

Faculty Handbook



2007-2008

*Hialeah Adult Education Center
Miami Dade County Public Schools*



Miami-Dade County Public Schools

Miami-Dade County School Board

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HIALEAH ADULT EDUCATION CENTER

M-DCPS ELECTRONIC STAFF HANDBOOK

The Miami-Dade County Public Schools' Electronic Handbook contains necessary information and guidelines to create an efficient workplace. It is anticipated that rules and regulations presented will facilitate and support a harmonious school environment that strives to serve our students. It is the professional responsibility of each member of this staff to become thoroughly knowledgeable with board rules, policies, guidelines, statutory and contracted stipulations.

The purpose of the document is to ensure that the faculty and the staff know how to access the M-DCPS Electronic Staff Handbook. The M-DCPS Electronic Staff Handbook is available on the M-DCPS web site www.dadeschools.net. The new features of the M-DCPS Electronic Staff Handbook include hotlinks with the School Board Rules, labor contracts, Florida State Statutes, Florida Board of Education Rules and M-DCPS forms used within the district. This is all done in a very user friendly manner for quick reference on the internet.

The following pages give step-by-step directions on how to access the M-DCPS Electronic Handbook. The internet is available for use in the Media Center.

JEB/fs

TABLE OF CONTENTS

Message from the Principal	
Introduction	i
Philosophy	ii
Mission Statement	iii
I. ADMINISTRATION OF ADULT/VOCATIONAL EDUCATION PROGRAMS	
A. Office of Adult/Vocational and Alternative Education	1-1
B. School Organization	1-2
C. Academic Year	1-6
II. TERMS AND CONDITIONS OF EMPLOYMENT	
<i>Administrative Issues/Procedures</i>	
A. Notification of Class Assignment	2-1
B. Part-Time Teacher's Schedules	2-1
C. Teacher Certification	2-1
D. Teacher Absences	2-1
E. Tardy Arrival	2-2
F. Leaving Work Site During Working Hours	2-2
G. Lesson Plans	2-2
H. Substitute Teachers	2-2
I. Payroll Policy	2-3
1. Paychecks	2-3
2. Reporting Attendance	2-3
J. Sick Leave/Personal Leave	2-3
K. Resignation/Completing Trimester	2-4
L. Substance Abuse - Drugs/Alcohol	2-4
M. Possession of Weapons	2-4
N. Employee Arrest	2-4
<i>Professional Conduct</i>	
O. Professional Code of Ethics	2-4
P. Professional Responsibilities	2-4
Procedures for a Safe-Learning Environment	2-5
1. Instructor Punctuality	2-5
2. Preparation	2-5
3. Flexibility	2-5
4. Reports	2-5
5. Class Size	2-5
6. Curriculum	2-5
7. Progress Sheets for Credit Students	2-5
8. Retention and Completions Plans	2-6
9. Professional Attire	2-6
10. Additional Responsibilities	2-6
Q. Tips for Good Classroom Discipline	2-6
R. Tips for First Night Procedures	2-7

Other Professional Issues

S. Professional Growth 2-7
T. Employee Assistance Programs 2-8
U. Teacher Education Center 2-8
V. Classroom Visitation for Part-Time Teachers 2-8

**III. FUNDING, REGISTRATION AND ATTENDANCE REPORTS
ON-CAMPUS, BRADDOCK SATELLITE AND COMMUNITY SCHOOLS**

Funding Formulas 3-1

Overview of Registration Process 3-1

A. Opening Class Procedures 3-2
B. Class Enrollment Review 3-2

Attendance Report - General Guidelines

C. Attendance Reports: Legal Document 3-2
D. Attendance Reports - Punctuality and Accurateness 3-3
E. Computerized Attendance Report - Top Portion 3-3
 1. Top Portion 3-4
 2. Center Portion 3-4
F. Withdrawing Students 3-5
G. VISA Students 3-5
H. Visitor's Pass 3-5
I. Vocational Classes - Final Class Reports 3-5

OFF-CAMPUS POLICIES AND PROCEDURES

A. Registration 3-6
B. Attendance Reports 3-7
C. Classroom Care 3-7
D. Break Time 3-7

IV. EMERGENCY PROCEDURES

A. Accidents/Injuries/Illnesses 4-1
 1. Accidents 4-1
 2. Injuries/Illness 4-1
B. Emergency Procedures 4-2
C. Civil Disturbance Plan 4-2
D. Notification 4-2
E. Coordination 4-2
F. Media 4-2
G. Fire Drill Procedures 4-3
H. Fire Drill Regulation 4-3
I. Fire Exits/School Evacuation 4-3
J. Electrical Failure 4-4
K. Bomb Scare 4-4
L. Code Red Lockdown 4-4
 Code Yellow Lockdown 4-5

V.	ADULT AND VOCATIONAL EDUCATION PROGRAMS	
A.	Adult High School Program	5-1
1.	High School Graduation Requirements	5-1
B.	Adult Basic Education (ABE) and ABE ESOL	5-2
C.	GED Test Preparation Program	5-3
1.	Requirements to take the GED TEST	5-4
2.	How to Apply	5-4
D.	Adult Vocational Education Programs	5-4
E.	Adult Life Stages Programs	5-4
F.	Community Education Classes	5-5
	Refund Policy	5-5
VI.	STUDENT SERVICES	
A.	Media Center	6-1
1.	Hours	6-1
2.	Library Books	6-1
3.	Audio-Visual Materials and Equipment	6-1
B.	Student Services Department	6-1
C.	Testing	6-2
D.	Code of Student Conduct and School Regulations	6-2
E.	Dress Code	6-2
F.	Additional Disciplinary Action	6-3
G.	School-Wide Procedures Regarding Cheating by Students	6-3
H.	Expulsion	6-3
I.	Child Abuse Reporting Procedures	6-3
J.	HIV/AIDS Issues	6-4
K.	Suicide Prevention	6-4
VII.	POLICIES AND PROCEDURES ON-CAMPUS & OFF-CAMPUS	
A.	Break Time	7-1
B.	Class Schedules	7-1
C.	Bookstore	7-1
D.	Food Concession	7-1
E.	Work Place	7-1
1.	Drug-Free Work Place	7-1
2.	Smoke-Free Work Place	7-2
F.	Eating or Drinking	7-2
G.	Textbooks	7-2
H.	Duplicating Services	7-2
I.	Audio/Visual	7-2
J.	Classroom Supplies and Equipment	7-2
K.	Supplies for ABE-ESOL Classes	7-2
L.	Faculty Meetings	7-3
M.	Student File Folders	7-2
N.	Office Telephone and Telephone Messages	7-3

O.	Parking	7-3
P.	Field Trip Policies and Procedures	7-3
	Liability	7-3
Q.	Location of Policy Manuals, Handbooks, Etc.	7-3
R.	School Property - Care of Building	7-4
S.	Housekeeping Procedures	7-4
T.	Custodial Requests	7-5
U.	Teacher Mailboxes	7-5
V.	Lost and Found	7-5
W.	Collecting Monies	7-5
X.	Request for Information	7-5
Y.	Medication	7-5
Z.	Testing on Religious Holidays	7-5

VIII. APPENDIX

A. Procedures / Schedules / Forms Booklet

ADDENDUM MEMORANDA FILE

A MESSAGE FROM THE PRINCIPAL

Hialeah Adult Education Center is one of 22 vocational/adult education centers located throughout the district.

As an instructor at Hialeah Adult Education Center, your role is critical to the success of the program. A well-prepared, interested, and caring teacher is the key ingredient to successful learning. The administration and office staff of Hialeah Adult Education Center are here to assist you to be such an instructor.

The information contained herein is current. When changes occur, you will be notified by memorandum. These memoranda will enable you to have up-to-date information at your fingertips.

This Staff Handbook is an official document. Observing its contents is a requirement of your employment. This Handbook is intended to serve as a source of reference for employees when policy or procedural questions arise. However, you are responsible for all items included in the Miami-Dade County Public Schools Electronic Staff Handbook. For directions to this web site see the **Appendix**. Hard copies of the Electronic Staff Handbook and Hialeah Adult Education Center Handbook are located in all administrative offices, in the Media Center and at our website (hialeahadult.dadeschools.net).

Should you have questions which are not covered in the handbook, please contact an administrator.

May you have a rewarding and successful teaching experience.

Mr. James E. Bishop
Principal

INTRODUCTION

This Staff Handbook is designed to provide faculty and staff with the necessary information and guidelines to create an efficient workplace. It is anticipated that rules and regulations presented here will not hinder, but enhance this belief, thus facilitating an harmonious school environment. If each member of this staff conscientiously accepts responsibility for following the procedures enumerated in this handbook, our efforts will be successful.

PHILOSOPHY

It is the philosophy and the primary goal of Hialeah Adult Education Center to develop the potential of each student, acknowledging that students have different needs and abilities. The overall goal is to provide learning experiences that encourage academic excellence. Hialeah Adult Education Center attempts to provide support services that allow students to thrive in a positive learning environment. The staff seeks to promote a sense of worth and dignity in the individual and strives to contribute to the social, emotional, and multicultural growth of every student.

Hialeah Adult Education Center, in recognition of the fact that learning is a life-long process, provides a curriculum which strives to meet the needs of students from high school through their senior years. It attempts to develop in its students a sense of patriotism and the perspective that the American culture is a pluralistic society based upon mutual respect. It acknowledges the fact that we are members of one planet, and it emphasizes global awareness and involvement as the key to the future. Dialogue and the sharing of views and experiences should be encouraged in an orderly climate which values the free exchange of ideas.

HIALEAH ADULT EDUCATION CENTER

OUR MISSION: WHAT WE DO AND WHY WE DO IT

- Learning is a lifelong process. In this fast changing world there are always new skills to be acquired, new subjects to be mastered, and new insights to be gained.

- We can be proud of what we achieve at Hialeah Adult Education Center. The faculty and staff of this institution carry forward the implementation of all our programs, contributing to the team effort of promoting and maintaining our goals and objectives.

- Our staff is dedicated to doing what is best for the students and is always looking for ways for every student to achieve success.

- This year, as in the past, we must concentrate on the processes that further continuing advancement, evaluating what we have, determining what we can improve, and identifying what we must do to make these improvements.

- We serve a diverse community. We value the potential of each student. We open new windows and doors for thousands of minds.

- We respond to the educational needs of the residents of South Florida and provide newly arrived immigrants with literacy programs, social orientation, employability skills, and jobs.

- We reach out to “dropout students” by offering a multi-level program of assistance which includes individual analysis, diagnosis, and remediation through Basic Adult Education courses and Vocational Education.

- Our counselors and teachers work with the dropout students and assist them in developing the life skills necessary to compete in today's job market.

- We assist the elderly by providing experienced teachers who bring life-long learning opportunities to the elderly residents of our community.

- We endeavor to motivate our students to develop their skills and abilities to their full potential. Many students must work during the day to support their families. These older students strive to achieve their postponed educational goals.

- We are resolved to work tirelessly to teach English to everyone who needs it, to bring the immigrant and the marginal student into the American mainstream, and to constantly instill in our students a spirit of excellence.

- We believe in teaching occupational skills to the unskilled, to assist them in finding jobs, to help speakers of other languages to master English, and to assist our students in attaining the satisfaction produced by being a skilled worker in a challenging job, earning both self respect and equitable pay.

Section I

Administration of Adult / Vocational Educational Programs

ADMINISTRATION OF THE ADULT/VOCATIONAL EDUCATION PROGRAMS

MIAMI DADE COUNTY PUBLIC SCHOOLS / REGIONAL CENTER I

In the development and implementation of procedures, effective administrative communication is of the utmost importance. The following is an enumeration of the responsibilities of the administrative staff in the implementation of adult and vocational education:

1. **SUPERINTENDENT OF SCHOOLS** -- is the chief executive officer of Miami-Dade County Public Schools. The Superintendent has the responsibility for all matters concerning public education in Miami Dade County.
2. **ASSOCIATE SUPERINTENDENT** is responsible for all matters concerning Elementary, Secondary, Adult and Vocational Education. The Deputy Superintendent oversees the planning, organization and implementation.
3. **REGIONAL CENTER SUPERINTENDENT** is responsible for ensuring that effective, high-quality programs are available to meet the diverse needs of the community and the students.
4. **REGIONAL CENTER ADMINISTRATIVE DIRECTOR** is responsible for the administration and supervision of adult education programs.
5. **SCHOOL PRINCIPALS** -- are responsible for the daily operation of the school, the budget, personnel actions, and administrative procedures. The Principal reports to the Regional Center I office. Adult education center principals have numerous responsibilities concerning their school which include, but are not limited to, the following:
 - a. school budget
 - b. recruitment and employment of teachers, secretarial, clerical, and security personnel
 - c. preparation of the payroll
 - c. preparation of requisitions and purchase orders
 - e. maintenance of office and student records
 - f. programs and curriculum activities
 - g. opening, closing, and/or combining of classes, as circumstances warrant
 - h. advertising and promotion of classes and programs
 - i. dissemination of information and curriculum with regard to professional organizations
 - j. operation of all off-campus classes
 - k. level one grievance regarding adult education teachers
 - l. community relations and participation.

6. **ADMINISTRATIVE AND SUPERVISORY PERSONNEL** -- will spend a major portion of their time evaluating, supervising, and auditing the educational programs in the respective subject areas in an effort to improve the quality of instruction. Among other considerations to be addressed are: contractual agreements, administrative responsibilities, community interest, policy requirements of state and federal government, fiscal limitations, and class visitations. A supervisor's role is one of support.

SCHOOL ORGANIZATION

HIALEAH ADULT EDUCATION CENTER

ADMINISTRATION

Mr. James E. Bishop	Principal
Dr. Thomas J. Calvey	Assistant Principal
Mr. Les Powers	Assistant Principal
Ms. Barbara Saucedo	Assistant Principal

ADMINISTRATIVE ASSIGNMENTS

Mr. James E. Bishop is the Center's Principal. Dr. Thomas J. Calvey, Les Powers and Ms. Barbara Saucedo are the Assistant Principals. The assistant principals' responsibilities include the administration and supervision of the center's programs and staff and other administrative duties as assigned by the principal.

PRINCIPAL'S DESIGNATION OF AUTHORITY -- At times when the principal is off-campus, the principal's authority is delegated to another administrator. If there are no administrators on site, the principal's authority is then delegated to a designated administrator.

**HIALEAH ADULT EDUCATION CENTER
FULL-TIME & PART-TIME STAFF**

Full-Time

James E. Bishop	Principal
Dr. Thomas J. Calvey	Assistant Principal
Les Powers	Assistant Principal
Barbara Saucedo	Assistant Principal
Bruno Ledo	Community Liaison
Carla Maquiud	Data Input Specialist II
Cristina Bernstein	Treasurer
Francisco R. Serio	Principal's Secretary
Jose Villa	Media Specialist
Lourdes Wu-Jimenez	Secretary II
Marina Barreras	Citizenship Coordinator
Marjorie Regojo	Chief Data Input Specialist
Martha Lizano	Principal's Secretary
Martha Torres	Copy Machine Clerk
Mohammad Ibrahimuddin	ESOL and Citizenship Coordinator
Sully Mayorga	SAVES Coordinator
TBA	Registrar
Teresa Acosta	Data Input Specialist II

Part-Time

Alberto Iber	Assistant Principal
Alfonso Eduardo	Teacher
Amor Guerra	Teacher
Ana Pazos	Assistant Principal
Ana Acevedo	Skilled Clerical
Anaisy Rodriguez	Skilled Clerical
Andria Suarez	Skilled Clerical
Angelina Obregon	Paraprofessional
Arthur Alvarez	Teacher
Belky's Diaz	Assistant Child Car

Bobbie Cape	Skilled Clerical
Daniel Calzadilla	Computer Technician
Delpha Romero	Counselor
Denise Sigarroa	Skilled Clerical
Diego Torres	Counselor
Don Cox	Zone Mechanic
Elaine Matias	Skilled Clerical
Elena Plasencia	Paraprofessional
Eslyn Regis	School Clerk II
Gina Guzman	Teacher
Guillian O'Neil	Counselor
Harry Germeous	Assistant Principal
Ivan Barrios	Paraprofessional
James Paulson	Zone Mechanic
Jeffrey Freedman	Counselor
John Miranda	Counselor
John Donohue	Assistant Principal
Katherine Leon	Skilled Clerical
Len Sanders	Teacher
Lien Hernandez	Skilled Clerical
Lina Sanchez	Paraprofessional
Luis Oliva	Bookstore
Maggie Dibiase	ESOL Assistant
Maria Farno	Counselor
Marlen Garcia	Skilled Clerical
Mckinley Wright	Teacher
Melissa Fernandez	Skilled Clerical
Nicolas Morillo	SAVES
Pedro Garcia	Computer Specialist
Rebeca Gaitan	Skilled Clerical
Rene Garcia	Computer Technician

Shirley Chirinos
Vincent Pellegrino
Yalina Valdez
Ysela Gonzalez
Zoraida Buergo

Assistant Child Care
Zone Mechanic
Skilled Clerical
Child Care
Copy Machine Operator

ACADEMIC YEAR

In Adult Education, the academic year is divided into three trimesters, each approximately 15 weeks in length:

Fall Trimester - Beginning of August until the end of December

Winter Trimester -Beginning of January until the end of April

Spring/Summer Trimester - Beginning the end of April until the end of July.

The Adult/Vocational official school calendar is approved annually by The School Board of Miami-Dade County, Florida. Teacher workdays and recesses change yearly. Please note that there are two different calendars. These are the K-12 calendar and the Adult/Vocational Education Calendar. See Appendix for more details on the 2007-2008 approved official calendars.

Section II

Terms and Conditions of Employment

TERMS AND CONDITIONS OF EMPLOYMENT

The following section deals with a wide range of policies and procedures as they apply to broad outlines or terms and conditions of employment. They are further subdivided into three larger headings: administrative issues/procedures, professional conduct, and other professional issues.

I. ADMINISTRATIVE ISSUES/PROCEDURES

A. NOTIFICATION OF CLASS ASSIGNMENT

Before the opening of classes, teachers are informed of their teaching assignments via the **CONTRACT OF EMPLOYMENT FOR PART-TIME ADULT EDUCATION TEACHERS** which they are asked to sign. Upon acceptance of the contract each teacher is thus obligated to teach the full course as scheduled.

B. PART-TIME TEACHERS' SCHEDULE

Hialeah Adult Education Center primarily employs teachers in a part-time capacity. Part-time teachers are those who are paid on an hourly basis. These teachers may be regular contract teachers or other employees in the school system who work additionally in the adult education program (limited to 25 hours per week, Board Rule 6Gx13- 4B-1,05). Teachers, who work in the school system only as hourly employees, have a limit of 25 hours per week.

C. TEACHER CERTIFICATION

It is the responsibility of each instructor to keep their certificate current. Certification requirements are set by the State of Florida and changed periodically by the legislature. ***Expired certificates will result in the instructor's removal from the classroom and the payroll.***

D. TEACHER ABSENCES

If you know, in advance, that you are going to be absent, you must notify Ms. Lourdes Jimenez at (305) 822-1500 ext 2210 / 2385 or Ms. Marjorie Regojo at (305) 822-1500 ext 2205, as soon as possible, in order to locate a substitute teacher. Should the absence exceed two consecutive classes, you need to contact an administrator.

In case of illness you must notify Ms. Lourdes Jimenez at (305) 822-1500 ext 2210 / 2385 or Ms. Marjorie Regojo at (305) 822-1500 ext 2205. as soon as possible. Ample time, about three to four hours before the scheduled class time, is necessary to obtain a substitute. However, once the service of a substitute has been secured, changes will not be accepted.

NOTE: Off campus personnel need to call Ms. Barbara Saucedo, Assistant Principal at 305-822-1500 ext. 2241.

E. TARDY ARRIVAL

If you are delayed, Ms. Lourdes Jimenez at (305) 822-1500 ext 2210 / 2385 or Ms. Marjorie Regojo at (305) 822-1500 ext 2205 . Satellite teachers should call Ms. Barbara Saucedo, specifying the time you expect to arrive and other pertinent information. Sign the payroll sheet showing your arrival time.

F. LEAVING WORK SITE DURING WORKING HOURS

In the case of early departure from the work location, the employee must obtain prior approval from the principal or the supervising administrator. Employees, who received authorization to leave the work location during working hours, must sign-out on the **Staff Sign-in/Out Log Book**. (Located at Mr. Francisco R. Serio's desk)

G. LESSON PLANS

If you plan to be absent, lesson plans appropriate to the continued learning process of the class should be made available for use by the substitute before actual class time. The lesson plans should be left in the attendance report folder in the teacher's mail box in the main office. However, note that Emergency Lesson Plans are to be kept by Ms. Lourdes Jimenez, Secretary II if your absence exceeds two consecutive classes.

Lesson planning is an integral part of any educational experience and is required for all courses conducted by Hialeah Adult Education Center. The basic lesson plan must include:

1. Instructional objectives
2. Activities to achieve the specific objective including page numbers and workbook exercises.
3. Miami-Dade County mandated reading component.
4. Methods of evaluation to determine if the objective has been accomplished. Grouping of lesson plans is allowed where an instructor teaches the same subject matter and level at more than one location.

Lesson plans are to be prepared and kept for each class meeting. The lesson plan should be consistent with the curriculum objectives designated for the specific course.

H. SUBSTITUTE TEACHERS - (EMERGENCY LESSON PLANS)

It is incumbent upon all teachers to inform an administrator of the effectiveness of the employed substitute, so that, whenever feasible we may be assured of a competent replacement in case of absence. To assist substitutes in more difficult assignments, each staff member is to provide the main office with a specific set of

emergency lesson plans that will enable the substitute to instruct with a constructive lesson. These plans should cover at least two-class sessions. These plans **must** be updated periodically.

Under no circumstances should teachers contact substitutes directly. The employment of all substitute teaching personnel will be handled by Ms. Lourdes Jimenez/Ms. Marjorie Regojo or an administrator.

- **Off-Campus Instructors** - have the responsibility of contacting Ms. Barbara Saucedo regarding an intended absence.
- **Make-up Classes** - Classes missed because of teacher absence may not be rescheduled as a make-up class without the approval of the center's principal, and only then because of special circumstances.

I. PAYROLL POLICY

Full-time instructors are paid according to the prevailing salary schedule set by the School Board of Miami-Dade County, Florida. Part-time instructors are paid an hourly rate for the actual time spent teaching students. The hourly rate is dependent on the teacher's degree, the program taught, and the number of hours accumulated during the teacher's part-time employment with Miami-Dade County Public Schools.

1. PAYCHECKS

Checks are issued on Fridays (biweekly) from 11:00 a.m. to 4:00 p.m. and are distributed in the Adult Education Office, Rm 904. Checks will be mailed if an employee leaves a stamped, self-addressed envelope along with a signed request with Ms. Martha Torres. If a employee cannot come in for his/her check, the person picking up the check for the employee must present a signed note to Ms. Martha Torres authorizing the check pick-up, as per School Board policy.

2. METHODS OF REPORTING WORK HOURS - PAYROLL PROCEDURES

MDCPS School Sites -- Instructors at any MDCPS school site are required to personally sign-in upon arrival and sign-out upon departure on the time sheets in the main office or in the designated area. Staff **may not** sign in and out at the same time. This is essential for payroll procedures as well as for security purposes.

Non-MDCPS School Sites -- On the last Wednesday/Thursday of the pay period, a payroll time sheet is to be completed. Falsification of the payroll forms is a very serious matter that will be dealt with by the principal, who may recommend dismissal in cases of violation. Timely submission of the time sheet is essential to prevent a delay in receiving one's paycheck. For each class meeting, the time sheet must be signed by an authorized person at the non-school site.

J. SICK LEAVE/PERSONAL LEAVE

Part-time instructors have no sick/personal leave. Full-time instructors are entitled to sick/personal leave in accordance with MDCPS Board Policy.

K. RESIGNATION OF INSTRUCTOR/COMPLETING THE TRIMESTER

Teachers are expected to complete the entire trimester for which they were hired. If a part-time teacher breaks the teaching agreement during the trimester, this center will not guarantee future employment. As a requirement, resigning teachers must return all books, keys, equipment and attendance reports.

L. SUBSTANCE ABUSE - DRUGS/ALCOHOL

Substance abuse by employees interferes with the educational and work process and compromises the safety and well-being of students and staff. All MDCPS employees are governed by the guidelines established in Board rule 6Gx13- 4- 1 .05.

M. POSSESSION OF WEAPONS

Under no circumstances is it permissible for any MDCPS employee to have in their possession a weapon of any kind. As stated in Board rule 6Gx13-4A-1.302, the consequence of carrying a weapon on any school site is immediate dismissal.

N. EMPLOYEE ARREST

Any employee who is arrested **must** notify MDCPS Office of Professional Standards and the administration of Hialeah Adult Education Center immediately.

II. PROFESSIONAL CONDUCT

All persons employed by the School Board of Miami-Dade County, Florida, are representatives of Miami-Dade County Public Schools. As such they are expected to conduct themselves in a manner that will reflect credit upon them and the school system. Unsuitable conduct or the use of abusive, sarcastic, and/or profane language in the presence of students is expressly prohibited.

O. PROFESSIONAL CODE OF ETHICS -- RULES OF THE STATE DEPARTMENT OF EDUCATION

Members of the instructional staff of public schools are subject to the rules of the State and District Board of Education, 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 Department of Education.

P. PROFESSIONAL RESPONSIBILITIES

Whatever the educational setting, there are certain professional responsibilities that teachers have toward students and toward their profession. The following are three sources for such standards:

- **EDUCATION STANDARDS COMMISSION** - "The Code of Ethics of the Education Profession in Florida and The Principles of Professional Conduct for the Education Profession in Florida." See **Appendix** for the State of Florida Code of Ethics and Florida Statutes for the Education Profession.
- ***THE CONTRACT BETWEEN CLASSROOM TEACHERS AND THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA.***
- **PROCEDURES FOR A SAFE LEARNING ENVIRONMENT.** All MDCPS employees are governed by the guidelines established in Board rule 6Gx13-5D-1.08. See **Appendix** for some selected issues.

Added to the sources listed above, the following are the terms/conditions of employment that the administrative staff of Hialeah Adult Education Center considers crucial in the daily operation of the program and are used as part of the evaluative process:

1. ***INSTRUCTOR PUNCTUALITY***-- allow sufficient time before class to prepare for and to greet the students. Keep the class actively engaged in classroom activities for the full class time.
2. ***PREPARATION*** -- implicit in a worthwhile educational experience is what happens before the teacher enters the classroom. A well-prepared lesson plan is essential in any educational program.
3. ***FLEXIBILITY***-- to deal with the make up of the class, and "preparedness" for the "teachable moment" in class presentation.
4. ***REPORTS*** -- preparation and submission of all required reports, rolls, forms, on time, and accurately executed.
5. ***CLASS SIZE*** -- once obtained, it is the responsibility of the classroom instructor to maintain their enrollment by meeting the educational needs of their students through worthwhile instructional activities and appropriate motivational activities. Continued employment is contingent upon student performance which is highly linked to student attendance.
6. ***CURRICULUM*** -- the State of Florida has developed "Course Descriptions" that establishes the standards for most of the courses offered in the Miami-Dade County Adult Education Program. These "Course Descriptions" or Sunshine State Standards list the major concepts and content for each course. They include the course requirements (benchmarks) which are the expected outcomes for the course. These benchmarks address the Sunshine State Standards as well as SCANS competencies.
7. ***PROGRESS SHEETS*** -- a Progress Sheet is required for each enrolled student. All course objectives outlined on the progress sheet are to be covered during the trimester. Each individual student is charted on their sheet. The progress sheet is the equivalent of the teacher's grade book. It is a permanent record for each student. Student progress sheets should be retained in folders and submitted to the counselor at the end of the trimester or completion of the course. It would be appropriate for the teacher to give

each student a copy of the progress sheet so that the student can keep track of their progress. High school credit students must be graded for each of the course objectives. There can be multiple grades for each objective.

8. **RETENTION AND COMPLETIONS PLANS** -- to implement the school's mission by adhering to the retention and completion plan of each program. The goals/objectives of the plans are: a) improving student retention rate, b) increasing student success, and c) committing to student completion.
9. **PROFESSIONAL ATTIRE** -- teachers are highly visible examples to their students and, as such, should dress in a manner which sets a positive example and conveys to students the daily message that education is a serious and professional endeavor. At the same time, it is important to recognize that teachers must dress in a manner appropriate to the environment in which they teach.
10. **ADDITIONAL RESPONSIBILITIES**
 - a. To complete and submit computerized attendance reports on dates requested.
 - b. To meet all deadlines.
 - c. To keep students informed of important calendar dates.
 - d. To be informed by reading all memoranda and sharing information with students when required.
 - e. Vocational teachers are required to complete and turn in final class reports at the end of the term.
 - f. To notify the appropriate administrator or the designee in advance if they are unable to meet their class or, are unable to arrive on time. Lesson plans for on-campus teachers are to be kept in the teacher's mailbox.

Q. TIPS FOR GOOD CLASSROOM DISCIPLINE

Each instructor is charged with the responsibility of maintaining an atmosphere conducive to the learning habits of the adult students. Any person who creates a situation that interferes with normal class progress may be removed from the class. Noises and disturbances in the classes and hallways are not to be tolerated. If one's efforts are not successful, contact the security guard or an administrator.

1. Have only a few rules. Be sure everyone knows what they are. Enforce them without emotion or commotion.
2. Be consistent and impartial.
3. DO NOT argue with students. Enforce the rules fairly.
4. Being strict with students from the very beginning makes learning easier.
5. DO NOT make threats one cannot carry out, such as, "If you do that again, I won't take you back in class."
6. DO NOT discipline the entire class for the misconduct of a few.
7. Study the class before making a final seating arrangement.
8. Sarcasm and ridicule have no place in the classroom.

9. The teacher/student relationship should be warm and friendly, but excessive familiarity should be avoided with students. Maintain a professional demeanor.

R. TIPS FOR FIRST NIGHT PROCEDURES

During the first evening of a trimester, instructors should give a short overview of the course including required texts and materials. The instructor should conduct a short lesson that will give every student a sense of being able to succeed in the class. Each student should go home feeling that they have learned something from the first session.

Three elements are necessary for a successful adult education class.

1. Teach something new every class.
2. Individualize instruction.
3. Attend to clerical and administrative duties. These duties are as follows:
 - a. **Registration/Schedules/Receipts** -- Collect a copy of the schedule from each student and prepare the roll from the schedules on the first night of class. After the roll is completed, return schedule or receipt to students.
 - b. **Class Roster** -- If there are any questions about proper procedures for completing your class roster, please consult the registrar or an administrator.
 - c. **Student Information Sheet** -- A student data sheet will be given to you with your class roster. This sheet should be completed, kept up-to-date, and maintained at all times.
 - d. **Textbooks and Materials** -- During the first week of a trimester, books will not be sold. Books will go on sale the 2nd week of the trimester. Refer to the bookstore schedule. No checks will be accepted for books. **BE CERTAIN THAT THE STUDENTS KNOW THE EXACT TITLES OF THE BOOKS TO BE PURCHASED.** Students are asked to purchase their own textbooks. Students must purchase the required textbook by the second week of class. Students unable to purchase a required text should see the principal for advisement.
 - e. **Progress Sheets** --prepare a progress sheet for every student. This is to be kept as a permanent record for each student.

III. OTHER PROFESSIONAL ISSUES

S. PROFESSIONAL GROWTH

Teachers should avail themselves of every possible opportunity to attend and participate in professional meetings and should keep themselves abreast of develop-

ments in their subject area through attendance at such meetings, acquaintance with professional publications, and participation in inservice activities. Teachers should be informed about curriculum innovations, standards and they should initiate recommendations for curriculum change at the school level.

T. EMPLOYEE ASSISTANCE PROGRAMS

The United Teachers of Dade (UTD) and the Miami-Dade County School Board recognize that a wide range of problems not directly associated with an employee's job function can affect an employee's job performance. The Union and the School Board agree that assistance will be provided to such employees through the establishment of an Employee Assistance Program. The individual employee or that employee's supervisor can initiate referral to this program.

EMPLOYEE RIGHTS -- Job security will not be jeopardized by referral to the Employee Assistance Program, whether the referral is considered a voluntary referral in which an employee elects to participate in the program, or a supervisory referral in which the employee's supervisor initiates the referral.

U. TEACHER EDUCATION CENTER

UTD and the Miami-Dade County School Board jointly agree that a Teacher Education Center will be established to operate in Miami-Dade County Public Schools. They jointly agree that the purpose of the Teacher Education Center is to provide teachers and paraprofessional with a greater opportunity for involvement in the development of curricular programs, experimental programs, joint programs with universities, foundations, and related agencies, and an in-service education program to improve the effectiveness of teachers and paraprofessional in the instructional program in Miami Dade County.

V. CLASSROOM VISITATION FOR PART-TIME TEACHERS

The **Classroom Visitation Checklist** is used in classroom visitations for part-time teachers.

Section III

**Funding
Registration and
Attendance
Reports On-
Campus, Off
Campus and
Community School**

FUNDING, REGISTRATION AND ATTENDANCE REPORTS

ON-CAMPUS, SATELLITE, COMMUNITY SCHOOLS AND NON-SCHOOL SITES

Hialeah Adult Education Center is governed by the same rules and regulations regarding funding as every Adult and Vocational Center in the Miami-Dade County Public Schools. Each year, the Office of Budget establishes the financial allocation for each Center's operation based on a funding formula.

FUNDING FORMULAS

The basis for Workforce Development (Adult Education) funding is **active enrollment completion and placement**. Each program in adult education has its own specific criteria for these two performance measures. Both the testing and the placement of students are decisive; the needed follow-up and documentation are crucial.

For **General Adult Education**, the **Literacy Completion Point (LCP)** is a measurable improvement in skills. Each program has its own **LCP** measures.

- ◆ For the Adult High School program -- the completion **of an LCP** is the successful mastery of the curriculum framework competencies needed to earn credit in an academic discipline.
- ◆ For the Adult Basic Education program -- the completion **LCP** is the attainment of prescribed academic or workforce readiness skills which qualify the student for further basic education, vocational education or employment.

For **Vocational Education Occupational Completion Point (OCP)** is the attainment of prescribed academic and workforce readiness skills which qualify the student for further vocational education, placement and retention in a job.

OVERVIEW OF REGISTRATION PROCESS

1. At registration time, students are counseled for appropriate placement. During the counseling session, a schedule of classes is organized, and the student is entered into the Computerized Registration System. This system generates a registration receipt and the course schedule.
 2. The *computerized attendance reports* contain a list of all registered students from the previous weeks. Any new students not on the printed report should be entered manually in a blank space at the bottom. *No student is to be added to the official attendance report until the teacher has checked the student's schedule and has verified that the student is in the correct course and section* (check the reference number and trimester). Teachers then return the schedule to the student.
 3. Errors on student registration forms should be noted and the form returned to the office. The second part of the registration process involves completing the
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STUDENT INFORMATION SHEET kept by the instructor with the Attendance Report and updated as new students enter class.

A. OPENING CLASS PROCEDURES

Following the first class, or whenever new students enter class, the housekeeping chores to be accomplished are:

1. **COMPLETE THE ATTENDANCE REPORT**
2. **COMPLETE THE STUDENT INFORMATION SHEET**
3. **PREPARE THE STUDENT PROGRESS SHEET**
4. **NOTIFY STUDENTS OF TEXTBOOKS REQUIREMENTS**
5. **HAVE STUDENTS SIGN THE STUDENT AGREEMENT**

B. CLASS ENROLLMENT REVIEW

Class enrollment review is done at the beginning and continues throughout the trimester. If enrollment does not reach a set number of students, a class may be closed or combined. Once the needed enrollment figure has been reached, the class enrollment and attendance figures will be monitored to ensure continuous success of the program. If a class does not maintain attendance or enrollment because of withdrawals, the class may be closed or combined with another class before the end of the trimester. As you will note, funding depends upon active student enrollment, student completion or higher placement. Students cannot benefit from a class they do not attend. Thus, teachers are encouraged to report students after three consecutive absences on the Retention Plan Reporting Form which is turned in with the computerized attendance report biweekly. A follow-up contact of the student with three consecutive absences will be made through the administrative office.

ATTENDANCE REPORT -- GENERAL GUIDELINES

The attendance report is part of an audit trail that is periodically reviewed by the state and by the school system's. It is a fact that teachers' certificates and jobs have been lost because of attendance report falsification. Consequently, the accurate maintenance of attendance reports is crucial.

C. ATTENDANCE REPORTS: LEGAL DOCUMENT-- PENALTY FOR FALSIFICATION

1. Teachers' attendance reports, along with other official records, are frequently subpoenaed by the courts. Inaccurate or altered attendance reports could result in serious legal consequences.
2. The following statutes contain pertinent facts about keeping attendance reports and are furnished to you, for your information:

F.S. 232.021 ATTENDANCE RECORDS AND REPORTS REQUIRED:

"All officials, teachers, and other employees in public, parochial, denominational, and private schools, including private tutors, shall keep all records and shall prepare and submit promptly all reports that may be required by law and by regulations of state and district boards under the provisions of law. Such persons named above shall make such reports as may be required by the State Board. The Computerized **Attendance Report** shall show the absence or attendance of each student enrolled for each school day of the year. The register shall be open for inspection by the Superintendent or his designee of the district in which the school is located. Violation of the provisions of this section shall be a misdemeanor of the second degree, punishable as provided in the law."

F.S. 232.023 FALSIFICATION OF ATTENDANCE RECORDS: PENALTY: "The presentation of reasonable and satisfactory proof that any teacher, principal, any school personnel or school officer, has falsified or caused to be falsified attendance records for which he/she is responsible, shall be sufficient grounds for the revocation of the teaching certificate by the Department of Education, or for dismissal or removal from office."

D. ATTENDANCE REPORTS -- PUNCTUALITY AND ACCURATENESS

1. *Attendance must be taken at each class meeting.*
2. *Attendance for vocational education classes and high school completion:*
For these classes, the actual time, to the half-hour, that a student is present in class must be recorded. For example -- if a student attends for an hour and a half, of a three-hour class, he/she receives 1.5 hours on the attendance report.
3. *For General Adult Education and Adult Basic Education courses, the following procedure for the recording of attendance is in effect:*
 - a. Record an *NS* for *NO SHOW* if the student has not appeared in class with his/her schedule/registration/receipt form.
 - b. Record a *P* for *PRESENT* in *ESOL* and *ABE* classes. For *High School* and *Vocational* record the number of hours for each student's actual hours present in class.
 - c. Record an *A* for *ABSENT*.

An accurate and timely submission of the biweekly attendance report is required as part of the terms and conditions of employment.. Assistance will be provided as needed.

The attendance report is a permanent legal document, and it must be completed in **BLUE INK**. The attendance reports must be left in the teachers' assigned mailbox. The completed biweekly reports are due on the last day of the class meeting. For example: for a M/W class, the report is due on the last Wednesday that the class meets for that reporting period. On the following Monday, you will pick up newly-printed attendance reports for the

two-week period. You should make a copy of your last attendance report (the previous two-weeks) and keep all of them in your folder in your mailbox. **Computerized Attendance Reports are not to be removed from the school premises.**

E. COMPUTERIZED ATTENDANCE REPORT - TOP PORTION

Attendance reports are to be completed in **BLUE INK.**

1. **TOP PORTION** -- The computerized **attendance report** will contain the same information as presented to you in the notification of the class assignment form. Any discrepancies should be reported to the administration.
 - a. Official Course Title -- use this title even though the name is different.
 - b. The course number (9 digits)
 - c. The reference number of the course
 - d. The department number
 - e. Time -- which must be translated into military time (for example, 2:00 p.m. = 14:00 hours).
 - f. The days of the week that the class meets.

2. **CENTER PORTION**
 - a. **NAME**-- when the students present their schedule, if their name is not preprinted on the **Attendance Report**, enter the last name first, then the first name. Each page of the attendance report is designed for entering a maximum of 16 students. **Do not enter more than 16 students per page.** Start with a new page to enter additional students. **Indelible blue ink must be used. White-out shall not be used.**
 - b. **ENTER -- PRESENT -- ABSENT** -- When a student reports for the first class meeting, enters an *E* and the number representing the length of time in hours that the class meets (i.e., E3, E1, etc.) for vocational classes and high school completion; for all other classes to show the student's presence, enter an *E* and a *P* for present. Following the initial entry, if the student is present, record the number of hours present for vocational classes and high school completion. Use (*P*) **PRESENT** OR (*A*) **ABSENT** for all other classes. For all classes when a student continues to be absent, increase the number next to the (*A*) until (*A6*) is reached, then the student should be withdrawn on the day right after the last day of attendance e.g. (3..25 or P) see section F.

- c. *ABSENCES* -- if a student is *ABSENT* after having entered, merely record an (A1) for the first absence and (A2) for the following consecutive absence, and so on until (A6). This procedure only applies for consecutive absences.
- d. Record a N for NO SHOW if the student has not appeared in class with the registration/receipt form. Record a N until the student appears for the first time. If the student does not appear for three consecutive class meetings withdraw "W" the day of the firstN (No Show) see section F.
- e. *CURRENT AND PREVIOUS HOURS* -- High School, Vocational and Agency students keep track of the hours of attendance. The *PREVIOUS HOURS (PREV HRS)* column shows the prior total hours of attendance of each student, while the *CURRENT HOURS* column reflects only the number of hours for the specific two-week Attendance Report cycle. NOTE: Vocational and Agency hours are recorded in the VACS system and become part of the student's permanent record.

F. WITHDRAWING STUDENTS

Withdraw the day following the A6 (sixth consecutive absence) or N3 (third consecutive no show). The actual withdrawal date is the date following the last day of attendance prior to the start of the continuous six consecutive absences. (Reported on the day after the last date of attendance). The no show withdrawal date will be the first day of the no show.

G. VISA STUDENTS

Visa students are students admitted to the U.S. for studying.

H. VISITOR'S PASS

Any student, requesting to visit a class before registering, may be issued a temporary pass. This applies for one day only, and the student should not be entered on the attendance report. The Visitor Pass may only be signed by an administrator.

I. VOCATIONAL CLASSES - FINAL CLASS REPORTS

Toward the end of each trimester, the vocational teachers will be given the vocational *Final Class Report* to be completed for their classes. To simplify completion of this report, teachers should consult the manual accompanying the form for specific instructions. This report is due in the main office prior to the last week of each trimester.

OFF-CAMPUS POLICIES AND PROCEDURES

This section addresses specific issues that only apply to Off-Campus sites. Off-campus does have some unique situations. Thus, there are some operational differences, which are described below.

A. REGISTRATION

The registration process at the off-campus locations is entirely the responsibility of the instructor. Both the completion of the registration forms and the collecting of any fees is handled by the off-campus instructor.

1. **Registration Process -- For a New Student** -- Have the student complete the registration form completely (front and back) **in BLUE INK**. Require the student to enter his/her social security number if he/she has one, residency status, birth date and place of birth -- NO EXCEPTIONS! Document verification is required. The person registering the student must verify residency status (See appendix for acceptable documentation) / birth date / social security and sign that the documents meet the requirements. (See Appendix). Students must sign the data input form prior to the clerk finalizing the registration.

All registration data input forms are to be given to the Registrar.

Enter the reference number that designates the class, day, time, instructor, and location on the bottom schedule portion of the data entry form. Also, ask the META employment, grade completed, student goal (see back of data input form).

2. **For a Student Previously Registered at Hialeah Adult Education Center** - The student completes his/her name, social security number, and date of birth. If any of the previous information (i.e., address, marital status, etc.) has changed, then the new information must be noted on the data input form. On the bottom section of the data input form, enter the reference number that designates the class, day, time, instructor, and location. The student must sign and date the data entry form.
3. **For Classes Requiring Fees** - The standard data input form is used. The following are procedures to be used when returning off-campus registrations, fee receipts, and money to the Hialeah Adult Education Center office:
 - a. The teacher will sign out the School Board (BPI) receipt book from treasurer or designee.
 - b. A numbered receipt will be completed and the white copy of it given to the student upon registration.
 - c. The BPI receipt booklet, the registration form, and *the money must be submitted to the treasurer in the main office within 24 hours.*

- d. A numbered receipt will be completed and a notation is to be made on the upper right corner of the registration form to indicate that the registration was paid by cash, e.g., *PAID CASH - \$10.00* or *PAID BY CHECK* and write down the bank's name and the check #.
- e. *A teacher can neither hold monies overnight nor over the weekend.*
- f. Before leaving Hialeah Adult Education Center, to ensure accuracy, the transaction needs to be reviewed and the monies recounted in the presence of the treasurer.

Staff personnel authorized to receive registrations with money in the main office are: the treasurer, the administrators, or the treasurer's back-up.

B. ATTENDANCE REPORTS

The attendance report procedure for off-campus instructors is the same as for on-campus instructors.

C. CLASSROOM CARE

The off-campus instructor must pay special attention to classroom care at the assigned locations. This is necessary to maintain a harmonious relationship with the host facility. Any disputes concerning room usage should be communicated to the off-campus coordinator or to an administrator.

D. BREAK TIME

There is no assigned break time for off-campus classes. Teachers' schedules should include the break to conform with the state's requirement:

- 3 hour class -- 15-minute break
- All others -- Will be notified

Section IV

Emergency Procedures

EMERGENCY PROCEDURES

A. ACCIDENTS/INJURIES/ILLNESSES

1. **ACCIDENTS** -- in case of serious or extensive injury, the teacher, to whom the student is assigned, shall follow these procedures. If the injury occurs when the student is not under a specific teacher's supervision, the teacher who arrives upon the scene shall also follow these procedures:
 - a. Do *NOT* move the injured person.
 - b. Render first aid *ONLY* if necessary (within limits of knowledge for such injury)
 - c. Notify the administrator by the most expedient and practical method possible.
 - Let the administrator know the injured person's name and in which classroom or area the student is located
 - Describe the extent of the injury.
 - d. An accident report must be filed with the main office for all accidents. The teacher in charge or the one who witnessed the accident must complete this form immediately after the accident has occurred.

2. **INJURIES/ILLNESS** -- All injuries or accidents, ***whether to employees or students***, which occur during working hours are to be reported immediately to the administrator and the principal's secretary. Proper medical attention will be provided, accompanied by the necessary paperwork that will then be initiated to record the injury or illness. It is important to remember that if an injury or illness is not reported on a timely basis, the employee may lose coverage benefits provided for under the Florida Workers Compensation Program.

B. EMERGENCY PROCEDURES

Many potential incidents are prevented each year by open communication between the faculty and staff. If you become aware of any incident or potential problem that would disrupt the orderly educational process, please notify an administrator immediately. For example:

STUDENT ILLNESS -- In the event a student becomes too ill to remain in class, he/she should be sent to the main office. The administrator in charge will determine the course of action to be followed.

STUDENT INJURY -- When a student is injured on school property, the teacher or person in charge may render such aid as is advisable under the

circumstances and within the limits of his/her knowledge for treatment of such an injury. An administrator should be contacted immediately. As quickly as possible after the student has been treated or placed under competent care, a written report shall be made by the secretary and the school administrator.

C. CIVIL DISTURBANCE PLAN

1. The custodians will lock all outside doors. Individual teachers will be instructed to lock their classrooms and they must keep their students in the classroom under their supervision. All administrators and school security personnel will follow the code red drill procedures. The Police Department will be called to provide assistance. Communications with the main office will be maintained via intercom or walkie-talkie.
2. During times of emergency, the primary responsibility of all school personnel is to provide for the personal safety of students, to isolate problem areas, and to keep the school organized and under control.

D. NOTIFICATION

To avoid alarming students and to offer a rationale for certain personnel leaving class areas, the public address system will be used to convey a prearranged signal. This signal alerts all personnel that an emergency exists and that they should assume assigned posts and proceed to implement the activities stipulated in this handbook.

This signal is to be authorized by the principal or designee when a situation warranting the implementation of the emergency plan has been reported to the office. The report to the office should be made by security, via telephone, in person, or by a reliable courier.

E. COORDINATION

The principal will coordinate efforts of all personnel: administrative, support staff, police, security, and students. When the disturbance is over, the principal will meet with representatives of the media, if it is deemed advisable. The assistant principal, upon notification of a disturbance, will alert security personnel to go to their respective posts. Each MDCPS site will devise its own internal design to account for the different floor plans.

F. MEDIA

The principal or assistant principal will notify the Miami-Dade County Public School Police, and the Regional Center I Administrative Director, as quickly as possible. All news media personnel will be escorted to the principal's office. The principal

must pre-approve all news releases, comments, etc., including telephone contacts. If a news media person contacts a staff member, the staff member is required to connect the media caller to the principal or to the assistant principal. If neither the principal nor assistant principal is available, then the telephone number of the caller should be taken, and the caller should be told that they will be called back promptly with the desired information.

G. FIRE DRILL PROCEDURES

All of the Miami-Dade County Public Schools are required to have fire drills throughout the year. The following are procedures that must be adhered to:

1. Before the first fire drill, each instructor must arrange for a person or persons to be responsible for closing the doors (leave unlocked) and for turning off all lights.
2. When the warning bell (same as for a real fire) is sounded, teachers will assure that students perform their responsibilities, and proceed to escort their students quickly and silently out of the building according to the routes posted in each room. Teachers must require students to exit quickly and in **silence**.
3. Teachers will close the classroom doors and *take the class **attendance reports*** with them.
4. Teachers will keep their students at least 100 feet from the building, being careful not to block access through the driveways for emergency vehicles, (such as fire trucks) until the "all clear" signal is sounded. The all clear signal is the termination of the alarm.

H. FIRE DRILL REGULATION

The fire drill alarm is no different from the actual fire alarm. It will continue to sound until the entire building has been evacuated.

I. FIRE EXITS/SCHOOL EVACUATION

Every room has a designated exit. See the printed exit sign posted on the wall near the designated exit. If the designated exit is blocked, use the nearest one. ***ALL DOORS ARE TO BE CLOSED BUT LEFT UNLOCKED. TURN OFF ALL MOTORS, FANS, LIGHTS AND AIR CONDITIONERS.***

1. At the first class, the instructor shows the class the location of exits and routes to be used in case of an emergency.

2. When a fire alarm sounds, the instructor will walk their students to the designated exit in a single file. No Running! No Talking!
3. Instructors will take their **attendance reports** outside with them. Attendance **must** be taken outside to assure that all students in the class have been evacuated.
4. For disabled students, teachers need to plan ahead and develop a method to evacuate, as for example: (inform the administration prior to an evacuation)
 - a. Establish an evacuation plan for students in a wheelchair or who have difficulty walking, especially if the classroom is on second floor.
 - b. Give oral evacuation procedures to blind or visually impaired students.
 - c. Give deaf or hearing impaired students evacuation procedures in writing.

MOVE AWAY FROM THE BUILDING -- Keep moving away from the building past any fire equipment access areas, then stop.

STUDENTS MUST STAY IN THE CLASS GROUP WITH THEIR TEACHER - Each teacher should keep the class in a group outside. If there is no all clear announcement, when the siren stops check with security or the Administration before you go back to class and retake attendance.

J. ELECTRICAL FAILURE

If there is an electrical failure, please ask your students to remain quietly in their seats. If the electricity does not return within a reasonable time, about 20 minutes, someone will come to your room and will give you specific information.

If the lights are not functioning properly in your classroom, notify the main office.

K. BOMB SCARE

In case of a bomb scare follow the same evacuation procedures outlined in the fire drill section.

L. CODE RED

The following are “lock down” procedures that are to be implemented should there be an emergency::

- An administrator will announced “CODE RED” via the intercom system.
- School and local police will be called by the administration.
- Teacher’s should request that students move away from windows, and if necessary sit in a crouched position away from source of danger.

- Staff and students located in open areas should immediately report to nearest secured area.
- Staff and students in bathroom facilities should lock the door, if possible, or move to nearest secured area.
- All staff and students remain in lock down mode until “ALL CLEAR” announcements is made.
- Follow directions of emergency personnel and school administration throughout emergency period.

NOTE: A Code Red during break would required school personnel to direct students to nearest available room

M. CODE YELLOW

- School administrator (or designee) will announce “Lockdown: Code Yellow.....Lockdown Code Yellow”
- Staff and students located in open areas should immediately report to the nearest secured area.
- Teachers should stand outside their door and direct students, staff and visitors to the nearest secured area.
- Disregard bell system.
- Secure school perimeter, if necessary.
- Critical Incident Response Team members should report to the main office for briefing.
- Classroom doors should be closed and locked; open windows should be closed.
- Turn off all audio-visual equipment.
- Cellular phone use will be limited to the reporting of emergency information.
- Teachers should continue with regular classroom activity.
- Follow directions of emergency personnel and school administrators during the period.
- Lockdown update announcements should be made every 15 minutes, or sooner if indicated.
- All students, staff and visitors should remain in Lockdown, Code Yellow Mode until the “All Clear” announcement is made.
- Once the “All Clear” announcement has been delivered, regular school activity may resume.

Section V

The Adult Education Program

THE ADULT EDUCATION PROGRAM

OVERVIEW

The Adult Education Program at Hialeah Adult Education Center is prepared to serve the wide diversity of educational needs which exist in the South Florida community. These needs are served by the following programs: Adult High School, Adult Basic Education (ABE), General Education Development (GED), Adult Vocational Education, and Adult Life Stage. All these programs comprise the Workforce Development initiative. Each of these programs has its own entrance/performance/exit criteria. In addition to the Workforce Development Programs, we also offer Community Education (fee-supported) classes.

A. ADULT HIGH SCHOOL PROGRAM

High School courses are offered to day school students to make up credit if they have failed or to accelerate their graduation with permission of the day school principal.

The adult high school completion courses are offered for persons 16 years of age and older, who are not enrolled in the regular day school program. If warranted Adult High School students may need to take the **Test of Adult Basic Education (TABE)** this test measures achievement of basic skills in reading, language, and mathematics. It is recommended that students score at least 9.0 grade level in each of the basic skills.

- ◆ Adult high school classes are competency-based.
- ◆ Adult High school requirements for graduation are the same as in Senior High schools, except for the community service project and Personal Fitness.
- ◆ The objectives for each course are based on the State of Florida mandated course frameworks and performance standards.
- ◆ Completion of a **literacy completion point (LCP)** means that the adult high school student has successfully demonstrated mastery of the curriculum framework competencies needed to earn the credit for the course. Teachers are to complete and submit Progress Sheets to show mastery.

1. HIGH SCHOOL GRADUATION REQUIREMENTS

<u>Required Subject</u>	<u>Annual Credit</u>
English (I, II, III & IV)	4.0
Mathematics (to include Algebra I and Geometry and Algebra II)	3.0
* Incoming 9 th graders are required to have four (4) annual credits courses	
Science (Earth Space Science, Biology and Chemistry or Physical Science)	3.0
Social Studies:	
World History	1.0
American History	1.0
American Government	.5
Economics	.5
Life Management (Health)	.5
Practical Arts / Fine Arts	1.0
Physical Education	1.0
Electives	8.5
* Computer Ed.(proof of computer literacy or 0.5 credit)	-
TOTAL	24.0

In addition to the above graduation requirements, students must also complete the following:

- Pass the **Florida Comprehensive Assessment Test (FCAT)**. This test is administered three times a year.
- Have a cumulative grade point average (**GPA**) of **2.0** on a 4.0 scale. Note F's will be included in the **GPA**.

B. ADULT BASIC EDUCATION (ABE) and ABE ESOL

The purpose of the Adult Basic Education (ABE) program is to improve the employability of the state's workforce through instruction in mathematics, reading, language, and workforce readiness skills. The Adult Basic Education (**ABE**) courses provide for adults, in our community, who need or desire basic education. It includes the disadvantaged, the non-English speaking, the handicapped, the institutionalized, and other groups. **English for Speakers of Other Languages (ABE ESOL)** is the primary program for non-English speaking adults who need and want to learn English. All Adult Education students must be tested during the enrollment process in order to be placed in the appropriate literacy level in each of the Adult Basic Education academic courses. Functioning levels are determined by the following tests:

ABE ESOL students are required to take the **Comprehensive Adult Student Assessment System (CASAS)**.

Documentation of student progress and educational gains is now required for workforce funding and accountability. The following are ways in which student progress is to be documented:

- ◆ *Performance-based portfolios* -- The portfolios should contain works in progress, writing samples, open-ended or extended response exercises or tasks that illustrate and evaluates strengths and weaknesses.
- ◆ *Checklist/Inventory* based on the ABE Curriculum Frameworks for each course or the Individual Student Progress Sheet which shows that each student has completed each standard.
- ◆ Exit test (CASAS) students must show progress by achieving the correspondent test scores to move to the next level.

Funding is partially based on a student having achieved and earned a **Literacy Completion Point (LCP)**. This achievement must be documented and supported. A **LCP** is earned when a student moves from one level to the next, or to another program, or finds employment. For example, a student who:

- is promoted from ESOL 1 to ESOL 2
- goes from an ABE to a GED preparation course
- qualified for a Vocational program

Adults enrolled in Adult Basic Education and ESOL programs may not be charged tuition. Emphasis in Miami-Dade County Public Schools **ABE** offerings is placed on

programs to aid adults who are functionally illiterate and lack the necessary skills to obtain employment or to become more productive and responsible citizens. Recruitment efforts are directed toward enrolling those adults who lack employability skills and are most in need. Instructional materials which emphasize employment, citizenship, adult living skills, and responsibilities are used in the learning process.

C. GENERAL EDUCATION DEVELOPMENT (GED) TEST PREPARATION PROGRAM

The **General Education Development (GED)** is a test series of five separate academic courses offered in English. Successful completion of the official **GED** test will result in the award of a State of Florida High School Diploma. The five subtests are Language Arts, Reading and Writing, Social Studies, Science and Mathematics. Eligibility for the **GED** program is based on a minimum score of a 9.0 grade level on the **Test of Adult Basic Education (TABE)** in reading, mathematics and language arts. If a student has a 9.0 or higher in reading but lower than 9.0 in mathematics and language arts, that student will be dually enrolled in the **GED** and **ABE** program. In addition, to enter the **GED** test preparation program, a student must:

- ◆ **not** have a State of Florida recognized diploma (or its equivalent)
- ◆ be legally withdrawn from an elementary or secondary school

GED test preparation classes are competency-based, open-entry/exit, and designed to allow the individual to work at his or her pace and level of achievement. The GED framework is divided into five academic courses covered by the official **GED** test, i.e., writing, social studies, science, literature, and mathematics. It also includes three related areas: Study, Reference and Test Taking Skills; Workforce Readiness Skills; and Basic Computer Literacy. The **GED** program is a workforce development program that assists students in passing the official GED test and becoming successful employees in the world of work.

Passing of each subtest of the Official **GED** test results in a **literacy completion point (LCP)**. As of January 1, 2002, the student must pass each section of the Official **GED** test with a minimum score of 41 and an overall passing score of 225 on the entire test.

Note: The Pre-Ged test preparation course is the functional literacy level of the ABE courses (grade level equivalency of 6.0 to 8.9).

1. REQUIREMENTS TO TAKE THE OFFICIAL GED TEST

MINIMUM AGE. A candidate shall be at least 18 years of age at the time of application. Under the following conditions, a test candidate 16 or 17 years of age may be administered the GED battery if he or she:

- a. Has been legally withdrawn from high school and is requesting to be tested with parental consent
- b. Passes the official GED practice test
- c. Is granted a waiver by the district.

The entire test takes approximately seven hours to complete and is scheduled over a two-day period at designated centers and specific times.

2. HOW TO APPLY

Candidates must apply, pay the fee and take the Official **GED** Test at any of one of the technical educational centers of Miami Dade County Public School.

D. ADULT VOCATIONAL EDUCATION PROGRAMS

Vocational programs are critical part of the Workforce Development initiative. Vocational programs are designed to relate training to specific occupational goals. The training is more inclusive than job skills. Courses offered also develop general abilities, understandings, attitudes, work habits, and appreciations which may contribute to a satisfying and productive life.

Each vocational program has its own specific rules for eligibility, placement, performance and exit criteria. Each course has its framework standards that substantiate the **Occupational Completion Points (OCP)**. An **OCP** is the documented attainment of prescribed academic and workforce readiness skills. These skills qualify the student for further vocational education or employment.

Federal and state regulations require follow-up studies to collect job placement data from those who complete the programs.

Vocational courses at Hialeah Adult Education Center are provided in the following areas:

- Adult Business Technology Education
- Educational Health and Public Service Education
- Child Care Programs
- Industrial Automotive Machine/Mechanical Technology
- Auto Cad Programs

There is a fee charged for all vocational courses; however, fee waivers are available based upon economic need.

E. ADULT LIFE STAGES PROGRAMS

These are non-credit instructional programs designed to enhance senior citizens quality of life. Participants are provided with an ideal environment to explore different aging issues and ways of coping with this natural process. Courses offered help individual to enrich and maintain an active life-style. Teaching techniques specifically geared to elderly populations are implemented. These techniques reinforce recognition, differentiation, listening, and oral skills.

F. COMMUNITY EDUCATION (FEE-SUPPORTED) CLASSES

Before initiating a Community School (student fees supported) class, the course title, overall cost, and student cost must be filed with the Office of Adult/Vocational, Alternative, Career, and Community Education.

REFUND POLICY

The Refund Policy for the adult education program is set by the School Board and computerized as part of the registration system. The following is an overview of the Refund Policy:

1. In the event a student elects to withdraw, under normal circumstances, the following refund policy applies:
 - a. Before the start of class -- full refund.
 - b. Within 14-calendar days after the start of class -- 50 percent refund of course and of a nonresident fee, no refund of any special fees paid.
 - c. After 14-calendar days of the start of class -- no refund of any fees paid.

2. These are the procedures followed in issuing refunds:
 - a. The student must bring the original registration receipt and complete the Refund Application Form or write a letter requesting a refund.
 - b. The principal or designee must approve the Refund Application Form or letter.
 - c. Copies of the refund application forms, whether approved or denied, are retained at the school site.

3. Refund Policy for ADMINISTRATIVE WITHDRAWALS:
 - a. Disciplinary reasons - NO REFUND.
 - b. Closed - low enrollment - The student may transfer to another course, transfer to another center, or receive a refund.
 - c. Closed for administrative reasons - FULL REFUND.

Section VI

Student Services

STUDENT SERVICES

A. MEDIA CENTER

The function of the media center is to reinforce and enrich the school's curriculum by providing books, printed or audio-visual materials, and to meet the educational and cultural needs of students and teachers.

1. HOURS

At Hialeah Adult Education Center, the media center's hours are Monday through Thursday from 2:00 pm-9:45pm and Friday from 3:00am to 5:00pm.

2. LIBRARY BOOKS

All library books are for your use in the media center. Teachers who want to check out books must make arrangements with the Media Specialist.

3. AUDIO-VISUAL MATERIALS AND EQUIPMENT

Hialeah Adult Education Center on-campus teachers should request audiovisual materials or equipment at least one day before planned use (see Opening of Schools Procedure Booklet for audio/visual request). For all other off-campus teachers, an AV equipment Approval for Off-Campus Use of School Property Form must be completed and signed by the principal. Teachers are responsible to transport and return the equipment.

B. STUDENT SERVICE DEPARTMENT

1. Counseling services at Hialeah Adult Education Center area are available in room 910 Mondays through Thursdays from 2:30pm to 9:00pm., Fridays 2:30pm to 5:00pm and Saturdays 8:00am to 12:00pm. (Subject to Change)
2. Teachers are to use the ***Student Referral Form*** to notify the counselors of any of the following:
 - a. inappropriate placement
 - b. disruptive behavior
 - c. excessive absences.
3. Through the Guidance Department, students can avail themselves of a very wide range of services and assistance --from academic to vocational counseling. The department provides career counseling, employability skills workshops, job placement advisement, and follow-up services to this center's students and graduates. The services provided include:
 - a. Academic Advisement
 - b. Vocational Counseling
 - c. Student Motivation/Goal Clarification

- d. Course and Program Selection
- e. Career Interest Testing
- f. ESOL Testing and Placement
- g. GED Pre-testing, Counseling and Review
- hi. ABE Testing and Placement
- i. Community Resources and Referral
- j. Job Placement Advisement

C. TESTING

Under the new State guidelines, specific versions of tests are to be used for placement of students in Adult Education classes. The purpose of this initial assessment is to place adult education students into the appropriate literacy or vocational level. Testing is also the determining factor that determines when an adult student has attained the prescribed academic, workforce readiness, and vocational level.

D. CODE OF STUDENT CONDUCT AND SCHOOL REGULATIONS

Copies of the ***Student Agreement*** that cover the Code of Student Conduct and the regulations for Hialeah Adult Education Center will be distributed to all teachers. Teachers must review the ***Agreement*** and discuss it with the students in class. Additionally, students must sign the form acknowledging their receipt. (This is to be kept in the student's folder).

E. DRESS CODE

Proper and appropriate attire is a safety issue and it contributes to a positive learning environment. Students should abide by the following dress code rules:

1. No metal cleats on shoes.
2. No clogs, thongs, or sandals.
3. No written messages or pictures or symbols on clothing which portray ideas which are inimical to the health, safety, and welfare of students, e.g., messages which relate to drugs, smoking, alcohol, sex, and profanity.
4. No short shorts.
5. The wearing of metal studs, ornaments, or other objects which can scratch furniture or damage property.
6. No tube tops, see-through blouses without camisoles, bare backs, bare midriffs, and tank-tops/sleeveless shirts.
7. The wearing of hats in the building, except for religious or medical purposes, is prohibited.

F. ADDITIONAL DISCIPLINARY ACTION

It must be pointed out, however, that these regulations are not all inclusive and a student committing an act of misconduct not listed will, nevertheless, be subjected to the discretionary authority of the principal.

G. SCHOOL-WIDE PROCEDURES REGARDING CHEATING BY STUDENTS

Cheating and plagiarizing are unacceptable behaviors. Cheating is a violation of established school and classroom rules and the ***M-DCPS' Code of Conduct***. Plagiarizing is falsely claiming ownership. Cheating and plagiarizing are serious offenses. Where it has been established that a student has been dishonest with regard to an assignment or examination, disciplinary action will be taken.

IMPLICATIONS - PENALTIES OF CHEATING

1. Students who cheat or plagiarize must accept the responsibility for their actions and face the penalties which include:
 - a. A zero on the assignment presented that will be documented in the teacher's gradebook.
 - b. Referral to a counselor.
 - c. Administrative contact/conference.
2. Repeat offenders will have the following actions implemented:
 - a. Referral to counselor.
 - b. Student-teacher-administrator conference.
 - c. Grade of *F* on the assignment
 - d. Withdrawal from the program.

H. EXPULSION

Expulsion means the removal of the right and obligation of a student to attend public school under conditions set by the School Board.

The School Board of Miami-Dade County, Florida has ruled that an expulsion request be mandatory for:

1. Arson
2. Aggravated assault and/or concealment of weapons
3. Possession and/or concealment of a weapon or firearm
4. Sale or distribution of mood modifiers or drugs
5. Continuous disruptive behavior

I. CHILD ABUSE - BOARD RULE 6Gx3- 5A-1.062

"An abused child is defined as any person under 18 years of age who has been subjected to 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."

REPORTING PROCEDURES

Any person, including, but not limited to, a physician, nurse, teacher, social worker, or employee of a public or private facility serving children, who has reason(s) to suspect or believe that a child has been subject to child abuse, shall report or cause reports to be made to the Department of Children and Families Services, Single Intake, or the State of Florida, Child Abuse Registry, Tallahassee, Florida. Florida law protects those reporting such abuse in two ways -- confidentiality and immunity from liability.

All alleged reports of physical injury to students by Board employees must be immediately reported to the Miami-Dade County Public Schools Police which has the responsibility of forwarding the incident report to the State of Florida , Child Abuse Hotline.

Personnel willfully failing to report or cause a report of a complaint of child abuse when brought to his/her attention will be subject to disciplinary action.

J. HIV/AIDS ISSUES

Confidentiality of data concerning persons alleged to have HIV/Aids must be strictly maintained.

K. SUICIDE PREVENTION

When a student's behavior indicates that there is a clear and imminent danger to himself/herself, e.g., a suicide attempt, a suicide threat, or suicidal ideation, the teachers should inform the appropriate administrator or counselor.

Section VII

**Policies and
Procedures On-
Campus & Off
Campus**

HIALEAH ADULT EDUCATION CENTER

POLICIES AND PROCEDURES - ON-CAMPUS AND OFF-CAMPUS

The following section deals with specific policies and procedures as they apply to Hialeah Adult Education Center. Most policies and procedures are the same for both On-Campus and Off-Campus, but at times because of unique situations endemic to Off-campus, some methods of operation vary.

A. BREAK TIME

	<u>SCHOOL</u>	<u>CLASS TIME</u>	<u>BREAK TIME</u>
Afternoon	High School	3:00 - 6:15 p.m.	4:30pm - 4:45 p.m.
Evening	High School	6:30 - 10:00 p.m.	8:15pm -8:30pm

REMINDER: FOOD, DRINKS, OR SMOKING IS NOT ALLOWED IN CLASSROOMS.

B. CLASS SCHEDULES

Please be reminded that the official beginning and ending times for classes must be observed. ***Students are NOT to be dismissed early.*** Adult students who choose to leave early must sign-out.

C. BOOKSTORE

The Bookstore is located in room 203. The operating hours are Monday through Thursday from 4:45pm to 9:00pm and Saturday from 8:30am to 11:00am.

D. FOOD CONCESSION

At Hialeah Adult Education Center vending machines are located in various locations. Additional food and beverages are sold during evening break periods.

E. DRUG-FREE AND SMOKE-FREE WORK PLACE

1. DRUG-FREE WORK PLACE

MDCPS and its employee unions share a commitment to create and maintain a drug-free work place. (School Board Rule 6Gx13-4-1.05)

2. SMOKE-FREE WORK PLACE

Smoking is prohibited on any MDCPS campus. Hialeah Adult Education Center, as a Miami-Dade County public school, is an officially designated ***Tobacco-Free Work Place.*** (School Board Rule 6Gx13-4.1.06.)

F. EATING OR DRINKING

The classrooms must be maintained for use by other classes. Eating or drinking in classes is prohibited. Celebrations are permitted **only** in the cafeteria or in the specially designated areas, with administrative approval. Eating and drinking are permitted **only** during the break in designated areas. Students and teachers must discard their own trash in proper containers.

G. TEXTBOOKS

Each student is required to have the assigned text(s) for each class. Be sure to give your students the exact title of the book(s) needed and the exact price since only cash is accepted. **Checks are not accepted. There are no refunds for bookstore purchases.**

H. DUPLICATING SERVICES

At Hialeah Adult Education Center, duplicating machines are available. In special cases and upon permission materials could be duplicated for the teachers. Whenever possible copies should be duplicated on two-sides of the paper. **The responsibility for copyright laws rests upon each individual teacher.**

I. AUDIOVISUAL

Films must be ordered through the *Miami-Dade County Audiovisual Materials Catalog* well in advance of the date requested. Teachers may obtain order blanks from the media specialist. All requests for AV equipment, by Hialeah Adult Education Center on-campus teachers, must be made 24 hours in advance (see Opening of School Procedure Booklet for audio/visual request form).

J. CLASSROOM SUPPLIES AND EQUIPMENT

Requests for classroom supplies and/or equipment should be made to your respective assistant principal. Equipment must be signed for and returned promptly unless it is on a long-term assignment.

K. SUPPLIES FOR ABE-ESOL CLASSES

Classroom sets of ABE books are provided for ESOL students. Each teacher can request and receive one class set of 15 of books from Mr. Mohammad Ibrahimuddin, ESOL Chairperson. The teacher is responsible for the distribution and collection of the books daily. These books should be counted after each class. Teachers are not to allow these books to be taken from the classroom under any circumstances.

L. FACULTY MEETINGS

As a general rule, faculty meetings will be held each trimester or as needed.

M. STUDENT FILE FOLDERS

An active file must be maintained on each student in your class. The file should contain such items as student agreement, individual progress sheets, test results, anecdotal information, student referrals, individual achievements, and any other materials which are deemed to be pertinent to the student's accomplishments in your class.

N. OFFICE TELEPHONE AND PHONE MESSAGES

The office telephones are for official business, school employees and emergencies (with administrative approval). Messages will not be delivered to students except in cases of extreme emergency.

O. PARKING

Parking is permitted in the designated areas and parking lots. All vehicles parked in the designated areas must have a parking decal. Parking decals can be obtained from Mr. Francisco R. Serio in the Principal's Office. Teachers and students should insure that their vehicles are properly parked so as not to block other vehicles, driveways, or gates. No general parking is allowed in specific designated parking and / in the areas designated for handicapped parking. Teachers, staff and students are **not** permitted to double park or park on grassy areas. Improper parking may result in the vehicle being ticketed or towed away.

P. FIELD TRIP POLICIES AND PROCEDURES

Field trips can be an important supplement to the instructional program and are, therefore, an integral part of the total school program. Because of the time, expense, and liability that may be involved in field trip activities, all staff members wishing to take students on a field trip must complete an application form available from the main office. The principal must approve the field trip before any commitment is made to the students.

LIABILITY

As of January 1, 1975, Personal Tort Liability took effect in the State of Florida. This permits an accident victim not only to make a claim against the school board but also the teacher and the administrator. Because of the increased liability, the administration will sanction no field trips other than the ones which are necessary for the successful completion of a course. Planning activities that take place beyond the classroom makes the instructor liable.

Q. LOCATION OF POLICY MANUALS, HANDBOOKS, ETC.

The following items which pertain to policies and procedures of school, district, and state are located in the principal's office at Hialeah Adult Education Center, and also

available online at <http://ehandbooks.dadeschools.net> . These items are available to further clarify any questions or concerns:

1. Manual of Internal Accounting
2. Personnel Files
3. PACES documentation
4. School Board Rules
5. Florida Administrative Code
6. Pupil Progression Plan
7. Code of Student Conduct
8. Salary Handbook
9. School-Based Management Proposal
10. Procedures Manual of Adult Education
11. Procedures Workbook for Community Schools
12. Labor contracts
13. AIDS information packet
14. M-DCPS Electronic Staff Handbook
15. Staff Handbook
16. Office Staff Handbook
17. Opening of School Procedures

R. SCHOOL PROPERTY - CARE OF BUILDING

We must properly care for all facilities. One of the important concepts 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 walls, loosening of screws or bolts, etc., and report such occurrences to an administrator immediately. Each teacher is responsible for the area to which he/she is assigned. Periodically, during the year, a school plant and equipment survey will be conducted to evaluate the care of the facilities and the equipment.

S. HOUSEKEEPING PROCEDURES

Teachers are asked to assist in the following ways:

1. Never permit smoking on any MDCPS school site or in any classroom.
2. Do not allow food or beverages in the classroom. Celebrations may occasionally be permitted but **only** with administrative approval. Please notify an administrator of your plans to use the cafeteria or the teacher's lounge for a celebration.
3. If you rearrange the furniture in your classroom, please be sure that it is returned to its original position at the end of the class. Erase the chalkboards/white boards that you have used before leaving the room at the end of your class.

4. If "Do Not Erase" or "Save" is written on the chalkboard next to some material, make every effort to avoid erasing the material. If this request is excessive or you do not have any space to use, notify the administration.
5. Make sure to turn off the lights and lock the door at break time and at the end of the evening. Do not leave students unattended in the classroom during break time.
6. Do not leave your materials in the classroom unless you have a locked cabinet.
7. Always leave your classroom in a better condition than when you entered. If you repeatedly find your room in an unacceptable condition, report it to an administrator.

T. CUSTODIAL REQUESTS

1. **No staff member, except the head custodian, or an administrator should direct members of the custodial staff to carry out custodial functions.**
2. All questions concerning custodial procedures or maintenance requests should be directed to one of the administrators.

U. TEACHER MAILBOXES

Every Hialeah Adult Education Center teacher has an individual mailbox in the mail room in the main office. New **attendance reports** are placed in the files every two weeks. Off-campus teachers personally receive their attendance reports. Important memos and notices are routinely placed in the teachers' mailboxes. Every off-campus site has a common mailbox or file in the main office, which is used to pick up forms, and for depositing the completed attendance reports.

V. LOST AND FOUND

Lost and found articles are to be turned into the main office. Stolen or damaged articles are to be reported to the office immediately. At that time, a report will be made.

W. COLLECTING MONIES

No monies are to be collected unless approved by the principal.

X. REQUEST FOR INFORMATION

Information about students will be given in the office ONLY. You are not to provide addresses or telephone numbers to anyone. Direct all such inquiries to the Principal's Office .

Y. MEDICATION

School personnel shall not administer medication to any student. If there are illnesses or conditions which require medication, contact the office for these procedures.

Z. TESTING ON RELIGIOUS HOLIDAYS

Please do not administer tests on religious holidays. Check the 2007-2008 school calendar for various religious holidays.

Section VIII

Appendix