in rooms, and those out on the P.E. field or in portables when the warning is received, should move quickly to the Media Center, the cafeteria or other secure area if time permits. If the tornado occurs before shelter can be reached, pupils exposed on the P.E. field should assume a prone position with their hands protecting the back of the head and neck. An "All Clear" announcement will come from the main office when the danger has passed.
CODE OF ETHICS OF THE
EDUCATION PROFESSION IN FLORIDA

(1) The following disciplinary rule shall constitute the Principles of Professional Conduct of the Education Profession in Florida.

(2) Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(3) Obligation to the student requires that the individual:
   (a) Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
   (b) Shall not unreasonably restrain a student from independent action in pursuit of learning.
   (c) Shall not unreasonably deny a student access to diverse points of view.
   (d) Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
   (e) Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
   (f) Shall not intentionally violate or deny a student's legal rights.
   (g) Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
   (h) Shall not exploit a relationship with a student for personal gain or advantage.
   (i) Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purpose or is required by law.

(4) Obligation to the public requires that the individual:
   (a) Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
   (b) Shall not intentionally distort or misrepresent facts concerning and educational matter in direct or indirect public expression.
   (c) Shall not use institutional privileges for personal gain or advantage.
   (d) Shall accept no gratuity, gift, or favor that might influence professional judgments.
   (e) Shall offer no gratuity, gift, or favor to obtain special advantages.

(5) Obligation to profession of education requires that the individual:
(a) Shall maintain honesty in all professional dealings.
(b) Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
(c) Shall not interfere with colleague’s exercise of political or civil rights and responsibilities.
(d) Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
(e) Shall not make malicious or intentionally false statements about colleague.
(f) Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
(g) Shall not misrepresent one's own professional qualifications.
(h) Shall not submit fraudulent information on any document in connection with professional activities.
(i) Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
(j) Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
(k) Shall provide upon the request of the certificated individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
(l) Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct of the Education Profession in Florida and other applicable Florida Statues and State Board of Education Rules.
(m) Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules.
(n) Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules.
(o) Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
(p) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.
COMPETENT PROFESSIONAL PERFORMANCE STANDARDS

These standards are the minimal standards of the education profession in Florida and are the basis for reviewing the performance of professional educators. The standards shall apply to those teachers and those who supervise and provide administrative services to those who teach.

Administrative and Supervisory Requirements

Competent educators must possess the abilities and skills necessary to perform the designated task. The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following administrative and supervisory requirements:

1. Keep records in accordance with responsibilities designated by law and with accepted practices of the school district.
2. Supervise and evaluate other in accordance with law and accepted practices of school district.
3. Recognize the role and function of community agencies and groups as they relate to the school.
4. Utilize available instructional materials and equipment necessary to accomplish the designated task.
5. Adhere to and enforce administrative policies of the school, district rules and State Board rules, in accordance with Florida Statutes.
6. Adopt or develop a system for keeping records of student progress.
7. Counsel with students both individually and collectively concerning their educational needs.

Analysis of Individual Needs and Individual Potential

The competent educator shall use or ensure the use of acceptable techniques to analyze the needs and potential of individuals. The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following techniques to analyze the needs and potential of individuals:

1. Diagnose the entry level and skills of students, using diagnostic tests, observations, and student records.
2. Select, adapt or develop, and sequence instructional materials and activities for the designated set of instructional objectives and students needs.
3. Create interest through the use of materials and techniques appropriate to the varying abilities and backgrounds of students.
4. Use in individual student interests and abilities when planning and implementing instruction.
5. Make assignment of tasks and duties consistent with individual abilities and specialties.
6. Recognize the instructional needs of exceptional students.
7. Recognize patterns of physical and social development in students.

Instructional Procedures
Each competent educator shall ensure or promote accomplishment of the designated task through selection and use of appropriate instructional procedures. The educator, commensurate with job requirements are delegated authority, shall demonstrate competence in the following instructional procedures:

(1) Establish rapport with students by using appropriate verbal and visual motivational devices.
(2) Use procedures appropriate to accomplish the designated task to include but not be limited to:
   (a) Identifying long-range goals for a given subject area.
   (b) Constructing and sequencing related short range objectives for a given subject area.
(3) Practice instructional and social skills which assist students to interact constructively with their peers by encouraging expressions of ideas, opinions, and feelings.
(4) Give directions for carrying out an instructional activity by assuring that the task is understood and using feedback techniques which are relevant to the designated task.
(5) Utilize information and materials that are relevant to the designated task.

Communication Skills

In communicating with students and educators, each educator, commensurate with job requirements and delegated authority, shall demonstrate competence with the following communication skills:

(1) Use language and terminology relevant to the designated task.
(2) Use language which reflects and understanding of the ability of the individual or group.
(3) Orally communicate information coherently and logically.
(4) Write in a logical and understandable style with appropriate grammar, spelling, and sentence structure.
(5) Comprehend and interpret oral messages.
(6) Extract major ideas or themes from the statements of others.
(7) Encourage individuals to state their ideas clearly.

Management Techniques

The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following management techniques:

(1) Resolve discipline problems in compliance with the policies of the school, rules of the district school board, and the State Board, and Florida Statutes.
(2) Maintain consistency in the application of policy and practice by:
   (a) Establishing routines and procedures for the use of materials and the physical movement of students.
   (b) Formulating appropriate standards for students behavior.
   (c) Identifying inappropriate behavior and employing appropriate techniques for correction.
(3) Maintain standards of conduct required in Rule 6B-5.007(2), FAC.
(4) Use management techniques appropriate to the particular setting.

**Competence in Specialization**

Each competent educator shall possess knowledge within the area of specialization to a degree consistent with educator’s professional preparation. The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in specialization by:

(1) Demonstrating an awareness of current developments in the field of specialization.
(2) Demonstrating an ability to read, comprehend, interpret, and use professional material.

**Evaluation of Learning and Goal Achievement**

Each competent educator accepts responsibility commensurate with delegated authority to evaluate learning and goal achievement. The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following techniques used to evaluate learning and goal achievement:

(1) Use several types of evaluative techniques, including but not limited to classroom tests constructed by the educator to measure student performance according to criteria based upon objectives.
(2) Provide frequent and timely responses concerning the work attempted and tasks assigned.
(3) Analyze and interpret effectively the results of evaluation for judging instruction, the achievement of stated goals, or the need for further diagnosis.
(4) Utilize the results of evaluation for planning, counseling, and program modification.
(5) Explain methods and procedures of evaluation to those concerned.
(6) Possess the ability to comprehend and work with fundamental mathematical concepts.

**Human and Interpersonal Relationships**

The educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following human and interpersonal relations skills:

(1) Assist students in developing their values, attitudes, and beliefs.
(2) Encourage and support behavior which reflects a feeling for the dignity and worth of other people.
(3) Demonstrate instructional and social skills which assist other to interact constructively.
(4) Provide leadership and direction for others by appropriate example.
(5) Offer constructive criticism when necessary.
(6) Comply with reasonable requests and orders given by and with proper authority.
(7) Assign reasonable tasks commensurate with objectives and designated responsibility.

(8) Demonstrate self-confidence and self-sufficiency in exercising authority.

(9) Apply instructional and social skills in developing positive self-concepts.

**Personal Requirements**

In assessing the mental or physical health of educators, no decision adverse to the educator shall be made except on the advice or testimony of persons competent to make such judgment by reason of training, licensor and experience. Each educator, commensurate with job requirements and delegated authority, shall demonstrate competence in the following personal requirements:

1. Engage in physical activity appropriate to the designated task except for temporary disability.
2. Communicate effectively to accomplish the designated task.
3. Exhibit appropriate control emotions.
4. Perform designated tasks with sufficient intellectual ability.

**EMPLOYEE ASSISTANCE PROGRAM**

Miami-Dade County Public Schools recognize that a wide range of problems not directly associated with an employee's job function can have an effect on an employee's job performance. In most instances, the employee will overcome such personal problems independently and the effect on job performance will be negligible. In other instances, normal supervisory assistance will serve either as motivation or guidance by which such problems can be resolved so the employee's job performance will return to an acceptable level. In some cases, however, efforts of neither the employee nor supervisor have the desired effect of resolving the employee's problems and unsatisfactory job performance persists over a period of time, either constantly or intermittently. The Employee Assistance Program is intended to help employees and their families who are suffering from such persistent problems as may tend to jeopardize an employee's health and continued employment. The problems may include alcoholism, drug abuse, emotional or other concerns, such as health, family, financial, legal, or vocational difficulties. Dade County Public Schools recognize behavioral disorders and mental health problems as illnesses that can be successfully treated. Employees who need help in those areas of concern will be given the same considerations as those employees with other illnesses. The program goal is to help individuals who develop such problems by providing for consultation, and referral to treatment, and rehabilitation to prevent their condition from progressing to a degree at which they cannot work effectively, and to provide physical and mental health promotion activities to enable prevention of such problems.

The Employee Assistance Program’s objectives are:

A. To provide employees with the humanitarian viewpoint of behavioral/medical disorders and to encourage an enlightened attitude toward these health problems.
B. To help those individuals who develop behavioral/medical problems by providing for consultation and referral to treatment and rehabilitation to prevent their condition from progressing to a degree at which they cannot work effectively.

C. To provide supervisors with policy and procedural guidelines for the management of behavioral/medical problems affecting job performance.

D. To direct managers and supervisors toward prompt corrective action where deterioration in an individual's work performance is apparently related to behavioral/medical disorders.

E. To identify, develop and implement the Wellness Program to promote physical and mental health for Miami-Dade County Public Schools' employees.

The Employee Assistance Program offers consultation to supervisors and employees through ongoing training programs and instructional materials, provides diagnostic evaluation services for treatment and implements the Wellness Program to insure ongoing strides to prevent employees' behavioral/medical health problems.

Appropriate measures will be taken to insure the confidentiality of records for any person admitted to the program, according to established personnel guidelines and federal regulations.

CENTER FOR PROFESSIONAL LEARNING

Throughout the school year, the Center for Professional Learning (CPL) offers a variety of courses, which can be applied toward certification in additional fields, re-certification in your current field, or simply a desire on your part to learn more about a particular subject matter. The announcements of the course offerings arrive via school mail at the beginning of each month; it will be posted on the bulletin board in the mailroom and the teachers' lounge.

INSTRUCTIONAL PERFORMANCE EVALUATION AND GROWTH SYSTEM (IPEGS)

IPEGS is the official evaluation system for M-DCPS. It provides meaningful and productive personnel evaluation system that addresses the unique contributions of each employee to the achievement of the district’s vision, mission, and core values.

3210 - STANDARDS OF ETHICAL CONDUCT

All employees are representatives of the District and shall conduct themselves, both in their employment and in the community, in a manner that will reflect credit upon themselves and the school system.

A. An instructional staff member shall:

1. teach efficiently and faithfully, using the books and materials required, following the prescribed courses of study, and employing approved methods of instruction
as provided by law and by the rules of the State Department of Education;

2. keep current in their subject area through attendance at professional meetings, acquaintance with professional publications, and participation in in-service activities;

3. make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety;

4. not unreasonably restrain a student from independent action in pursuit of learning;

5. not unreasonably deny a student access to diverse points of view;

6. not intentionally suppress or distort subject matter relevant to a student's academic program;

7. not intentionally expose a student to unnecessary embarrassment or disparagement;

8. not intentionally violate or deny a student's legal rights;

9. not harass or discriminate against any student on any basis prohibited by law or the Board and shall make reasonable efforts to assure that each student is protected from harassment or discrimination;

10. not exploit a relationship with a student for personal gain or advantage;

11. keep confidential personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;

12. take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated;

13. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression;

14. not use institutional privileges for personal gain or advantage;

15. accept no gratuity, gift, or favor that might influence professional judgment;

16. offer no gratuity, gift, or favor to obtain special advantages;

17. maintain honesty in all professional dealings;

18. maintain, prepare, and submit promptly all reports that may be required by State law, State Department of Education rules, Board rules, and administrative directives;

19. not deny a colleague professional benefits, advantages, or participation in any professional organization on any basis prohibited by law or the Board;

20. not interfere with a colleague's exercise of political or civil rights and responsibilities;

21. not use abusive and/or profane language or display unseemly conduct in the workplace;

22. not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such harassment or discrimination;

23. not make malicious or intentionally false statements about a colleague;
24. not use coercive means or promise special treatment to influence professional judgments of colleagues;
25. not misrepresent one's own professional qualifications;
26. not submit fraudulent information on any document in connection with professional activities;
27. not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position;
28. not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
29. provide upon the request of a certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment;
30. not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida statutes and State Board of Education rules;
31. self-report within forty-eight (48) hours to appropriate authorities any arrest and final dispositions of such arrest other than minor traffic violations; (DUI is not considered a minor traffic violation.)
   Instructional staff members shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.
32. report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1);
33. report any criminal act, and/or disruptive, and/or inappropriate behavior to the administrator or designee to whom the employee is responsible;
   Allegations of child abuse and/or neglect MUST also be reported, immediately upon knowledge, to the Florida Department of Children and Families at 1-800-96ABUSE (1-800-962-2873), to School Police at 305-995-COPS (305-995-2677), and the site administrator. Failure to immediately report child abuse and/or neglect to the proper authorities will lead to disciplinary action.
34. seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1);
35. comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice;
36. as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

B. No staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in conflict with the proper discharge of his/her duties in the public interest.

C. All instructional staff members shall be required to complete training on these standards upon employment and annually thereafter.
3210.01 - CODE OF ETHICS

All members of the School Board, administrators, teachers and all other employees of the District, regardless of their position, because of their dual roles as public servants and educators are to be bound by the following Code of Ethics. Adherence to the Code of Ethics will create an environment of honesty and integrity and will aid in achieving the common mission of providing a safe and high quality education to all District students.

As stated in the Code of Ethics of the Education Profession in Florida (State Board of Education F.A.C. 6B-1.001):

A. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

B. The educator’s primary professional concern will always be for the student and for the development of the student’s potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

C. Aware of the importance of maintaining the respect and confidence of one’s colleagues, students, parents, and other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Further, nonacademic and elected officials are bound to accept these principles since these groups reflect critical policy direction and support services for the essential academic purpose.

Application

This Code of Ethics applies to all members of the Board, administrators, teachers, and all other employees regardless of full or part time status. It also applies to all persons who receive any direct economic benefit such as membership in Board funded insurance programs.

Employees are subject to various other laws, rules, and regulations including but not limited to The Code of Ethics for the Education Profession in Florida and the Principles of Professional Conduct of the Education Profession in Florida, F.A.C. Chapter 6B-1.001 and 6B-1.006, the Code of Ethics for Public Officers and Employees, found in F.S. Chapter 112, Part III, and Policy 3129, which are incorporated by reference and this Code of Ethics should be viewed as additive to these laws, rules and regulations. To the extent not in conflict with any laws, Board policies or governmental regulations, this Code of Ethics shall control with regard to conduct. In the event of any conflict, the law, regulation or Board policy shall control.

Fundamental Principles

The fundamental principles upon which this Code of Ethics is predicated are as follows:

A. Citizenship – Helping to create a society based upon democratic values (e.g., rule of law, equality of opportunity, due process, reasoned argument, representative government, checks and balances, rights and responsibilities, and democratic decision-making).
B. Cooperation – Working together toward goals as basic as human survival in an increasingly interdependent world.

C. Fairness – Treating people impartially, not playing favorites, being open-minded, and maintaining an objective attitude toward those whose actions and ideas are different from our own.

D. Honesty – Dealing truthfully with people, being sincere, not deceiving them nor stealing from them, not cheating nor lying.

E. Integrity – Standing up for their beliefs about what is right and what is wrong and resisting social pressure to do wrong.

F. Kindness – Being sympathetic, helpful, compassionate, benevolent, agreeable, and gentle toward people and other living things.

G. Pursuit of Excellence – Doing their best with their talents, striving toward a goal, and not giving up.

H. Respect – Showing regard for the worth and dignity of someone or something, being courteous and polite, and judging all people on their merits. It takes three (3) major forms: respect for oneself, respect for other people, and respect for all forms of life and the environment.

I. Responsibility – Thinking before acting and being accountable for their actions, paying attention to others and responding to their needs. Responsibility emphasizes our positive obligations to care for each other.

Each employee agrees and pledges:

A. To abide by this Code of Ethics, making the well-being of the students and the honest performance of professional duties core guiding principles.

B. To obey local, State, and national laws, codes and regulations.

C. To support the principles of due process to protect the civil and human rights of all individuals.

D. To treat all persons with respect and to strive to be fair in all matters.

E. To take responsibility and be accountable for his/her actions.

F. To avoid conflicts of interest or any appearance of impropriety.

G. To cooperate with others to protect and advance the District and its students.

H. To be efficient and effective in the performance of job duties.

Conflicts of Interest

Employees shall employ independent objective judgment in performing their duties, deciding all matters on the merits, free of partiality or prejudice and unimpeded by conflicts of interest or other improper influences. No employee shall engage in conduct which creates a conflict of interest. A conflict of interest shall be defined as a situation in which regard for a private interest tends to lead to disregard of a public duty or interest. A conflict of interest shall exist upon use by an employee of the authority of his/her office or the use of any confidential information received through his/her employment for the private pecuniary benefit of the employee, or the employee’s immediate family or a business with which the employee or a member of the employee’s immediate family has employment or ownership worth $5,000 or more, either directly or indirectly, without disclosure to the appropriate District official.
A. Financial Interest. Except as authorized in any collective bargaining agreement, an employee shall not engage, or have any interest, financial or otherwise, direct or indirect, in any business, transaction or professional entity, either as a director, officer, partner, trustee, employee, or manager in that entity, which conflicts with or impairs the proper discharge of official duties or which could bring disfavor or disrespect upon the employee or the District. Any provision of this code which requires disclosure to District officials will be satisfied by the filing of a financial disclosure statement in the form required of members of the Board.

B. Contracting Decisions. An employee shall not recommend, vote or otherwise participate in the decision to make any contract between the District and any business or entity in which the employee has a personal or financial conflict of interest. This includes contractual relationships with units of government as well as for profit and not for profit organizations such as charter schools.

C. Financial Conflict. An employee who has a financial conflict of interest because of a relationship with a business, governmental agency or not for profit institution must recuse himself/herself from any decision concerning that entity including any decision to contract or not to contract with the entity and the administration of the contract. The reason for such recusal must be stated in writing and filed with the Superintendent and the Board Attorney prior to or at the time of the action requiring the recusal.

D. Honoraria. An employee will not solicit or accept an honorarium, which is related to the employee’s job duties. "Honorarium" shall be defined consistent with F.S. 112.3149, as a payment of money or anything of value paid to the employee or on his/her behalf as consideration for an oral presentation or writing other than a book.

E. Personal Advertisements. An employee shall not advertise business or professional activities on school property or use schoolwork hours, property or services to perform or promote personal, not for profit, or commercial enterprises or to campaign or raise money for any candidates for political office.

F. Employee Publications. An employee shall not participate in the review and approval of publications or materials for School District purchase by the office in which the employee is employed if the employee or a member of the employee’s immediate family is the author/editor of or has any financial interest in the sale of such publications or materials.

G. Referrals. In no situation, shall an employee refer a parent or student to a service, service provider or product in return for anything of value. Officers or employees making referrals as part of their official duties shall make referrals to more than one provider of the service or product, if available. For example, school counselors shall refer parents or students to more than one counselor or provider of medical services, if available. Additionally, an employee shall not refer a parent or student to any service, service provider, or product in which that employee has a financial interest, without first disclosing that interest to the parent or student.

H. Outside Income. Employees shall not accept any outside earned income in any situation where a reasonable person in the community could conclude that the receipt of the income would be inconsistent, incompatible or in conflict with the employee’s official duties.

I. General Limitation on Solicitation. An employee shall not solicit, directly or indirectly any payments or other benefits under circumstances that would create in the mind of a reasonable person in the community the belief that such payments or benefits were provided with the intent to improperly influence the employee’s actions. This provision does not apply to lawful campaign contributions.

J. Gifts and Gratuities. The acceptance of gifts, payments or other benefits from those with whom the District does business, regardless of profit or not for profit status, can be improper. A gift is defined as anything of value that an employee receives, or that is paid or given to another on an employee’s behalf without any payment or
consideration received in return. Examples of gifts are tickets to sporting or cultural events, items of food, meals which cannot be immediately consumed such as a holiday party, use of facilities, forgiveness of debts, interests in real property, investments, or merchandise, or a rebate or discount (unless the rebate or discount is normally given to any member of the public). Employees who are in the position to make or influence a decision to spend school funds shall not solicit or accept any personal gifts, favors or benefits of more than nominal value during a calendar year from any single person or organization that might benefit from the employee’s decision. This provision does not apply to: (a) meals provided at an event at which the employee participates in a seminar or similar activity; (b) travel expenses and meals paid by a local, state, federal or foreign government agency; or (c) lawful campaign contributions.

**Conduct Regarding Students**

Each employee:

A. shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student’s mental and/or physical health and/or safety;
B. shall not unreasonably restrain a student from independent action in pursuit of learning;
C. shall not unreasonably deny a student access to diverse points of view;
D. shall not intentionally suppress or distort subject matter relevant to a student’s academic program;
E. shall not intentionally expose a student to unnecessary embarrassment or disparagement;
F. shall not intentionally violate or deny a student’s legal rights;
G. shall not harass or discriminate against any student on any basis prohibited by the Board or law and shall make reasonable effort to assure that each student is protected from harassment and discrimination;
H. shall not exploit a relationship with a student for personal gain or advantage;
I. shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

**Personnel Matters**

A. Confidentiality. An educator shall comply with State and Federal laws and regulations, and Board policies relating to the confidentiality of student records. Unethical conduct includes, but is not limited to, sharing of confidential information concerning student academic and disciplinary records, personal confidences, health or medical information, family status and/or income, and assessment/testing results.

B. Enforcement. Enforcement will be pursuant to State law and to Board policies, which may include penalties for violations of the Code of Ethics that will be imposed pursuant to the applicable State law or Board policy.

C. Certification. Each employee will be required to electronically sign a Certificate attached as Exhibit "A", which is incorporated by reference, certifying that the employee has read, understands and agrees to abide by this Code of Ethics as well.
as the state laws and Board policies and regulations cited in the Code. A failure to sign the Certificate will not excuse a failure to comply with the Code of Ethics. The certification shall be submitted according to a process determined by the Office of Human Resources, Recruiting, and Performance Management. Infractions shall be reported to the Office of Human Resources, Recruiting, and Performance Management and the Office of the Inspector General.

3129 - CONFLICT OF INTEREST

Employees are governed by the statutory provisions contained in the Code of Ethics for Public Officers and Employees, Part III of F.S. Chapter 112, and by certain other statutes in the Education Code. The following sections of this policy provide the principles, in simplified form, in the statutory mandates. They cannot be used as definitive rules to apply to different sets of circumstances or factual situations. In any given situation, the full statutory language must be consulted for applicable definitions, and for any exemptions.

Employees are required to comply with all provisions of the Code of Ethics, including those provisions outlined below. This requirement discourages the appearance of impropriety and the perception of undue influence upon the business functions of the District.

This policy applies specifically to conflicts of interest. Other Board policies exist that may also address an employee’s particular issue or question. It is an employee’s responsibility to refer to and observe all Board policies that may be applicable to his/her individual situation.

Provisions

A. Gifts

1. Employees are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service that is based on an understanding that their official action or judgment would be influenced by such gift. (F.S. 112.313(2))

2. No employee or his/her spouse or minor child shall accept any compensation, payment, or thing of value when s/he knows, or with the exercise of reasonable care should know, that it was given to influence an action in which the employee was expected to participate in his/her official capacity. (F.S. 112.313(4))

B. Misuse of Public Position

No employee shall corruptly use or attempt to use his/her official position or perform his/her official duties to secure a special privilege, benefit, or exemption for himself/herself or others. (F.S. 112.313(6))

C. Doing Business with the Board

1. No employee acting in his or her official capacity shall directly or indirectly purchase, rent, or lease any goods or services for the Board from any business entity of which the employee or his/her spouse or child is an officer, partner, director or proprietor, or in which such employee or his/her spouse or child, or any combination of them, has a material interest. (F.S. 112.313(3))

2. Some case-specific exceptions to this provision may apply. Board employees should review F.S. 112.313(12) for exemptions that may be applicable to their particular situations.

3. Guidelines for Avoidance of Conflict of Interest
To avoid conflicts of interests or the appearance of conflicts as it relates to personal purchases or private contracting, Board employees who are required to file an annual statement of financial interests (financial disclosure form) or who have the authority to make purchases on behalf of the School District shall adhere to the following guidelines. These guidelines do not apply to purchases made in a private capacity of goods or services at a price and upon terms available to similarly situated members of the general public.

a. When entering into a transaction or contractual relationship as described above, employees subject to these guidelines will make the following inquiries to the entity with whom they are contracting:

1) Does the business entity have a contractual relationship with the Board for more than $500?

2) Is the contracting individual a principal or employee of an entity with a contractual relationship with the Board for more than $500?

b. If an affirmative answer is given to either inquiry above, the employee will request from the Board Attorney guidance on whether contracting with the individual or entity would constitute a conflict of interest pursuant to Code of Ethics for Public Officers and Employees, or other statute or Board policy. The Board Attorney will issue a written opinion or will refer the employee to the Florida Commission on Ethics.

4. Clarification and opinions regarding the application of the Code of Ethics for Public Officers and Employees can be obtained at any time from the Florida Commission on Ethics.

No employee shall disclose or use information not available to members of the general public and gained by reason of his/her official position for his/her personal gain or benefit or for the personal gain or benefit of any other person or business entity. (F.S. 112.313(8))

E. Employment After Termination

Employees are prohibited from personally representing another person or entity or acting as an agent or attorney for compensation in connection with any matter in which the District is interested for two (2) years after the employees’ service terminates. (F.S. 112.313(9))

1. This restriction applies to all school senior level employees classified as Managerial Exempt Personnel, Pay Grade 22 and above, Dade County School Administrators Association, Pay Grade 47 and above, and other equivalent positions.

2. Exception to this provision is provided by statute for the purpose of collective bargaining, and may be granted to former District employees who are employees or agents of not-for-profit organizations, other governmental agencies or those whose business relationship is determined by the Board to be in the best interest of the District.

3. The District is prohibited from entering into any business relations or continue an existing business relationship with any person or entity determined to have engaged in a violation of the restriction contained in this provision.

4. In addition to penalties outlined in Penalties below, penalties for violation of this provision include a civil penalty equal to the compensation that the employee received for the prohibited conduct.
**Self-Reporting Requirement**

All employees, upon initial hire and annually thereafter, shall certify that they will comply with this Board policy, and that they will self-report any relationship that may implicate a potential conflict of interest or other violations of this policy. The certification shall be submitted according to a process determined by the Office of Human Resources.

**Penalties**

Penalties for violation of this policy and/or violations of the Code of Ethics include dismissal from employment, suspension from employment for not more than ninety (90) days without pay, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve (12) months, civil penalty not to exceed $10,000, restitution of any pecuniary benefits received because of the violation committed, and/or public censure and reprimand. (F.S. 112.317)

**3139 - EDUCATOR MISCONDUCT**

An instructional employee is required to self-report within forty-eight (48) hours any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. The notice shall not be considered an admission of guilt nor be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. Self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this policy, the District shall comply with the confidentiality provisions in Florida statutes.

All legally sufficient complaints against a member of the instructional staff shall be reported to the Department of Education within thirty (30) days after the date on which the subject matter of the complaint comes to the attention of the Board or the Superintendent. A complaint is legally sufficient for reporting if the subject matter of the complaint includes any of the grounds for discipline or dismissal in Florida statutes.

The Superintendent shall require that all legally sufficient complaints be timely filed in writing with the Department of Education. The Superintendent shall file with the Department of Education all information relating to the complaint which is known to the Superintendent at the time of filing. Additionally, Policy 8141 provides the procedures for mandatory reporting of alleged misconduct by instructional personnel to the Florida Department of Education.

All employees of the Board shall promptly report to the office of the Superintendent or the office of Human Resources Services any complaint against a member of the instructional staff that comes to the employee’s attention and that includes grounds for the revocation or suspension of a teaching certificate. The willful failure by an employee to promptly report a complaint shall subject the employee to discipline as provided by law and policy.

F.S. 943.0585(4)(c), 943.059(4)(c), 1012.795, 1012.796
F.A.C. 6B-1.006

**3170.01 - EMPLOYEE ASSISTANCE PROGRAM (EAP)**
The School Board encourages the earliest possible identification and intervention for mental health problems, illegal drug use or controlled substance abuse, emotional problems, and other personal concerns, and supports sound treatment efforts. Whenever feasible, the District will assist employees and their immediate families in resolving these issues. However, the decision to seek assistance and accept treatment is primarily the individual employee's responsibility. Any costs associated with treatment in excess of those costs covered by the employee's medical insurance plan shall be borne by the individual.

Employees and their families may seek assistance from the Employee Assistance Program (EAP). Assistance will be provided on a confidential basis, and each individual will be referred to the appropriate treatment and counseling services.

Although the District will assist an employee to the extent feasible through the EAP, the Board cannot guarantee that the employee’s problems will not impact adversely the employee’s job performance and employment status through disciplinary action.

F.S. 1012.798

3213 - STUDENT SUPERVISION AND WELFARE

Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property.

A. Staff members shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
B. Staff members shall provide proper instruction in safety matters.
C. Staff members shall immediately report to a building administrator knowledge of threats of violence by students.
D. Staff members shall not send students on any non-school related errands.
E. Staff members shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco.
F. Staff members shall not engage in unacceptable relationships and/or communications with students. Unacceptable relationships and/or communications with students include, but are not limited to the following: dating; any form of sexual touching or behavior; making sexual, indecent or illegal proposals, gestures or comments; and/or exploiting an employee-student relationship for any reason. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.
G. Staff members who have knowledge of or have reasonable cause to suspect that another Board employee is engaging in unacceptable relationships and/or communications with a student shall immediately report such information to a site or region supervisor. Failure to do so shall constitute a violation of this Board policy.
H. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the
student's stated problem. However, under no circumstances should a staff member attempt, unless properly certified, licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

I. Staff members shall not transport students in a private vehicle without the approval of the principal.

J. Students shall not be required to perform work or services that may be detrimental to their health.

Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Policy 8462, each staff member shall report to the proper legal authorities (site administrator, School Police, and Department of Children and Families) immediately any sign of suspected child abuse or neglect.

F.S. 119.011, 1001.51, 1002.22, 1003.32
20 U.S.C. 1232
34 C.F.R. Part 99

3215 – TOBACCO USE

The School Board shall provide a tobacco-free environment to students, staff, and visitors. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, and the possession of papers used to roll cigarettes.

The use of tobacco is prohibited:

A. within any indoor facility owned, leased, or contracted for by the Board;

B. anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas;

C. in all vehicles owned or operated by the Board, including, but not limited to, school buses, vans, trucks, station wagons, and cars.

F.S. 386.202, 386.204, 386.212

3213 - STUDENT SUPERVISION AND WELFARE

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A. Staff members shall report immediately to a building administrator any accident,
safety hazard, or other potentially harmful condition or situation s/he detects.

B. Staff members shall provide proper instruction in safety matters.

C. Staff members shall immediately report to a building administrator knowledge of threats of violence by students.

D. Staff members shall not send students on any non-school related errands.

E. Staff members shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco.

F. Staff members shall not engage in unacceptable relationships and/or communications with students. Unacceptable relationships and/or communications with students include, but are not limited to the following: dating; any form of sexual touching or behavior; making sexual, indecent or illegal proposals, gestures or comments; and/or exploiting an employee-student relationship for any reason. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

G. Staff members who have knowledge of or have reasonable cause to suspect that another Board employee is engaging in unacceptable relationships and/or communications with a student shall immediately report such information to a site or region supervisor. Failure to do so shall constitute a violation of this Board policy.

H. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly certified, licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

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Pursuant to the laws of the State and Policy 8462, each staff member shall report to the proper legal authorities (site administrator, School Police, and Department of Children and Families) immediately any sign of suspected child abuse or neglect.

F.S. 119.011, 1001.51, 1002.22, 1003.32
20 U.S.C. 1232
34 C.F.R. Part 99


**3362 - ANTI-DISCRIMINATION/HARASSMENT**

The School Board shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. The Board shall maintain an educational and work environment which is free from all forms of discrimination/harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of prohibited harassment. This policy applies to prohibited conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation against an employee or student for engaging in a protected activity is prohibited.

The Board will also take immediate steps to discipline individuals for:

A. retaliating against a person who has made a report or filed a complaint alleging unlawful discrimination/harassment, or who has participated as a witness in a discrimination/harassment investigation;

B. filing a malicious or knowingly false report or complaint of harassment;

C. disregarding, failing to investigate adequately, or delaying investigation of allegations of prohibited discrimination/harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one’s supervisory duties.

The Superintendent shall appoint a compliance officer whose responsibility will be to require that Federal and State regulations related to employees are complied with and that any complaints are dealt with promptly in accordance with law. The Board will provide proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with
Disabilities Act of 1990, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above.

**Definitions**

Definitions of the protected categories can be found in the CRC webpage at http://crc.dadeschools.net/pro_categories.asp.

**Reports and Complaints of Discrimination or Harassing Conduct**

Members of the District community and third parties must promptly report incidents of discriminatory or harassing conduct to their supervisor or the Office of Civil Rights Compliance (CRC) so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the District community or third parties who believe they have been unlawfully harassed by another member of the District community or a third party are entitled to utilize the Board's complaint process in Policy 3362.02. A complaint must be submitted within 300 calendar days of the alleged discriminatory act(s). Individuals should make every effort to present a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available and to eliminate of the conduct in question. Initiating a complaint will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. No anonymous complaints shall be accepted or processed.

**Process for Addressing Complaints of Discrimination/Harassment**

The process to provide members of the District community who have a good faith belief that they are being discriminated/harassed is in Policy 3362.02. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty (30) calendar days of the complaint being received).

The processes for making a charge of discrimination/harassment, a process for investigating claims of discrimination/harassment, and a process for rendering a decision regarding whether the claim of prohibited harassment was substantiated are in Policy 3362.02. Information about this policy and Policy 3362.02 will be readily available to all members of the District community and posted in appropriate places throughout the District.

Information regarding where and how to file complaints of sexual and other forms of discrimination/harassment will be distributed annually through the parent and staff handbooks and published on the District's web site and in any other location required by law.

Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of a crime.

**Confidentiality**

The District will make reasonable efforts to maintain the confidentiality of the parties involved in an investigation of discrimination/harassment during the course of the investigation. Confidentiality, however, cannot be guaranteed. All public records created as part of an investigation of a complaint of prohibited discrimination/harassment will be maintained by the Compliance Officer in accordance with State law and the Board's records retention policy.
Records of an ongoing investigation shall remain confidential and not subject to disclosure pursuant to F.S. Chapter 119 until a final determination is made on the case.

The complaint process in Policy 3362.02 is not intended to interfere with the rights of a member of the District community or a third party to pursue a complaint of prohibited harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against prohibited harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken according to applicable State law and the terms of the applicable collective bargaining agreement(s). When imposing discipline, the totality of the circumstances involved in the matter will be considered. In those cases where prohibited discrimination/harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the applicable collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

The Superintendent shall provide appropriate training to members of the District community to implement this policy and Policy 3362.02.

F.S. 110.1221, 760.01, 760.10, 1000.05
42 U.S.C. 2000e et seq.
29 U.S.C. 621 et seq.
29 U.S.C. 794
29 C.F.R. Part 1635
42 U.S.C. 12101 et seq.
20 U.S.C. 1681 et seq.
42 U.S.C. 1983
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
National School Boards Association Inquiry and Analysis - May 2008

3362.02 - ANTI-DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

The individual listed below is the head of the Civil Rights Compliance (CRC) Office, (Compliance Officer).

Civil Rights Compliance Executive Director

1501 NE 2nd Avenue

Miami Florida 33132

305-995-1580
The Board has established procedures to fulfill the letter and intent of anti-discrimination laws. The CRC is responsible for investigating complaints and/or charges of discrimination and illegal harassment, including sexual harassment and retaliation filed by employees, students and their parents, or applicants. The CRC office accepts complaints of prohibited discrimination/harassment directly from any member of the District community. Upon receipt of a written complaint, the Compliance Officer will designate a specific individual within the CRC office to conduct an investigation.

All members of the District community must report incidents of prohibited discrimination/harassment to which they, in good faith, believe they have been subjected or which are reported to them, to the CRC office without delay.

**Investigation and Complaint Procedure**

Any member of the District community or third party who has a good faith belief that s/he has been subjected to prohibited discrimination/harassment may seek resolution of his/her complaint through the procedures described below.

While there is a 300 calendar day time limit for initiating a complaint of discrimination/harassment, individuals should make every effort to submit a complaint as soon as possible after the prohibited conduct occurred while the facts are known and potential witnesses are available, and to ensure the prompt elimination of the conduct in question. Failure on the part of the employee to initiate and/or follow-up on a complaint in a timely manner may result in the complaint being considered abandoned. The procedures below are established to provide a prompt and equitable process for resolving complaints of prohibited discrimination/harassment.

These procedures are not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of legally prohibited discrimination/harassment with any State or Federal enforcement agency.

The initiation of a discrimination or harassment complaint by an employee will not be used as a basis for actions that adversely affect the complainant’s standing in his/her work location. Additionally, participation in or assistance in the investigation of a complaint shall not be used as the basis of any adverse employment action on an employee.

Supervising administrators throughout the District are expected to address issues and/or conflicts at the worksite. Issues should be resolved by encouraging communication with adherence to laws, rules and guidelines. If the issues of discrimination/harassment cannot be resolved, it should be referred to the Compliance Officer without delay.

**Complaint Procedure**

A member of the District community or third party who believes they have been subjected to prohibited discrimination/harassment, must report the conduct immediately to his/her supervisor or the CRC. If the complainant makes the report to CRC, the complainant shall present it in writing. If a complainant informs any other employee of the District, either orally or in writing, about any complaint of prohibited discrimination/harassment, that employee must immediately refer the individual or report such information to the Compliance Officer. No anonymous complaints shall be accepted or processed. The complaint must be signed attesting that it is true to the best of the complainant’s knowledge.

If it is determined that the complaint alleges prohibited discrimination/harassment, the complaint will be investigated.
Throughout the course of the investigative process, the Compliance Officer should keep the complainant informed of the status of the investigation.

Complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, prohibited conduct/harassment; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and, identification of the resolution which the complainant seeks.

The Compliance Officer or designee will conduct an oral interview and prepare a written summary of the oral interview which will be presented to the complainant for verification by signature.

Upon receiving a written complaint, the Compliance Officer will consider, in conjunction with the head of the division or department, whether any action should be taken in the investigatory phase to protect the complainant from further legally prohibited harassment or retaliation including but not limited to, a change of job assignment or a change of class schedule. In making such a determination, the Compliance Officers should consult the complainant to assess his/her agreement to any action deemed appropriate.

Within three (3) business days of receiving the written complaint of legally prohibited harassment, the Compliance Officer will inform the individual alleged to have engaged in the harassing conduct that a complaint has been received.

Within five (5) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the complainant has been subject to prohibited discrimination/harassment.

The Compliance Officer or designee will complete an investigation into the allegations of discrimination/harassment within thirty (30) calendar days of receiving the written complaint. The investigation will include:

A. interviews with the complainant;
B. interviews with the respondent;
C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the respondent and the complainant will be provided a written report of the findings summarizing the evidence gathered during the investigation and the final determination of the case. If a finding of Probable Cause occurs, CRC will forward the completed investigative report, including the determination of Probable Cause to the Office of Professional Standards for review, a recommendation for disciplinary action, and final disposition of the case. All disciplinary action will be taken according to State law and the terms of the applicable collective bargaining agreement(s). The Board will act upon the recommended disciplinary determination at its regular meeting.

Confidentiality

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant (unless the complainant made the complaint with malice or with knowledge that it was false), the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law.
Confidentiality cannot be guaranteed however. All parties proceeding through the investigation process should be advised that at the conclusion of the investigation, their identities and the investigation become subject to disclosure under F.S. 119.

During the course of the investigation, the Compliance Officer or his/her designee will instruct all members of the District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation of prohibited discrimination/harassment is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as part of an investigation of prohibited discrimination/harassment will be maintained by the Compliance Officer according to State law and the Board's records retention policy. Records of an ongoing investigation shall remain confidential and not subject to disclosure pursuant to F.S. Chapter 119 until a final determination is made on the case. Any records which are considered education records under the Family Educational Rights and Privacy Act will be maintained in a manner consistent with the provisions of Federal and State law.

**Child Abuse/Sexual Misconduct**

All employees aware of suspected child abuse or neglect must immediately report the abuse to the Department of Children and Family Services abuse hotline, the School Police, and the school site administrator. If, during the course of an investigation of prohibited discrimination/harassment, the Compliance Officers or designee has reason to believe or suspect that the alleged conduct indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Policy 8462.

If the Compliance Officer or a designee has reason to believe that the complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of prohibited discrimination/harassment.

**Mandatory Reporting of Misconduct by Certificated Employees**

The Superintendent is required by State law and Policy 8141 to report alleged misconduct by certificated employees of the District that affects the health, safety, and welfare of a student.

F.S. 110.1221, 760.01, 760.10, 1000.05, 1006.07
20 U.S.C. 1681 et seq.
29 U.S.C. 621 et seq.
29 U.S.C. 794
29 C.F.R. Part 1635
42 U.S.C. 12101 et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
National School Boards Association Inquiry and Analysis - May 2008

**3380 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

Employees have a right to work in a safe environment. Violence or the threat of violence by or against students and employees will not be tolerated.
Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning physical well-being is strictly forbidden. Any student, parent, visitor, staff member, volunteer, or agent of the Board who is found to have threatened a member of the staff will be subject to discipline or reported to the appropriate law enforcement agency.

F.S. 1006.145  
20 U.S.C. 1681 et seq.  
29 U.S.C. 621 et seq.  
29 U.S.C. 749 et seq.  
42 U.S.C. 12101 et seq.  
42 U.S.C. 2000e et seq.  
Civil Rights Act 41 U.S.C. 1983

3590 - PERSONNEL FILE

A personnel information system shall be prepared for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

Sufficient records shall exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District policies, and evidence of completed evaluations. The records will be kept in compliance with the laws of the State of Florida.

"Personnel file" shall mean all records, information, data, or materials maintained by the District, in any form or retrieval system, with respect to any of its instructional staff, which are uniquely applicable to that employee, whether maintained in one (1) or more locations.

Only information relating to the professional role of the employee and submitted by authorized school administrative personnel and the Board may be entered in the official record file. A copy of each entry shall be given to the employee upon request.

The employee shall have access to his/her file upon request.

F.S. 119.011, 1012.31

5500 - STUDENT CONDUCT AND DISCIPLINE

Schools shall promote a positive school climate that supports academic achievement and emphasizes civility, fairness, mutual respect, and acceptance of diversity. The Code of Student Conduct Elementary, Code of Student Conduct Secondary, and the Code of Student Conduct Adult/Vocational Education, incorporated by reference, apply to all students in the District. Copies of these documents are on file in the Office of Board Recording Secretary, and the Citizen Information Center, and shall be available in each school and special center.

The Superintendent, principals, and other administrators shall assign discipline/corrective strategies to students pursuant to the Code of Student Conduct and, where required by law, protect the student's due process rights to notice, hearing, and appeal. Additional guidelines for the maintenance of appropriate student behavior are issued by memorandum from District administration.

The Superintendent shall make the Code of Student Conduct available to all students and their parents.
See also Elementary Code of Student Conduct (Español and Kreyòl) and Secondary Code of Student Conduct (Español and Kreyòl).

F.S. 39.201, 39.201(2)(a), 39.301(16), 39.401, 39.401(1)(a), 119.07(1)(3)(h), 120
F.S. 322.091, 561.01(4), 741.24, 775.082, 775.083, 775.084, 775.21, 790.001(13)
F.S. 790.115, 790.161, 790.162, 790.163, 794.011, 794.024, 794.03, 806.13(2)
F.S. 810.097, 827.03, 827.04, 827.071, 831.31, 893, 893.02, 893.03, 893.13
F.S. 901.15(3), 943.0435, 985.04(7), 985.101, 985.481, 985.557, 1000.04, 1001.31
F.S. 1001.42, 1001.42(6), 1001.43, 1001.43(1)(6), 1002.20, 1003.01
F.S. 1006.07, 1006.08, 1006.09, 1006.10, 1006.12, 1006.13
Anti-Discrimination Policy

Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 - no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Revised: (07.14)
Acknowledgement

I have read and understand the duties and responsibilities outlined in the Faculty Handbook and School Board Policies for the 2016-2017 school year. I will keep this manual in the folder provided to me for future reference.

Print Name: 

Signature: 

Date: 