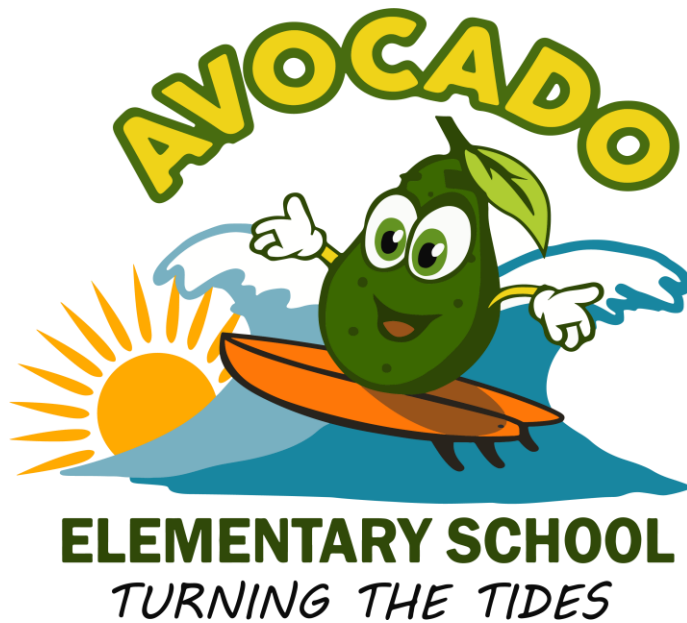


Faculty Handbook



Avocado Elementary School 2021-2022

Dr. Jacqua Little, Principal

Ms. Victoria McBath, Assistant Principal

**AVOCADO ELEMENTARY SCHOOL
FACULTY/STAFF HANDBOOK
2021-2022**

Faculty/Staff Handbooks are made to provide you with important information, so you can better understand your responsibilities during the school year. This handbook should be kept in your room and be used as a personal resource. All faculty and staff members are expected to read this document thoroughly and be knowledgeable as to the procedures and guidelines.

The information contained herein is revised yearly and you will be provided with periodic updates to keep you abreast of the latest developments. Please feel free to provide the administration with any feedback that would benefit our school so that we may consider your suggestions during the revision process. We would also be happy to address any questions or concerns about the content of this handbook.

In addition to this resource, a comprehensive handbook provided by Miami-Dade County Public School's District Office is available as a reference. Please be aware that the UTD Contract also provides you with pertinent information.

All educators must strive to provide a first class learning experience for the children entrusted to our care. The above referenced resources will help you with this process and provide you with guidelines and/or directions to assist you in your daily routine. Please speak to an administrator should you require clarification on school procedures.

Avocado Elementary will continue to provide a first-class experience for students, staff, stakeholders, parent and community, while "Turning the Tides".

Sincerely,

Jacqua Little

Jacqua Little
Principal

AVOCADO ELEMENTARY SCHOOL PROCEDURES

ABSENCES FOR STAFF

The designee for obtaining emergency substitutes for the 2021-2022 school year is Ms. Allison. All staff members are expected to report absences by calling **305-242-6141** and follow the prompts. When you have been absent, you must call Ms. Allison, Principal's secretary, **no later than 2:00 p.m.** to let her know if you are returning to work the following day. If we do not hear from you by 2:00 p.m., **we will retain the substitute for the next day.**

ACCIDENTS AND INJURIES OF STAFF

Any staff member who is injured while on the job is required to report the incident to the office immediately. The injured staff member must also **complete** an accident report. Report all incidents for your protection and insurance purposes. If medical attention is required, check the list of authorized physicians since workmen's compensation will cover only the physicians authorized.

ACCIDENTS AND INJURIES OF STUDENTS

When a student is injured, an accident report must be filled out **by the supervising teacher** at the time of the accident. **The teacher must call the student's parent or guardian immediately** to report the injury.

All injuries must be reported, e.g. pencil stabs, scratches, etc.

The supervising teacher or staff member present at the time of the incident is responsible for:

- Filling out the accident report at the time of the accident;
- Notifying the parent or guardian immediately.
- Requesting assistance for coverage if necessary;
- Informing the administrator in charge of the accident or injury; and,
- Ensuring that the injured child is made as comfortable as possible (medication may NOT be administered). The child must be sent to the school clinic so that any needed services may be provided.

ADMINISTRATIVE TEAM

Your Administrative Team is always here to support and assist you . It is extremely important to inform the principal and/or assistant principal of any situation or incident that may become a potential problem. Please be informed that it is not acceptable to leave a message with the secretary. **Dr. Jacqua Little, Principal** or **Ms. Victoria Carballo-McBath, Assistant Principal** must be notified.

ALARM

The entire school is on a district monitored and sensitive alarm system to enhance security. Therefore, your cooperation is asked in closing all windows at the end of the day and not hanging mobiles or fixtures from the ceiling of classrooms. Access to classrooms after school hours must be authorized by a member of the administration.

AMERICANS WITH DISABILITIES ACT

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and strives affirmatively to provide equal opportunity for all as required by state and federal law. The Board attempts to identify and overcome real or potential artificial barriers to employment, training, or promotional opportunities for its staff and applicants.

In addition, the School Board of Miami-Dade County, Florida has established procedures to assure nondiscrimination in employment, and the elimination of harassment. It is the policy of the School Board that all employees will be treated with respect. Hostile treatment or violence against an employee because of his/her gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, will not be tolerated.

STUDENT ATTENDANCE--SPECIFIC RESPONSIBILITIES

School Board Policy 5200- Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.

There are probably no factors more important to a student's progress in school than regular and punctual attendance. Miami-Dade County Public Schools has a vision whereby each student engages in a rigorous course of study which prepares him/her for a myriad of successful post-secondary options. Students are expected to:

- Be present at school each and every day;
- Attend class as scheduled;
- Arrive to school and class (es) on time; and
- Demonstrate appropriate behavior and a readiness to learn.

Miami-Dade County Public Schools has the affirmative obligation to increase student attendance through a monitoring process that will classify all absences as excused or unexcused, to inform parent/guardians of student absences, and to see that the compulsory attendance laws are enforced as mandated by Florida Statutes. This obligation will be satisfied through the implementation of an attendance review procedure, which monitors the type and number of student absences as well as the impact of these absences on learning.

I. Attendance Defined

- School Attendance - Students are to be counted in attendance only if they are actually present for at least two (2) hours of the day or engaged in a school-approved educational activity, which constitutes a part of the instructional program for the student.

- Class Attendance - Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity.
- Tardiness - A student is considered tardy if they are not present at the moment the school bell rings for the class assigned. NOTE: If a student is not present when attendance is taken but is present later in the school day that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should never remain on record as being absent.
- Early Sign-outs –No student shall be released within the final thirty (30) minutes of the school day unless authorized by the principal or principal’s designee (i.e., emergency, sickness).

II. Absences Defined

Excused School and Class Absences and Tardies

- Personal illness of the student (medical evidence may be required by the Principal for absences exceeding five (5) consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, s/he must be under the supervision of a health care provider in order to receive excused absences from school.
- Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
- Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.
- An approved school activity (absences recorded but not reported).
- Other absences with prior approval of the Principal.
- Attendance at a center under Department of Children and Families supervision.
- Significant community events with prior permission of the Principal. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.
- Death in the immediate family.
- School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State, and national competitions.
- Outdoor suspension.
- Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, require documentation related to the condition.

B. Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused

absent until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

- Absences due to vacations, personal services, local non-school event, program or sporting activity.
- Absences due to older students providing day care services for siblings.
- Absences due to illness of others.
- Absences due to non-compliance with immunization requirements (unless lawfully exempted).

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course will have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. Unexcused absences do not require that the teacher provide make-up work for the student. However, the Attendance Review Committee may assign educationally-related activities to mitigate the loss of instructional time.

III. Responsibilities Defined

A. The principal is expected to ensure that:

- attendance/tardiness is taken and recorded by authorized persons at a designated time every official school day;
- a review of classes that have excessive absences in order to determine if the quality of instruction is a factor in the failure of students to attend class on a regular basis;
- an authorized person(s) to determine the status of each absence/tardiness;
- parents be notified each time their child is absent from school possible;
- the steps outlined in F.S. 1003.26 regarding regular school attendance are implemented;
- an Attendance Review Committee is established at the school;
- consideration of appeals made by students and/or parents regarding recommendations of the Attendance Review Committee.

B. The classroom teacher is expected to:

- encourage school and class attendance with challenging and rigorous instruction and curriculum and by demonstrating an interest in the welfare of students;
- take attendance during homeroom and whenever students change instructors in elementary schools and take attendance each period of the school day in secondary schools, and report absences as required by the school;
- at the request of the student or parent, provide make-up assignments for excused absences/tardiness's.

C. The student is expected to:

- attend classes 180 days each school year;
- request the make-up assignments for all excused absences/tardiness's from teachers upon return to school or class within three (3) days; it should be noted that all classwork, due to the nature of instruction, is not readily subject to make-up work.
- complete the make-up assignments for classes missed within the equivalent number of days absent; failure to make up all assignments will result in a lower assessment of the student's academic and/or effort grade.

- be reported as present for the school day in order to participate in athletic and extracurricular activities.

D. The parent/guardian is expected to:

- Be responsible for his/her child's school attendance as required by law and stress the importance of regular and punctual school attendance with his/her child.
- Report and explain an absence or tardiness to the school.
- Ensure that the child has requested and completes makeup assignments for all excused absences/tardiness from his/her teachers upon his/her return to school or class.
- Appear before the Attendance Review Committee at the scheduled time to provide information relating to his/her child's absences and to support prescribed activities.

E. The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee and will provide guidance and support to students with significant absences. They are expected to:

- Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
- Convene a minimum of six (6) designated times per year.
- Give consideration to all extenuating circumstances surrounding student absences.

The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:

- Issuing of quarterly, semester or final grades.
- Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 1. Make-up assignments
 2. Attendance probation for the following grading period(s)
 3. Completion of a school service project
 4. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.
- Review attendance history for student exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

IV. Appeal Process

The parent or guardian who does not concur with decisions made by the Attendance Review Committee may petition to the principal or principal's designee. The final level of appeal will be processed by the Regional Superintendent or designee.

V. Truancy petition; prosecution; disposition

If a child does not comply with efforts to enforce school attendance, the Superintendent may file a truancy petition pursuant to Section 984.151,

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

New: 4-18-07

ATTENDANCE REPORTING PROCEDURES

Daily student attendance will be recorded using the electronic gradebook. Teachers will be responsible for the prompt and accurate input of attendance no later than 9:00 a.m. each morning. The data submitted by teachers via the electronic grade book will be routed to ISIS and uploaded to the district's system. Once the attendance information has been entered in the electronic grade book, changes will not be possible. All changes will have to be reported and completed by Mrs. Herrera.

Any student absent from class will be automatically unexcused until documentation has been submitted to the teacher indicating the absence was within the excused category. Teachers MUST submit an attendance correction form to Mrs. Herrera on a weekly basis.

ATTENDANCE BULLETIN

Each school must maintain a log of Daily Attendance Bulletins as part of the audit trail for attendance and FTE reporting. See attached memorandum for more information.

IMPORTANT: IT IS REQUIRED THAT THE ATTENDANCE BULLETIN BE VERIFIED BY ALL INSTRUCTIONAL PERSONNEL DAILY. THE BULLETIN WILL BE POSTED BY THE SIGN IN SHEET FOR TEACHERS TO VERIFY ABSENCES AND INITIAL THAT THE ATTENDANCE IS CORRECT. PLEASE NOTIFY THE ATTENDANCE CLERK IF YOU NOTE AN ERROR.

BELLS

Classes begin at 8:20 a.m. for students in Pre-K, Kindergarten – First grade. Kindergarten and 1st grade students will be picked up outside the teachers' classroom. Pre-K will be picked up in the cafeteria. Classes begin at 8:35 a.m. for 2nd & 3rd grade. 2nd & 3rd grade students will be picked up outside their classroom door, ASD students are picked up in the cafeteria. Pre-K, Kindergarten and First grade students are dismissed at 1:50 p.m. Second and Third grade students are dismissed at 3:05 p.m. Teachers are expected to walk their students out of the building and monitor the dismissal of students.

Bell Schedule:

| | |
|----------------|--------------------------------|
| Grades Pre-K | 8:20 am - 1:50 pm |
| Grades K-1 | 8:20 am – 1:50 pm |
| Grades 2-3 | 8:35 am – 3:05 pm |
| Grades Pre-K-3 | Dismissal on Wednesday 1:50 pm |

BULLETIN BOARDS

The teacher and his/her students are responsible for maintaining the bulletin boards in their classrooms. Student work is to be displayed in a neat and attractive manner. Please use backing on all bulletin boards. You are encouraged to design original bulletin boards instead of using commercial (Drago, Get Smart, etc.) materials.

Please **DO NOT** use tacks and staples on the wooden areas in the room, doors, or areas other than bulletin boards. Sticky tack may be used on areas other than bulletin boards but must be

completely removed by the year's end. As per fire code requirements, no more than 20% of an individual wall may be covered with non-flame-retardant material.

CAFETERIA PROCEDURES

Teachers are to escort their students into the serving line in accordance with the lunch schedule. Teachers must return to the cafeteria to pick up their students on time.

All students must be given an index card with their number when coming to eat in the cafeteria until they memorize their meal identification number. Teachers must help students learn their numbers. Teachers should assist the students initially in locating their appropriate seats. Students should enter and leave the cafeteria quietly. Complete rules and regulations concerning cafeteria behavior should be reviewed and enforced with the students. These can be found in the student handbook. The support of the teacher is crucial to the establishment of a proper cafeteria environment.

We have scheduled a 30-minute lunch period with no lapse of time between classes. The schedule calls for punctuality. Adhere to the schedule and table locations. Review cafeteria rules carefully with your children. It is most important for each teacher to establish lines of communication with the cafeteria monitors. Teachers are to pick up their class **inside** the cafeteria. **Classes are responsible for cleaning their area.**

Staff members are free to leave the work location during their duty-free lunch period upon signing out in the log located in the office by the fax machine. Please sign in upon your return.

***Parents will not be allowed to eat breakfast or lunch with their child during the school day due to safety concerns.**

CERTIFICATES

It is the professional responsibility of each educator to provide the principal with a copy of a current, valid Florida Educator's Certificate or copies of other documentation such as Statement of Eligibility and or college transcripts, as may be applicable (Florida State Board of Education Rule 6A-1.0503). You may access <http://pers.dadeschools.net/prodev/certification.htm> or <http://www.dade.k12.fl.us/pers/prodev/6317.pdf> for information. Furthermore, you must send a copy to the district office for input into the computer system.

CHILD ABUSE

Pursuant to Chapter 415, Florida Statutes, all employees or agents of the school Board of Miami-Dade County, Florida have an affirmative duty to report all actual or suspected cases of child abuse or neglect. Any teacher that contacts DCF should inform the administration and counselor(s) to ensure appropriate follow-up. **There are no exceptions. Failure to report abuse can result in criminal or civil liability. When in doubt, report! 1 800 -96-ABUSE**

CHILDREN PLACED OUTSIDE OF THE CLASSROOM

Placing students in the hallway outside of the classroom unsupervised is **NOT PERMITTED UNDER ANY CIRCUMSTANCES**. If you feel a child needs to be separated from the class due to total disruptive behavior, please send the student to the office with a Student Case Management Referral (SCM) Form. Do not place students outside your classroom for instructional purposes either.

CLASSROOM EMERGENCIES REQUIRING CUSTODIAL SERVICES

All classroom emergencies, eg., toilet overflows, spills or leaks, student vomiting, electrical problems, etc., are to be reported to the main office, by **dialing extension 2113**.

COFFEE/EATING IN CLASSROOM

Staff members who want a cup of coffee should arrive early enough to finish it before their assigned time with students begins. Coffee, food, soft drinks, and water should never be consumed in the classroom or in front of the students. **PLEASE DO NOT EAT OR DRINK IN YOUR CLASSROOMS.** Eating is permitted only in the cafeteria and the teachers' lounge. The only exception to this is for classes that eat in their room.

CLASSROOM SUPERVISION

Under no circumstances should the classroom teacher leave his/her students unattended. Teachers should not use cell phones during instructional time.

The teacher is responsible for students **enrolled** in his/her class(es). An official pass must be used whenever a student leaves the classroom without a teacher. Teachers should initiate a “buddy system” when students leave the classroom for other locations.

The teacher must escort his/her students to and from special area classes. A teacher CANNOT send students to special area classes, the cafeteria or back to their homeroom class without teacher supervision. Special area teachers must remain with the students until the classroom teacher returns. All teachers are required to arrive at their scheduled class on time in order to promote effective classroom management.

CLINIC

When a child comes to the clinic because of an illness or an accident, a clinic pass or a note describing the problem should accompany him/her. The nurse will contact parents or persons named in the emergency contact information. No medication or treatment may be administered by any school personnel. No child may bring or take any medication unless proper documentation is on file in the office, and then only under supervision of trained personnel.

COLLECTION OF MONIES

Money collected for school pictures, insurance, or special activities must be submitted to the office each day. No money should be kept by teachers overnight. Plans involving collection of funds must be cleared with the principal before they are implemented.

All monies collected must be submitted with a RECAP OF COLLECTION SHEET listing the students' names and the amount collected.

COMMITTEES

The principal will be responsible for electing/selecting a chairperson. The chairperson will be responsible for scheduling meetings, setting up the agenda, and setting the pace of the meetings. They must also make sure that the outcomes of the meeting are disseminated to the staff. The chairperson must make certain that the goals of the committee are being met. The committee will appoint a secretary who will keep minutes and turn them into administration as a record of on-going activities.

COMMUNICATIONS OUTSIDE THE SCHOOL

No letters or notices bearing the school's **letterhead** are to be sent to parents, agencies, organizations, or individuals within the school without being approved by Mrs. Little, Principal.

Teachers and other personnel who send communications to the parents via the student or U.S. Mail such as bulletins, flyers, homework assignments, letters, notices, notes, progress reports, etc. are directed to proofread the written or printed material for grammatical errors, incorrect spelling and punctuation, and legibility before forwarding it. Written assignments placed on the chalkboard should be scrutinized by the same aforementioned process in order to avoid criticism and embarrassment. Communications generated, displayed, forwarded and distributed to parents, agencies and the school/community should depict a positive image of our school.

CLASSROOM DISCIPLINE

Teachers should make every effort to handle routine classroom discipline problems by providing a Progressive Discipline Plan, conferring with the student, contacting parents, and referring the student to the counselor when appropriate. The Plan consists of:

1. 1st incident, teacher will attempt to redirect student.
2. If incident continues, teacher will use disciplinary strategies.
3. If incident continues, teacher will contact parent/guardian.
4. If incident continues, teacher will refer student to the counselor.
5. If incident continues, teacher will arrange parent/guardian conference in order to cohesively devise an intervention plan that will promote academic and behavioral achievement.
6. Refer to an administrator.

If a serious violation of school rules has occurred, a "Student Case Management Referral Form" should be completed and forwarded to the administration. A response will be forthcoming.

If a student presents an immediate and serious discipline problem, use the emergency call button located in your room or send a reliable student to the office to summon an administrator. Office referrals should be used as a final resort in order to make it a significant experience.

UNDER NO CIRCUMSTANCES SHOULD STUDENTS BE TOLD TO LEAVE THE CLASSROOM. ALWAYS WALK IN 2s AND 3s IF STUDENT IS LEAVING.

Good classroom management is essential for effective operation of the total school program and the teacher plays an important role in this area. The teacher must give careful attention to the emotional, social, physical, and civic development of students and incorporate into his/her program a plan of guidance that leads youngsters towards self-control. Discipline cannot be handled by proxy. It involves standards of conduct as well as consistent and reasonable consequences for inappropriate behavior.

The following student offenses should be handled by the classroom teacher.

1. Tardiness (unless it is excessive)
2. Profanity
3. Unauthorized removal of another's property (minor infraction, eg, pencil, book)
4. Excessive talking
5. Getting out of seat without permission
6. Failure to complete assignments
7. Failure to turn in homework

8. Other minor infractions of classroom/school rule

The following student offenses will be referred to the counselor/administration.

1. Leaving the classroom and/or school without permission.
2. Bringing weapons and/or drugs to class/school
3. Serious fights which cause injury or disrupt the educational process
4. Excessive profanity
5. Destruction of school property
6. Flagrant disrespect or defiance of authority
7. Verbal or physical assault on teacher
8. Continued tardies or absences following teacher's warning
9. Unauthorized removal of another's property (major infraction)

The disciplinary policies of the school should be administered on a consistent basis throughout the school. The CODE OF STUDENT CONDUCT should be reviewed with students at the beginning of each school year.

NEVER

- Use corporal punishment of any kind (hitting, taping or tying students, having students stand for long periods of time, write lines etc.).
- Send a child to stand outside a classroom where he/she is unsupervised.
- Use humiliation or sarcasm.
- Impose total group punishment of any kind.
- Assign excessive, meaningless, repetitive assignments as punishments.

The administration will attempt to support teachers in discipline problems to the best of their ability. However, the following procedures are necessary to accomplish this goal:

- Maintain anecdotal records/Parent Logs.
- Contact parents to ensure cooperation at home.
- Do not send students to the office and expect them to explain the reason he/she is being sent to the office. The students always have their side of the story.
- Students must be accompanied by a SCM or written note from the teacher.

CLASSROOM ENVIRONMENT

Check your classroom for conditions that are unsafe and/or inoperable and report problems to the custodian/zone mechanic using the form located in the forms filing cabinet in the cum room. Room arrangements should be designed in such a way that **easy access to the door and the fire exit window is easily accessible**. A fire diagram showing two plans for evacuation must be displayed by the door. Rooms should be locked when you leave them. **Do not store spray cans in your room.**

CORPORAL PUNISHMENT

Under **NO** circumstances is corporal punishment to be administered at any Miami-Dade County Public School. Allegations of corporal punishment will be referred to the Department of Children and Families Services and the Miami-Dade County School Police for investigation.

CUMULATIVE FOLDERS

All cumulative folders are to be kept in the office. Please see Mrs. Orsini to check out any folder. The folders are NOT to be left in the classrooms. Each teacher is responsible for accurate and complete cumulative

records for his/her students. They must be kept up-to-date at all times. Records for students who transfer to another location must be completed within three (3) days after the registrar informs the teacher of the student's withdrawal.

Check cumulative folders carefully (particularly of transfer students) for pertinent information (i.e. psychological evaluations, referral forms, etc.). Do this throughout the year as students transfer in and out. Please be cautious and aware of the following:

1. The information in the cumulative record folder is confidential.
2. Volunteers and students are not to handle cumulative record folders.
3. Cumulative records must never be taken from the school grounds nor are they to be left in the classroom overnight.
4. The cumulative records are located in the main office under the supervision of Mrs. Orsini.
5. Items in the cumulative folder should be organized according to the checklist provided by administration.

CUSTODIAL PROCEDURES

All requests for custodial/zone mechanic services are to be given to either the zone mechanic or head custodian. It is the responsibility of every staff member to assist in the cleanliness and maintenance of the school. Students and teachers deserve an environment that is clean and conducive to learning. Avocado has fulltime custodians that work evening shifts in order to maintain the school in an orderly fashion. They are in charge of cleaning the school facility and grounds. If you have any custodial concerns, please see either the principal or the assistant principal and complete the attached form.

DRUG FREE WORK PLACE

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

DISMISSAL

PARENT PICK-UP AND BUS AREA PROCEDURES

A supervision schedule is provided to all teachers designating assigned responsibilities for dismissal duty. Assigned teachers will provide supervision at the parent or bus zone and assist in loading the students. These assignments are made to assure the safety of the students. This year the administration is asking for the assistance of all faculty members. Teachers are reminded to adhere to the following procedures:

- All assigned personnel should report to their post at either 1:50 pm or 3:05pm and remain with the students until they have been picked up or 15 minutes after dismissal, whichever comes first.
- Teachers responsible for a particular group of students at dismissal are accountable for walking their students out of the building.
- Do not allow students to walk to dismissal alone.
- Teachers are being asked to assist by actively supervising students.
- Please do not give your back to the traffic.
- Please direct cars as necessary and supervise the students.

- Do not allow parents to double park or walk their children across the traffic.
- Students should be directed to walk in an orderly manner at dismissal.

WALKERS

Students that walk home must provide the teacher with a note from the parent that states they allow their child to walk home. Students CANNOT walk to the corner to meet their parents unless the parent provides a note.

EMERGENCY PLAN IN CASE OF DISRUPTION

During times of emergency the primary responsibility of all school personnel is to provide for the personal safety of students, to isolate the problem area, and keep the school organized and under control.

To avoid alarming the student body and to offer a rationale for certain personnel leaving class areas, the public address system will be used to convey a prearranged signal notifying all personnel that an emergency exists and that they should assume assigned posts and/or actions. Our prearranged signal is either “CODE RED” or “CODE YELLOW”.

EMERGENCY PROCEDURES FOR SERIOUSLY ILL OR INJURED STUDENTS

It is imperative that every student in every homeroom have a completed **EMERGENCY STUDENT DATA FORM** on file in the office. All members of the school staff are expected to study the following procedures and fix clearly in their minds what is to be done in case of an emergency.

When a child is judged by the classroom teacher or person in charge of the activity to be seriously ill or injured, follow these procedures:

1. The teacher shall immediately dispatch two reliable students to the office or nearest communication device to notify the principal and/or an assistant principal.
2. In cases of serious illness, make the child as comfortable as possible under the circumstances. Do not attempt to move the child until assistance arrives.
3. In case of an accident, take First Aid measures depending on the nature of the accident. (Each staff member should have a basic working knowledge of First Aid).
4. Once administration as arrived, the child should be moved to the office as quickly and as carefully as possible. Ask for the help of other teachers or reliable students. This step would not apply where the teacher might suspect serious internal injury or conditions that may become more serious by moving the student.
5. The teacher will notify the parent and/or relative listed on the Emergency Contact Card.
6. In cases where the parent 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 help.
7. All accidents are to be reported to the office staff by the teacher in charge of the group or activity in writing on Miami-Dade County School forms. **However, an injured student is not to be sent to the teacher where the incident originally occurred. The teacher receiving the report must complete the report based on student account of the event.**
8. If in doubt about the seriousness of an injury or illness, take action that assumes the worst don't assume all will be OK in time.

When a teacher must leave the room to bring a child to the office, notify the teacher closest to your room to monitor your students and later notify the main office.

An accident report must be completed by the supervising teacher and given to Mrs. Orsini in the main office.

In more serious cases, an incident report will be completed by the administration and sent to the Region and the District office.

EMERGENCY TEMPORARY INSTRUCTOR PLANS

Emergency plans should be developed with five days of work for students. These are not regular substitute plans that you would prepare if you knew you were going to be out. These will be used only in case of an emergency during your absence. Updated emergency substitute plans should be kept on **file in the main office** with the Assistant Principal. It should include, but not limited to: attendance roster, all subject area work, seating chart, daily schedule, school map, fire drill map, and a copy of the safety and security plan.

ENTRY INTO SCHOOL BUILDING AFTER THE SCHOOL DAY

Official permission must be obtained from the principal to enter the school building during hours that the school is not officially open for school business.

EQUIPMENT/REMOVAL OF SCHOOL EQUIPMENT

All school equipment leaving the building must be signed out on the official Use of Equipment form. Permission to sign out equipment must be obtained from the principal. Forms are available through the main office.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is intended to help employees and their families who are suffering from such persistent problems as may tend to jeopardize the employee's health and continued employment. The problems may include alcoholism, drug abuse, legal, or vocational difficulties. Miami-Dade County Public Schools recognizes 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 consultation, treatment and rehabilitation to prevent their condition from progressing to a degree at which they cannot work effectively.

PROGRAM SERVICES

The Employee Assistance Program offers consultation to supervisors and employees through training programs and instructional materials provides diagnostic evaluation services for treatment and implements prevention programs to insure ongoing strides to prevent employee's 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.

The Superintendent of Schools will authorize the issuance of a Procedures Manual, which will constitute approved procedures for implementing the program. The Superintendent of Schools will report to the Board prior to the conclusion of the fiscal year regarding the impact of the Employee Assistance Program, continued availability of the program, including any modification, and the Board shall determine funding annually.

FACULTY/PROFESSIONAL DEVELOPMENT MEETINGS

The transmittal of information, exchange of ideas, and staff interaction are vital to the educational process. **Attendance at faculty meetings is required by all personnel.** Routine medical/dental appointments should not be scheduled on these days. Faculty meetings for the 2021-2022 school year are listed below. Any changes in that schedule will be announced. **To be excused from a faculty meeting, you must see the principal for approval.**

September 1

November 3

February 2

May 4

October 6

December 1

March 2

January 5

April 6

NOTE: Dates above are subject to change.

FACULTY PARKING

Please park in our designated area only. Parking in other areas is discouraged. Parking is a concern at Avocado Elementary. If an unauthorized vehicle parks in your parking space, advise the office immediately.

FIELD TRIPS

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 program.

In the planning of field trips, absences from school should be restricted to the least number of days possible. The educational purpose and length of the field trip must be approved by the principal **at least 2 months in advance** and when required, submitted to the region superintendent for approval. Provisions for students to make up the 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 hardship or discipline problems. **If a teacher is uncomfortable taking a student on a field trip due to discipline problems, the parent should be informed of this and given the opportunity to attend the field trip to take responsibility for the child.** A roster is to be submitted along with the field trip application request that includes the names, addresses, and telephone numbers of all students who are eligible to participate in the field trip. Also, a form should be submitted to the cafeteria designating free or reduced lunch status of students **at least three weeks prior to the field trip.**

Important: **ALL CHAPERONES MUST BE CLEARED AS VOLUNTEERS.** Please remember that this takes a long time to process.

FIRE DRILLS

When the warning system is sounded throughout the school, teachers will lead the students quickly and silently out of the building according to the evacuation route/direction posted in each room. Teachers will close the doors upon leaving and take their gradebooks. After arriving at the designated safe area, roll should be checked to ensure that all students are accounted for. At the all-clear sound, teachers and students will return to class. Fire drills will occur minimally once each month. When the fire alarm rings, teachers should:

- Signal the students to prepare to evacuate.
- Exit with the gradebook/class roster in hand.
- Check classroom restrooms and other contiguous rooms.
- Proceed to the room exit and initiate room evacuation. DO NOT waste time closing windows, drawing shades, etc.
- Check to see that everyone has departed the room.
- Close the classroom door. DO NOT lock it.
- Follow the assigned evacuation route to the assembly area.
- Evacuate quickly but do not permit running, shoving, tripping, or excessive talking.
- Take roll call and report missing persons to the principal or the Assistant Principal.

FISCAL PROCEDURES

The responsibility of school funds, expenditures and receipts, is that of the principal. Under no circumstances should any member of the staff order materials, equipment and supplies or collect money from students without the approval of the principal.

FUND RAISING DRIVES - SELLING OF MERCHANDISE OR SERVICES

In order to provide its employees with the opportunity for united participation in the financial support of the services performed by the humanitarian agencies of this community, an annual United Way drive among school personnel is approved. Any other type of fund raising must be approved by the principal. No other fund-raising drives are to be conducted among school personnel. Under no circumstances should a school employee capitalize on his/her position in the Miami-Dade County School System to sell merchandise or services. To do so is a violation of School Board Rules.

GIFTED REFERRALS

Students exhibiting enhanced academic success and superior thinking skills may meet criteria for the gifted program. Children demonstrating these superior qualities should be identified and referred to Ms. Ellison as early as possible, preferably before the end of the first quarter.

GRADEBOOK CRITERIA

The teacher's gradebook is a legal document required by state law. It can be summoned in any court case as a legal record of grades and attendance. Emphasis must be placed on accuracy, consistency in recording, and neatness. Designated persons will monitor gradebooks periodically. In organizing and maintaining your gradebook, observe these guidelines:

Student academic grades should be recorded each week per week per subject for each nine-week period. Each grade should be labeled according to the evaluation device administered to determine mastery of the concept assessed.

Final grades should be recorded in the gradebook each nine-week period for each subject.

Teachers must log teacher-parent communications in the official gradebook and specify whether such contact was in person, by telephone, or through written correspondence. When required parent contact is not achieved, evidence of attempts to contact parents should be recorded in the gradebook and referred to designated administrative personnel for follow-up.

Unsatisfactory progress notes/failure notices that have been issued should be indicated in the gradebook according to site procedures. **According to School Board policy, Progress Notice indicating unsatisfactory performance must be given to every student that is in danger of achieving a grade below a “C” or a 2 in effort. The same applies for behavior. The electronic gradebook can produce such notices for individual students.**

Grading Scale

The following grading scale applies to students in Kindergarten:

E – Excellent Progress
G – Good Progress
S – Satisfactory Progress
M – Minimum Progress
U – Unsatisfied Progress

The following grading scale applies to students in grades 1-3:

| | | |
|---|----------|----------------------------|
| A | 90%-100% | Outstanding Progress |
| B | 80%-89% | Above Average Progress |
| C | 70%-79% | Average Progress |
| D | 60%-69% | Lowest acceptable Progress |
| F | 0-59% | Failure |

Please note that if a student in grades 1-3 is functioning below grade level in Language Arts, Reading and/or Mathematics, the student will receive a letter grade no higher than a D or F and comment 21 (L.A. and Mathematics).

In addition, if a student is in danger of retention, a comment 3 and a comment 45 must be included in the report card. Please note that a comment 40 must be used in order to override a comment 45.

HALL PASSES

Students must have a hall pass when leaving your classroom. All students found in the hall without a hall pass will be sent back to their classroom.

HOLIDAYS

On a school day, which immediately precedes a holiday, the teacher’s day shall end at the close of their students’ day provided all students have been picked up.

HOME LEARNING POLICY

School Board Policy 2330- Homework is an essential component of the learning process for students with the assignment of meaningful learning activities. Assignments should be based on learning outcomes that build students’ conceptual understanding, develop thinking skills, and focus on the application of knowledge.

Avocado Elementary recognizes that one of the main purposes of the elementary school is to begin training in the habits of independent study by establishing good work habits and improving while reinforcing skills. This

can be done by making assignments that can be carried out without the supervision of the teacher. The responsibility becomes a threefold goal: teacher, student and parents.

Teacher Responsibilities

- teach independent study skills that are appropriate to the students' age, ability and grade level;
- make specific assignments that are aligned to the standards and expectations for the grade/course and the academic needs of students;
- check, review, evaluate, and/or grade student homework, according to the teacher's individual methods, and in keeping with a system that is clearly explained to the students and parents;
- give feedback on homework assignments in a timely manner;
- make instructions related to homework clear and provide, when necessary, a short period of supervised study or a period of questioning to ensure that the students understand the assignment.

Student Responsibilities

- complete assigned homework as directed;
- return homework to the teacher by the designated time;
- submit homework assignments which reflect careful attention to detail and quality of work; and
- devote thirty (30) minutes or more to reading each day in addition to any other assigned homework.

Parent Responsibilities

- encourage and support the child in the performance of homework assigned, ensuring that the child has an adequate environment that is conducive to studying and completing homework;
- indicate an interest about assignments and assist if possible when requested by the child, but not to include performing the work for the child;
- support the school in the students' assigned homework and communicate with the school if a student's homework assignments appear excessive, too difficult, or not sufficiently challenging;
- request assignments for students when short term absences are involved;
- assist the school in stressing the importance of reading and its benefits; and
- assure that students read for a period of thirty (30) minutes or more each day in addition to any other assigned homework.

The home learning policy of the Miami-Dade County School Board emphasizes the importance of reading and encourages parents to become involved in the implementation of the home learning guidelines, which include a marked emphasis on reading.

One way that parents can support a renewed emphasis on meaningful home learning is to ensure that their children read daily. Of course, parents or other family members should make every effort to read to students who cannot read on their own.

We believe that regular homework is an essential component of the learning process. Homework should be a reinforcement of what was taught in the classroom and the assignments should be based on learning outcomes that build students' conceptual understanding, develop thinking skills, and focus on the application of knowledge.

The recommended daily home learning averages are as follows:

| <u>Grade Level</u> | <u>Frequency of Assignments</u> | <u>Total Daily Average (All Subjects)</u> |
|--------------------|---------------------------------|---|
| K – 1 | Daily (5 days a week) | 30 minutes written |
| 2 – 3 | Daily (5 days a week) | 45 minutes written |

All students must read 30 minutes daily in addition to regular home learning assignments.

In general, homework will be completed for the following day: however, long-range assignments (e.g. special projects) may take extra periods of time as assigned by the teacher.

INTERNET AS A LEARNING TOOL

School Board Policy 7540.03- Student Responsible Use of Technology, Social Media and District Network-

The School Board provides students access to a large variety of technology and network resources which provide multiple opportunities to enhance learning and improve communication within the school district and the community. All users must, however, exercise appropriate and responsible use of school and District technology and information systems. Users include anyone authorized by administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

The purpose of providing students and employees access to the Internet is to promote academic excellence in the District's educational objectives. This computer technology provides resource sharing, innovation and communication that will help launch today's schools into the information age. Utilization of the Internet by students and employees must be in support of and consistent with the educational objectives of the District. When utilizing the Internet all users must adhere to the provisions of this rule and the standards of conduct established in the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education Profession in the State of Florida, and School Board Policy 3210 Standards of Ethical Conduct.

INCLEMENT WEATHER PLAN

Each teacher must have on file an inclement weather plan for each student in their classroom. This should be done at the beginning of the school year. All students who walk home should be retained in the school during dismissal time if the weather is poor.

LEAVING CAMPUS DURING THE SCHOOL DAY

Staff members are permitted to leave the campus during their designated lunch period without administrative approval; however, they must sign in and out in the office. Persons who find it necessary to leave the campus at any other time during the work day, **must have approval from the principal/assistant principal and must also sign in and out in the office.**

LESSON PLANS

Daily lesson plans are required in advance on a weekly basis. All lesson plans must indicate objectives, activities, assessments and home learning. Please utilize Pacing Guides as they apply to individual subjects.

Additionally, teachers will include sustained Independent Reading time, on a daily basis, as part of their weekly plans.

If you have ESOL students in your class, lesson plans must include the ESOL strategies. These strategies may be coded to facilitate their inclusion in lesson plans.

A variety of activities need to be present with emphasis on hands-on activities, cooperative and flexible groupings and other learning activities that will assure a successful instructional program. FSA strategies and question formats should be incorporated in all subject areas.

MAILBOXES

Mailboxes should be checked and emptied upon arrival in the morning, and before leaving at the end of the day. All pertinent information for staff members will be posted on the bulletin board in the office. **Students are not allowed to retrieve items from staff mailboxes.**

MATERIALS AND SUPPLIES

Basic supplies will be provided to teachers at the opening of school. If you need additional supplies, fill out the supply request form and submit it to Ms. Allison. All supply requests will be filled within 48 hours, or as soon as possible.

MEDIA RELEASES

There are instances when students may be recognized for any of a variety reasons via newspapers, television or other forms of media. In order for a student to be recognized in any school event that may have media coverage, it will be necessary to obtain parental consent from the parents/legal guardians. The consent form may be found in the forms section of the handbook. Please plan accordingly so that consent may be obtained well in advance of perspective events.

MEDICAL EMERGENCIES

If a student or staff member is injured, the principal or designee must be notified at once and the proper forms must be completed. **The Principal or designee will make the decision to call 911.** Remember the safety and welfare of everyone in the school is our number one concern.

MONEY AND VALUABLES

- Do not leave any money in the building overnight.
- Do not leave money in or on your desk.
- No money is to be collected from students without the principal's approval.
- Do not leave purses or other valuables unattended.
- No money collected for any purpose shall be held overnight by the teacher.
- All monies collected must be turned in to the office and must be submitted WITH A RECAP SHEET listing the student's name, teacher's signature, amounts and purpose of collection.
- ALL MONIES COLLECTED MUST BE TURNED IN TO THE OFFICE BY 9:00 a.m.

MORNING PROCEDURES

Gen-Ed students should not arrive at school earlier than 7:45 am. Classes begin at **8:20 am** for Pre-Kindergarten-1st Grade students and **8:35 am** for 2nd and 3rd grade students. **All Kindergarten and 1st grade students will be picked up outside their classroom by 8:15 am. 2nd and 3rd grade students must be picked up outside their classroom door by 8:30 am. ASD students must be picked up from the cafeteria by 8:30 am. Instruction must begin immediately by 8:35 am.** To accomplish this task parents should not be in the classrooms and teachers should not hold parent/guardian conferences. Remember that the safety of the students is vital. Teachers should have an assignment for the students as soon as they walk in through the door.

OPENING EXERCISES

The link to the daily morning announcements will be emailed to the staff no later than 9:00 am every day. Teachers can display the link with the morning announcement on Promethean Board. Special announcements are available to teachers and school programs upon completion of the designated communication form. All students and staff members are encouraged to listen attentively to announcements. **To request an announcement, please fill out the announcement form and give it to Dr. Lewars at least twenty-four (24) hours in advance.**

PARENT COMMUNICATION

Parent–Teacher conferences should occur on a regular basis. Emphasis should be placed on students’ success and creativity along with academic or behavioral difficulties that the student is experiencing. Please adhere to the following:

1. Please return all parent/guardian phone calls within 24 hours.
2. Teachers must log all parent-teacher conferences and specify whether such contact was in person, by telephone or through written correspondence.
3. Evidence of attempts to contact parents should be recorded in the communication log.
4. A referral to the visiting teacher is appropriate if all attempts to contact the parent/guardian have not been successful.

PROGRESS MONITORING

The academic progress of students must be monitored to ensure that students are mastering the standards for a grade level or course. In accordance with the requirements of Section 1008.25, Florida Statutes., each student who does not achieve a Level 3 or above on the statewide, standardized English Language Arts assessment (FSA ELA) and/or the statewide, Mathematics assessment (FSA Mathematics) must be evaluated to determine the nature of the student’s difficulty, the areas of academic need, and strategies for providing academic supports to improve the student’s performance.

A student who does not achieve a Level 3 or above on the aforementioned standardized State assessments must either be covered by an IEP or be included in a school system of progress monitoring. The student’s progress resulting from the academic support (interventions, tutoring, intensive reading/mathematic courses, etc.) must be monitoring using the following assessments:

- Grade K-3: iReady Diagnostic Test (Reading and Mathematics)

As a function of the schoolwide system of progress monitoring, instruction and interventions should be adjusted, as necessary, depending upon the student’s academic growth and attainment of the grade level/course standard. As part of progress monitoring, parents must be informed of the student’s areas of academic need.

PARENTAL INVOLVEMENT

Parental involvement is greatly encouraged at our school. Parents must check in at the front of the school using the Raptor system. Teachers may not hold informal conferences with parents during time when you are responsible for supervising students. Furthermore, **do not impart any information** to parents regarding any aspect of the school other than exactly what pertains to you and your teaching. Please refer parents to an

administrator instead. Never disclose or discuss information regarding students with anyone other than the parents/guardians responsible for a given pupil.

PHOTOCOPIES

Teachers need to submit the Copy Request Form located in a mailbox in the Teacher's Lounge and submit it to the designated individual for approval. Please submit copy request at least **ONE WEEK** in advance. (Copy schedule will be given). **No last-minute copies will be made.**

PROGRAMS FOR ASSEMBLIES

Any assembly held throughout the school year must have a program developed by the grade group or teacher that is sponsoring the event. Programs for assemblies should include the date, names of administrative team, school name, purpose or title of assembly and School Board on back. All additional information is left up to the teacher or grade group's judgment. **The program must be approved by the principal before it is duplicated and distributed.**

PROGRESS REPORTS/REPORT CARD DISTRIBUTION

Interim progress reports must be sent home midway through the grading period. A notice of failure must be sent home as soon as it is observed that a student is doing unsatisfactory work.

Please follow all instructions received concerning interim progress reports and gradebook deadlines.

Tentative Dates:

| Interim Report Distribution | Report Card Distribution |
|------------------------------------|---------------------------------|
| 9/24/2021 | 11/12/2021 |
| 12/3/2021 | 2/04/2022 |
| 2/18/2022 | 4/14/2022 |
| 5/6/2022 | 6/24/2022 |

PUPIL PROGRESSION

General Procedures for pupil progression, Grades K-5

The Student Progression Plan for Miami-Dade County Public Schools is incorporated by reference into School Board Policy 5410, Student Progression Plan, and contains the requirements and procedures for pupils to progress from one grade to the next, kindergarten through grade 12 and adult education.

The complete document should be accessed at the MDCPS District Internet Site e-handbooks. It is the responsibility of each teacher to implement the general procedures of the Pupil Progression as it relates to your grade level or job assignment.

POLICY MANUALS

The Miami-Dade County Public Schools Electronic Staff handbook is accessible on the Internet through the M-DCPS homepage (www.dadeschools.net). Click on the link “EMPLOYEES.” Then click on the link “E-HANDBOOKS” that is listed under “EMPLOYEE TOOLBOX.”

PUBLIC RELATIONS

Our public image as a faculty is important and each of us is in a position to enhance or detract from it by our actions. Hopefully our high degree of professionalism in all areas will serve to enhance it. Please adhere to the following:

- Strive to answer all correspondence from parents, whether phone calls or written notes, promptly, preferably within 48 hours. This is particularly true in the case of questions and request for conference that come back on report cards.
- Don't let an unpleasant encounter with a parent result in loss of composure on your part. Arrange a conference with the parent and give him/her an opportunity to voice his/her frustrations. Your patience and understanding in such cases will usually result in the parent working with you rather than against you.
- Never discuss a child's progress or behavior with another child's parent. Even though it is difficult, at times, do not indicate to a parent that you agree with him when he/she blames another child for his own child's problems.
- Avoid discussing problems within our program with parents. They can't solve them, but we, as a faculty, can try to do so through our collective effort.
- All written communications sent home by anyone should first be cleared by the principal.

REPORT CARDS

The report card serves as a major means of communicating a child's progress to his parents. The following points should be kept in mind:

- A report card must be completed for each child enrolled.
- “Insufficient Attendance” may be noted when a student is enrolled fewer than **10** days in a Miami-Dade County Public School.
- Grades must be given when a child is enrolled 10 or more days.
- If the student came from another public school in Miami-Dade County, it is the responsibility of the teacher to speak with Mrs. Orsini in order to receive the grades from the other school on time for the report card.
- It is the teacher's responsibility to spend considerable time and effort in preparing report cards.
- Comments and grades should be consistent.
- Comments should convey positive, meaningful information to parents.
- A drop-in progress should be explained by a comment.
- In order to verify the delivery of the report cards to the home, report card envelopes will be printed with a space for parent signature and should be returned to the teacher.
- An unsatisfactory work notice should be sent at the first indication of unsatisfactory progress or behavior. An unsatisfactory work notice must be sent four weeks prior to the close of each grading period when there is a lack of academic progress, effort, or conduct.

RETENTION POLICY

The Miami-Dade County School System has implemented a strict policy regarding retention. Students who have not received required strategies are not to be retained. Early identification, timely intervention and recording of services in the SCM system are a must.

It is extremely important that each classroom teacher meet with the assistant principal concerning any student who is experiencing academic difficulties. The student will be retained with implementation of documented strategies in accordance with Miami-Dade County Public School requirements.

The following activities must occur prior to a **first retention**:

Principal – Teacher conference (A9- principal or designee is responsible)

Teacher – Student conference (CA-teacher is responsible)

Parent Conference – (P1-teacher is responsible)

Individual counseling (I4-counselor is responsible)

Developmental Group Counseling (D3-counselor is responsible)

Alternative Strategies – Place student on a progress monitoring (teacher is responsible)

Additionally, the following strategies must occur prior to a **second retention**:

Academic Review (A8-the Assistant Principal is responsible)

Counseling Retained student (CR-counselor is responsible)

All of the above actions must be documented on the SCM form. A memorandum will be provided in January.

ROOM APPEARANCE AND CARE

Bulletin boards should display students' work which is current and attractive. The way a classroom looks sets the tone for instruction. An attractive uncluttered room inspires children to learn. Children should be encouraged and trained to develop an attitude of personal responsibility for careful use of their "home" at school. It is important to stop working sufficiently before the end of the school day not only to evaluate the day's work, but also to tidy up the instructional areas and to prepare for the next day. Chairs and instructional materials must be removed from the floors to enable daily cleaning. Each child is responsible for his/her immediate seating area and furniture must not be written on or defaced in any way.

SCHOOL DAY FOR STAFF

The elementary classroom teachers' normal workday will be seven (7) hours and five (5) minutes. Pre-K- 1st grade teachers begin their workday at 8:05 am and conclude at 3:10 pm. Second through Third Grade Teachers begin their workday at 8:20 am and conclude at 3:25 pm. School policy is that all employees who leave the work location during their work hours excluding lunchtime will complete the required Leave Early Form. **Please be reminded that approval to leave early is at the discretion of the principal.** This form must be turned in to Ms. Allison for approval at least 24 hours in advance.

An employee present more than one-fourth (1/4) and less than three-fourths (3/4) of the workday is considered as having worked one-half (1/2) day and an employee present three-fourths (3/4) or more of the workday is considered working a full day, upon prior approval of the principal.

SCHOOL DRESS CODE

The following uniform policy is in effect for the 2021-2022 school year:

Skirts, culottes, pants, shorts or jumpers in the following colors: Khaki

“Polo” Style shirt in the following color choices: White, Dark Green
Shirt should be plain or may display the Avocado Logo (optional).
They should not be oversized.
Shoes should be closed toe and socks are required.

On cold days, sweaters, sweatpants and sweatshirt may be worn that comply with the uniform colors. Outerwear that will be removed upon arrival at school need not comply with the uniform color specifications.

Children with uniform waivers are exempt from wearing the established school uniform but are still expected to consistently dress and be groomed in a fashion that reflects pride in oneself and one’s school. All students are expected to wear comfortable, closed-toe shoes and socks in order to protect their feet. Halter tops, tank tops and short shorts are not permitted. In addition, written messages, pictures, and/or symbols on clothing which portray ideas inimical to the health, safety, and welfare of students, e.g. messages which relate to drugs, smoking, alcohol, sex, and/or profanity are NOT permitted.

SCHOOL VOLUNTEERS

School volunteers are greatly encouraged as a part of our school. It is important that all volunteers complete a Miami-Dade County Public School Volunteer Application and attend an orientation. You may get the application in the main office. A person will not be considered a volunteer, and therefore will not be covered under Florida Workers' Compensation Law, unless a completed application is on file in the Department of Community Participation. Florida Statutes define a school volunteer as any non-paid person who may be appointed by a School Board or its designee. School volunteers may include, but not limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff. All school volunteers must clear a background check prior to assuming volunteer responsibilities. **This rule includes room parents. All chaperones must be cleared as volunteers prior to attending any and all field trips or school functions.**

SOLICITATIONS AND SALES

There will be no solicitations or sales of any non-instructional products, goods, materials or services on the school grounds. Products furnished by businesses for the purpose of advertising are not to be distributed to pupils, except for those donated items given as prizes/rewards.

SPECIAL CLASSES

The teacher must accompany his/her class to and from all special classes. Students must arrive on time in an orderly manner and are expected to be dismissed on time in an orderly manner. **EACH STUDENT IS TO BE IN ATTENDANCE IN ALL SPECIAL CLASSES AS SCHEDULED.**

STAFF ARRIVAL

Instructional staff are expected to **arrive at your designated report time** and place their initials on the sign-in sheet. Teachers with a homeroom are to **pick up their students no later than 8:15 or 8:30 am**. The school is to be notified if staff members will be late. Failure to do so may result in loss of pay for the day. It is imperative that the school be notified immediately when you know you will be absent or late. This will alleviate the problem of getting substitute coverage. **Please do not sign in and out in the morning as this may result in an audit exception for the school.** Your cooperation is expected and appreciated.

STAFF EMERGENCIES/ABSENCE OF DUTY

The designee for obtaining emergency substitutes for the 2021-2022 school year is Ms. Allison. All staff members report absences by calling 305-242-6141 and follow the prompts. To ensure a sub, by contract you must call in by **7:15 am**. Additionally, when you have been absent, you must call Ms. Allison **no later than 2:00 p.m.** to let her know if you are returning to work the following day. If we do not hear from you by 2:00 p.m. **we will retain the substitute for the next day.** Ms. Allison may be reached **between 7:00 am and 3:00 pm** 305-247-4942 ext. 2112 (school).

STAFF TARDINESS

Administration will monitor staff members who abuse the attendance and tardiness rules – it puts a hardship on your students and your fellow teachers. Additionally, it is neither fair nor contractually correct to use special area teachers to cover classes if substitutes cannot be found in a timely manner. Any staff member expecting to arrive after 8:05am or 8:20 a.m. must speak to the principal or the designee on that morning. If this policy is not adhered to, the employee will be charged a half-day absence.

SCHOOL SUPPORT TEAM/RESPONSE TO INTERVENTION

The purpose of the School Support Team (SST) is to devise alternative strategies for students who demonstrate learning or behavioral problems or for those students needing an enrichment component. Be aware that SPED programs are governed and ruled by federal guidelines; therefore, under no circumstance can a teacher volunteer any type of information regarding student testing/placement.

It is the teacher's responsibility to start the process on any student who needs additional support. This includes a classroom teacher and/or special area teacher. Parents may also request an SST for their child. It is their right to do so. If you need assistance, please see Mrs. Ellison.

Mrs. Ellison will provide you will all the necessary paperwork in order to begin the SST/RTI process.

It is important that parents are not advised of the following by instructional personnel:

Do not advise parents that their child will be tested. Referral for a psychological evaluation is determined by the M-Team/SST.

Do not advise parents that their child has a learning disability or is emotionally handicapped. Program eligibility is determined by a psychological evaluation and determined at the time of staffing by appropriate region personnel.

Do not advise parents that their child is gifted. Program eligibility is determined by a psychological evaluation and determined at the time of staffing by appropriate region personnel.

Do not advise parents that their child has ADD/ADHD. This is a medical condition that can only be determined by a medical doctor not a school psychologist.

Do not advise parents that the evaluation process takes too long, and they should consider having their child evaluated privately.

STUDENT WITHDRAWALS

When a child is withdrawing, the registrar may provide you with a Withdrawal Information Sheet. The use of this checklist facilitates the process of withdrawing the child. Occasionally, a child withdraws and then returns to school after several weeks. In this case, you must receive information from Mrs. Orsini in order to re-admit this student to your class. This is your notification that he/she has cleared through the office and his/her records have been re-activated.

SUPERVISION OF SCHOOL GROUNDS

The Avocado Elementary Safety Patrol sponsor will provide guidelines for safety on school grounds before and after school. Classroom teachers will escort students to parent pick-up, after school care and buses and will provide supervision until all students have been picked up. The principal and the assistant principal circulate the grounds before and after school.

TELEPHONE USAGE/MESSAGES/CELLULAR PHONES

The school's telephones are for conducting school business. Personal telephone calls are to be limited to **EMERGENCIES ONLY**. Calls will not be transferred to your room, unless it is a family emergency. Charges for long distance calls to the school phones, requests for operator assistance, and operator requests to interrupt a call are prohibited. Telephone messages will be placed in your mailbox. You will be informed immediately should you receive an emergency phone call. Telephones on secretaries' desks are not to be used by staff members.

The phones in the main office and classroom extensions are specifically for official school business. The use of the telephone by children will be confined to emergency calls only. Under no circumstances are children to call their parents to make after school recreation arrangements, bring home learning assignments, etc. Please carefully screen student requests to use the phone. If teachers feel it necessary for a child to call home, an office pass should be filled out and brought by the child to the office.

Cellular Phones

Cellular phones may not be utilized during the time staff is assigned work duties and/or the supervision of students. Students may have cellular phones but must be directed to turn them off while in class.

TESTING

It is important that we prepare our students for the required state and district testing. A variety of test formats are recommended to be used: timed test, multiple choice, short response and extended response, etc. The various formats are to be included in your regular classroom assessments. Pretests are to be administered to determine the students' prior knowledge. The results should be used to customize instruction, thus facilitate learning.

It remains the professional responsibility of each teacher to adhere to strict security and testing guidelines during the administration of any testing program. You will receive tentative testing dates for the 2021-2022 school year.

TEXTBOOKS

Adequate textbooks are to be provided to each student to ensure that required home learning assignments may be accomplished and provide continuity of instruction. Every student should have access to supplemental readers to be used in the classroom or at home.

Please do not make the statement, **"We do not have enough books."** If you find a need for materials, we will attempt to correct it immediately. Please see Dr. Lewars.

Each of you should assume the responsibility for textbook control with your group. Please account for all textbooks you checked out during the year. No student is ever to be denied textbooks. It is recommended that each teacher conduct quarterly textbook audits to help maintain accurate inventory accounts in the classroom.

All charges for lost or damaged books are to be paid in the office as soon as possible. The teacher must see Ms. Allison for a textbook receipt that includes title and cost of the book. The student responsible for the loss or damaged book should come to the office with money and textbook receipt. Teachers are responsible for providing an accurate textbook inventory to the the Assistant Principal at the end of the school year.

TITLE IX

Elementary schools are required to implement the necessary actions to fully comply with the Title IX Regulations prohibiting sex discrimination in schools. Physical education classes will be organized according to ability rather than sex except for certain contact sports. The intent of the requirement is to insure equal opportunities and remove cultural biases, which limit aspirations due to gender.

VIDEOS

Teachers may not show videos in the classroom without prior authorization from the principal.

VISITORS

All visitors for students or staff must check in the front of the school using the Raptor System to obtain a VISITOR PASS which must always be displayed.

Civil Rights and Diversity Compliance

Facts About Sexual Harassment in Employment



Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. The victim should use any employer complaint mechanism or grievance system available.

When investigating allegations of sexual harassment, EEOC looks at the whole record: the circumstances, such as the nature of the sexual advances, and the context in which the alleged incidents occurred. A determination on the allegations is made from the facts on a case-by-case basis.

Prevention is the best tool to eliminate sexual harassment in the workplace. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. They should clearly communicate to employees that sexual harassment will not be tolerated. They can do so by establishing an effective complaint or grievance process and taking immediate and appropriate action when an employee complains.

Civil Rights and Diversity Compliance Common Sense Suggestions for Non-Instructional Employees

- Do not discipline, counsel or touch students. Notify an administrator if you believe a student is misbehaving.
- Do not flirt with students, staff members, and co-workers.
- Do not discuss your personal life or personal matters with students, staff members, and co-workers.
- Know and follow your worksite policy regarding reporting absences and tardies.
- Request vacation days in writing and in advance for approval. Do not call in the morning and expect to be granted vacation leave for that day.
- Do not conduct personal business during work hours or use the phone for personal calls.
- Be present and on time every day.
- Be a role model at work and in the community.
- Dress professionally, appropriately, and modestly. Wear your uniform if your job requires it.
- Know School Board Rules, especially regarding Drug-Free Work Place, Violence in the Workplace, Weapon Possession, Corporal Punishment, Sexual Harassment, Employee Conduct and Non-Instructional Personnel.
- Do not argue with co-workers; use of profanity is prohibited by Board Rule.
- Respect your supervisor and follow all instructions given, whether or not you agree with them.
- Request a leave if you will be absent from the worksite more than 30 days.
- Do not assume your supervisor/principal knows why you are absent for a long period of time. Notify him/her in writing of your intentions. It is better to resign than be terminated from your job for abandonment.
- Remember, romance and work can be a dangerous combination. Do not risk your paycheck for what may be a temporary partner!

Civil Rights and Diversity Compliance Common Sense Suggestions for Students

- Dress appropriately and modestly.
- Keep your hands and other parts of your body to yourself.
- Do not flirt with teachers or staff members.
- Do not harass fellow students; respect their differences. What you intend as humor may, in fact, be cultural bias or harassment.
- Watch what you say, how you say it, and who you say it to.
- Use common sense and good judgment. Ask yourself how someone else could perceive your comments or actions. Ask yourself if your comments or actions could be taken out of context and/or misinterpreted.

Civil Rights and Diversity Compliance Discrimination/Harassment

**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, ADHERES TO A POLICY OF
NONDISCRIMINATION IN THE EDUCATIONAL AND WORK ENVIRONMENTS.**

DISCRIMINATION/HARASSMENT

It is the policy of the School Board, that all students and employees be treated with respect. The School Board strives affirmatively to provide a workplace and educational environment free from discrimination and harassment (including sexual harassment), as required by law. Through this policy, the School Board establishes its intent to provide equal access, opportunity, and treatment to students in the provision of educational programs and activities and to applicants and employees in all aspects of the employment process. Slurs, innuendos, hostile treatment, violence, or other verbal or physical conduct against a student or employee reflecting his/her race, ethnic origin, gender, or any other of the categories described below, will **NOT** be tolerated by the School Board.

The School Board Policy covers the following protected categories:

- > Gender
- > Race
- > Color
- > Age
- > Disability
- > Social and Family Background
- > Linguistic Preference
- > Ethnic or National Origin
- > Marital Status
- > Religion
- > Sexual Orientation
- > Political Beliefs
- > Pregnancy

RETALIATION AGAINST A STUDENT OR EMPLOYEE WHO FILES A COMPLAINT IS PROHIBITED BY LAW.

Sexual Harassment will NOT be tolerated.

Sexual Harassment includes:

- Unwelcome sexual advances;
- Requests for sexual favors; and
- Other verbal or physical conduct of a sexual nature

When:

- Submission to such conduct is made - either explicitly or implicitly - a term or condition of employment or participation in an educational program;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

If any student, employee, or applicant has a complaint of discrimination/harassment that cannot be resolved with the appropriate school system administrator, said complaint can be made to:

Susan P. Rothstein, District Director
Equal Educational Employment Opportunity and Diversity Compliance
1500 Biscayne Boulevard, Suite 234
Miami, Florida 33132
Telephone: 305.995.1580 – TDD 305.995.2400

Civil Rights and Diversity Compliance 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.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 205.07 (Florida Statutes), which stipulate categorical preferences for employment.

crdc@dadeschools.net

Civil Rights and Diversity Compliance How to File a Complaint

In order to file a complaint call (305)995-1580 to receive an Employee Complaint Package or a Student Complaint Package.

crdc@dadeschools.net

CHAPTER 6B-1

CODE OF ETHICS - EDUCATION PROFESSION

6B-1.006 Principles of Professional Conduct for the Education Profession in Florida

6B-1.001 Code of Ethics of the Education Profession in Florida.

(1) 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.

(2) 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.

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

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2)(b) FS. History - New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01.

6B-1.006 Principles of Professional Conduct for the Education Profession in Florida.

(1) The following disciplinary rule shall constitute the Principles of Professional Conduct for 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 service, unless disclosure serves professional purposes 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 an 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 judgment.
 - (e) Shall offer no gratuity, gift, or favor to obtain special advantages.
- (5) Obligation to the 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 a 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 a 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 for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- (m) Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, 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. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
- (n) Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.
- (o) 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 as defined in Section 231.28(1), Florida Statutes.
- (p) 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.
- (q) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

EMERGENCY PROCEDURES IN CASE OF A DISTURBANCE

During times of emergency the primary responsibility of all school personnel is to provide for the personal safety of students, to isolate the problem area, and keep the school organized and under control.

If an emergency situation should arise, all personnel are to adhere to the following guidelines:

TEACHERS

- Teachers are to hold assigned children regardless of their classroom setting at the time of the announcement of an emergency. Students are to remain in class under the supervision of that teacher.
- Check outside of your classroom and allow children in the halls near your room inside of your class, regardless of their homeroom assignments.
- Close and lock your classroom doors.

- Press the call button in your room to let the office know the names and homeroom teacher of children in your room who are not part of your homeroom class.
- Maintain calm and order within the classrooms.
- Do not permit students to leave your class for any reason.
- Listen carefully to all announcements. Do not dismiss students until advised by the principal or designee.
- Teachers who travel between classes must find the closest secured area away from the disturbance.

SECURITY

- Assigned security personnel will report directly to the group restrooms and escort all children in that area directly to the cafeteria or nearest safe location away from the disturbance.

CUSTODIANS

- Immediately lock bathrooms as soon as they are clear of children.
- Lock and close all gates/doors leading into the building.
- Move throughout the building, collecting and disposing of any instruments that may be used as weapons (bottles, boards, sticks, etc.).
- Move into the cafeteria area and help cafeteria workers secure cafeteria against outsiders.
- When disturbance is over, begin immediate cleanup of affected area.

PHYSICAL EDUCATION CLASSES

The physical education instructors will escort children under their supervision directly into nearest safe location away from the disturbance.

CAFETERIA WORKERS

Close and lock all doors and secure cafeteria against outsiders. Assist to supervise students in dining area during the disturbance. If and/or when media should arrive a 'no comment' statement should be given so that a single source can act as rumor control. Doors may not be opened at any time.

MAIN OFFICE

- Assist to secure office area and keep Region Center apprised of developments directed by the principal.
- Call police and/or paramedics once cleared by the principal.
- Manage incoming information and relay to the Principal and The Assistant Principal over the two way radio.
- Assign office staff to monitor phones and public address system as well as the clinic.

PRINCIPAL

- Move to area of disturbance.

THE ASSISTANT PRINCIPAL

- Move to area of disturbance or other location directed by the principal.

OFFICE STAFF

The office staff will assist in the office/clinic area. All personnel are instructed not to make any outgoing calls in order to keep the lines available for emergency calls.

COUNSELOR

- Work with and assist members of the Miami-Dade County Public Schools Police.
- Maintain an accurate record of events, a list of injured students, and names of violators.
- Assist in giving first aid to injured students and supervising notification of their parents and/or 911 in main office areas.
- Upon direction by the principal, notify the principals of the feeder pattern

BOMB SCARE

In the case of a bomb threat, the announcement will be “Search Drill.” At that time, teachers will initiate an evacuation and report any suspicious items the main office. Do not touch, prod, or move suspicious object. Do not use cell phone, hand radio or P.A. system as these may detonate device.

FIRE DRILL/EVACUATION

The alarm will be a continuous audible signal that will indicate the evacuation of the school. When the alarm is activated, children should proceed to the area designated for their classroom by means of the nearest exit. They should be instructed to leave in a silent, orderly manner.

During the year there will be at least one fire drill per month. Students should practice before the scheduled drill.

- Evacuation routes are posted and easily seen by every exit.
- Never allow furniture to block exits.
- Do not block vision of fire extinguisher or fire exit signs.
- Teachers must take their gradebooks with them during evacuation to account for each student.

The “All Clear” for re-entry will be given by the principal or designee.

All staff members must make certain that an emergency evacuation route map specifying both primary and secondary routes is posted near the door in each room. If none exists, notify the designated administrator.

HOMICIDAL THREAT

- Remain calm
- Assess immediate danger; do NOT make any sudden moves.
- Notify the main office when it is safe to do so.
- Follow orders of administrator for personal safety.

HOSTAGE SITUATION

- Remain calm
- Do not attempt to defuse the situation. This is a police function.
- Do not agitate or anger predator.
- Do NOT make any sudden moves.
- Follow orders of administrator for personal safety.

SUICIDAL THREAT/ATTEMPT/IDEATION

- Contact office immediately and report situation
- If an actual attempt, exit students from room (depending on severity) to a nearby class. Remain with victim until assistance arrives. Gather information to report to appropriate officials.

- During a threat/ideation report incident to administrator immediately. Do not leave student alone. Escort student to the office if possible or wait for assistance. All threats/ideations must be reported immediately so that assistance may be rendered. **REPORT ANY AND ALL THREATS/IDEATIONS REGARDLESS OF SEVERITY. DO NOT DISMISS ANY THREAT/IDEATION.**

6Gx13-6A-1.08 Instruction—Elementary and Secondary GUIDELINES FOR INSTRUCTION PERTAINING TO THE FLAG AND PLEDGE OF ALLEGIANCE

The flag and the pledge of allegiance to the flag are important symbols of the democratic heritage of the United States. It is required that the pledge of allegiance be said at the beginning of the day in every elementary and secondary public school.

The public school system is one of the major social institutions responsible for the transmission of our democratic heritage to present and future generations. In fulfilling that responsibility, each school through its instructional programs and activities will provide knowledge of and encourage respect for the important symbols of our nation.

Board Rule, Florida and federal statutes, and court decisions provide the bases for the following guidelines to be observed by each school in carrying on instructional activities in regard to the flag and pledge of allegiance.

- I. Teachers will direct their instructional efforts toward understanding patriotism and appreciation of freedom in our country.
- II. The essentials of the United States Constitution and flag education, including proper flag display and flag salute will be taught in all schools.
- III. In pledging allegiance to the flag, the following pledge will be used: "I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all." Students will be taught not to pause after one nation when reciting the pledge of allegiance to the flag.
- IV. The pledge of allegiance will be rendered by standing with the right hand over the heart.
- V. Students who, because of religious or other deep personal conviction, do not participate in the salute and pledge of allegiance to the flag will stand or sit in silence.
 - A. The staff will counsel with students who do not participate in the pledge and flag salute. The main purpose for counseling would be to assist students in understanding our democratic heritage and in respecting the rights of all citizens. Parents are to be contacted to determine the reason for the student's behavior. Parents will be asked to provide a written request to excuse the student from reciting the pledge.
 - B. Students who do not participate in the pledge and salute, who stand or sit quietly, even though failing to get written parental permission, may not be disciplined.
 - C. Students not participating in the pledge and salute to the flag who interfere with others doing so will be considered disruptive. Any gestures, words, or actions other than those officially prescribed above will be considered interference with the rights of others and disruptive. In those instances where interference or disruption occurs, the school staff will take appropriate disciplinary action.

INCIDENT REPORTING DOCUMENT

All employees are under affirmative duty to report any sexual conduct and /or sexual battery, immediately upon knowledge of incident or reasonable cause to suspect. All incidents/crimes involving students must be reported to Department of Children and Family toll free at 1-800-96-ABUSE and Miami-Dade School Police Department (M-DSPD) at 305-995-COPS. All crimes involving employees must be reported to M-DSPD at 305-995-COPS. All incidents involving employees must be reported to your contact site or Regional supervisor. Failure to report incidents may result in criminal prosecution and/or disciplinary actions. All documents below identified with an asterisk () contain specific language concerning this topic.*

INCIDENT REPORTING DOCUMENTS

Guide to Board Rules and References for Incident Reporting:

- **Responsibilities and Duties:**
Board Rule **6Gx13-4A-1.21**
 - **Employee –Student Relationships:**
Board Rule **6Gx13-4-1.09**
 - **Suspension, Board-approved Alternative, Expulsions, and Referrals:**
Board Rule **6Gx13-5A-1.062 Section B.1a.**
 - **Zero Tolerance For School Related Violent Crime:**
State Education Goals- **Section 1006.15 F.S**
 - **Procedures for Promoting and Maintaining a Safe Learning Environment:**
Chapter IV General Guidelines, Guideline # 4, # 14, and # 37
 - **United Teachers of Dade Contract (Ammended-2007):**
Article VIII Section 1.G/Safe Learning Environment
 - **Florida Education Standards Commission:**
K-20 Education Code Title XLVIII, **Chapter 1012**
 - **Personnel Investigative Model (PIM):**
M-DCPS: Office of Professional Standards
 - **Opening of Schools Handbook:**
M-DCPS: School Operations
-

PROPERTY LOSS PROCEDURES

Damage to School Board Property should be immediately reported by school site administrators to School Police as required in Board Policy 7440.02 – Vandalism, Damage, Loss and Malicious Mischief.

- Contact School Police by telephone (305-995-COPS) in each instance of property damage caused by vandalism, theft, burglary, illegal entry and fire, or damage to vehicles, within 24 hours of discovering the incident. If the damage occurred during the weekend, notification must occur immediately Monday morning.

1. All Property Damage to School Board Facilities

All locations should report damaged property to the Office of Risk and Benefits Management, Department of Property Loss Control, at (305) 995-7810. A claim will be opened, and an investigation will determine how the claim will be routed.

Claims will be investigated and handled by Gallagher Basset Services Inc. (GB), the Board's Third-Party Administrator (TPA) or the Board's contracted property adjusting firm. Depending on the size of the loss, the Maintenance Department or Capital Construction will participate in the repair to our facilities. This will be determined through the investigation.

The responsible department, either Maintenance or Capital, will work with school site personnel directly to repair the facility and provide cost documentation to the Office of Risk and Benefits Management.

The Office of Risk and Benefits Management will be responsible for executing all property damage releases and settlement of the claim.

2. Damage arising from Construction Contractors to School Board Facilities while a construction project is underway

Damage to School Board Facilities due to contractors should be immediately reported by school site administrators to the assigned Project Manager (PM). The PM will, as soon as possible, contact and initiate a claim with the Office of Risk and Benefits Management, Department of Property Loss Control at (305) 995-7810. This must be done whether or not the District files a Builder's Risk Insurance Claim.

The Office of Risk and Benefits Management will determine if the incident should be reported to the Board's Third-Party Administrator (TPA), Gallagher Basset Services, Inc. (GB) or file a claim through the Board's Builder's Risk Policy – all risk, replacement cost property insurance for facilities under construction as part of the District's Capital Plan.

If there is no project manager, please report the incident to the Office of Risk and Benefits Management. Please document all losses and maintain damaged equipment. Either the property claims adjuster or Gallagher Bassett will work with school site administrators and the contractor to gather all required documentation for the claim and collect all payments.

The Office of Risk and Benefits Management will be responsible for executing all property damage releases and settlement of the claim.

3. All other Losses to School Board Facilities, Furniture Fixtures & Equipment (FF&E) FF&E losses will be handled as follows:

This procedure provides instructions to work locations that incur property damage to Furniture, Fixtures and Equipment (FF&E). Through the Property Loss Control Department, the Office of Risk and Benefits Management administers two funds to handle claims reimbursement to work locations:

Fund 9010 for property loss due to vandalism and theft.

Fund 9999 for property loss due to fire, windstorm, flood, lightning and other natural perils.

Loss caused by wear and tear and/or neglect of infrastructure is not eligible.

For losses caused by vandalism, theft, burglary, illegal entry and fire:

A. Notify the Division of School Police by telephone (**305-995-COPS**) in each instance of property damage caused by vandalism, theft, burglary, illegal entry and fire, or damage to vehicles, within 24 hours of discovering the incident. If the damage occurred during the weekend, notification must occur immediately Monday morning. All losses exceeding \$500 must be reported to the Region Captain, Division of School Police.

B. Complete a Plant Security Report within 24 hours of the occurrence. File the Plant Security Report with the Division of School Police to obtain a Master Case Number. The Division of School Police will affix a Master Case Number and return the Plant Security Report to the school.

C. Complete the upper portion of the Self-Insured Property Damage Proof of Loss (P/L), FM-5349. Attach a completed FF&E Form, FM-6249, with the applicable Property Control Asset Details to prove ownership. In addition, the work location must provide current replacement cost prices obtained from catalogs or School Board approved vendors, and copies of applicable pages.

D. A copy of the Plant Security Report with the Master Case Number, the documentation supporting the claim, and the P/L, signed by the work location administrator in **blue ink**, must be sent via school mail (not faxed) to the Office of Risk and Benefits Management, Mail Code 9112, attention Property Loss Control, within twenty (20) working days of the date of the occurrence. A copy of a completed Outgoing Controlled Equipment Form (FM-1670) must accompany the P/L if reimbursement is requested for Property Controlled equipment.

E. After review by the Office of Risk and Benefits Management, approved claims will be forwarded to the Office of Budget Management which will assign a funding structure. Disallowed P/Ls will be returned to the work location. P/Ls not accompanied by a copy of the completed FM-1670, when applicable, will be returned to the work location as incomplete.

F. Once the budget transfer occurs, the work location may expend the funds as deemed necessary by the work location supervisor. The Office of Risk and Benefits Management and the Division of School Police are not in the approval chain for these requisitions.

For losses caused by natural perils such as flood, wind, lightning, etc. excluding fire:

A. Using FM-6249, list damaged or destroyed FF&E separately, by room number, with applicable Property Control (P.C.) numbers. Indicate cause of loss by checking **one** of the following: Flood, Wind, Lightning or Power Surge. Complete separate worksheets for each

type of peril. * Use current replacement cost prices obtained from catalogs or School Board-approved vendors with copies of applicable pages.

B. Submit completed FM-6249 and a Proof of Loss (FM-5349) signed in **blue ink** by the work location administrator, with a copy of the completed Outgoing Controlled Equipment Form (FM-1670) for P.C.'d items, to the Office of Risk and Benefits Management, Property Loss Control, Mail Code 9112.

C. Upon receipt of all required documentation, the Office of Risk and Benefits Management will instruct the Office of Budget Management to create a funding structure. **Funds must be expended to replace storm-damaged FF&E in like kind and quality.**

* Flood is an *unnatural rising* of water through door thresholds or floors. Damage due to water originating from the ceiling or window sashes should be classified as Wind. A deductible of \$500 per incident will be deducted from the final approved claim amount, unless the deductible is reimbursed by an outside source.

4. Losses to School Board Facilities due to Third-Party

School site Administrators shall notify the Division of School Police by telephone (**305-995-COPS**) and provide a Plant Security Report (FM-0366) to the Office of Risk and Benefits Management as soon as possible. A claim will be initiated through Gallagher Basset Services, Inc. (GB), the Board's Third-Party Administrator (TPA). School site administrators will provide all possible documents related to the loss to the Office of Risk and Benefits Management in order to open a claim.

The Office of Risk and Benefits Management will contact GB and initiate a claim. Based on GB's investigation, it will determine the scope of damages with the cooperation of the facilities administrators and depending on the size of the loss, the Maintenance Department or Capital Construction.

The Office of Risk and Benefits Management will be responsible for executing all property damage releases and settlement of the claim.

5. Mechanical Breakdown

If the Maintenance Department determines that damage to equipment sustained was due to internal malfunction, the Maintenance Department will notify the Office of Risk and Benefits Management who will then coordinate the claim investigation and any payment with the location responsible for the equipment.

Questions should be directed to the Office of Risk and Benefits Management at (305) 995-7810. The fax number is (305) 995-7813.

6. Personal Property Loss Claims for Employees by Bargaining Units

The Board maintains property loss funds for various employee bargaining units. Please submit the completed Personal Property Loss Claim Form (FM-5364) to the Office of Risk and Benefits Management, Property Loss Control Department. Instructions per bargaining units are noted below:

Fraternal Order of Police (FOP):

There shall be a fund for the purpose of reimbursing employees whose personal property has been stolen or damaged in the course of the performance of the unit member's required duties. The amount of the Fund shall be \$5,000.

Guidelines for the administration and disbursement of funds have been jointly developed by the parties with the understanding that M-DCPS will retain control of the administration and disbursement of the fund.

It is understood further that the unit member shall forward his/her claim to M-DCPS together with the required documentation to the Office of Risk and Benefits Management. Reimbursement for stolen or damaged personal property shall be in the amount of documented actual replacement cost provided, however, that such reimbursement shall not exceed the amount of \$200 per item claimed to have been damaged or stolen (exclusive of personal vehicle and cash). It is understood and agreed that, once the employee forwards the claim to the designated M-DCPS representative, every attempt will be made to reimburse the employee within 60 days from the submission of the employee's claim.

American Federation of State, County and Municipal Employees (AFSCME):

The Board agrees to maintain a Personal Property Loss Fund of \$10,000. Guidelines for utilization of the fund shall be in compliance with Board Policies governing such expenditure of funds. Loss or damage to personal property (exclusive of personal vehicle, cash, and tools) during the regular working day is to be covered. The parties further agree to establish, jointly, guidelines for the administration of the Personal Property Loss Fund.

Dade County Schools Maintenance Employee Committee (DCSMEC):

The Board agrees to allocate to a Personal Property Loss Fund the amount of \$6,000 per fiscal year. Guidelines for utilization of the fund shall be in compliance with Board Policies governing such expenditure of funds. Loss or damage to personal property (exclusive of personal vehicle, cash, and tools) during the regular working day is to be covered. The parties further agree to establish, jointly, guidelines for the administration of the Personal Property Loss Fund.

Reimbursement for stolen or damaged personal property shall be in the amount of documented actual replacement cost provided, however, that such reimbursement shall not exceed the amount of \$400.00 per claim per employee each fiscal year

Dade County Schools Administrators Association (DCSAA):

The Board agrees to allocate to a Personal Property Loss Fund the amount of \$9,000 per fiscal year. Guidelines for utilization of the fund shall be in compliance with Board Rules governing such expenditure of funds. Loss or damage to personal property (exclusive of cash) during the regular working day is to be covered. A claim for damage to a personal vehicle must be accompanied by a police report and the incident must have taken place adjacent to or on School Board property while the employee was on official M-DCPS business. Claims for loss or damage to personal property must be submitted within 30 working days of occurrence.

Reimbursement for loss or damage to personal property referenced above shall be in the amount of documented actual replacement cost provided, however, such reimbursement shall not exceed the amount of \$500.00 per claim. This amount becomes effective following School Board ratification of the 2006-2009 Successor Labor Contract (February 14, 2007) and covers loss or damage to personal property which occur following the ratification date.

Confidential Exempt Personnel (CEP):

The School Board of Miami-Dade County, Florida agrees to establish and maintain a Personal Property Loss Fund of \$3,000 for confidential exempt employees. The fund is to be used for the purpose of reimbursement for theft or vandalism. Guidelines for utilization of the fund shall be developed and administered by and shall be in compliance with Board policies governing such expenditures of funds. Loss or damage to personal property, exclusive of personal vehicle damage, during the regular working day are to be covered.

Maximum reimbursement per claim shall be \$200. Reimbursement will not be provided for any loss already covered by a claimant's personal \$25. Claimants shall be required to submit a Personal Loss Fund Claim Form (FM-5364) to Risk and Benefits Management. If the claim is deemed eligible for consideration, the claimant will then submit a sales receipt and security report. If a sales receipt or other acceptable proof of ownership is not available, the claimant shall submit a notarized list of the stolen or damaged items with documentation of replacement cost \$200 limit per incident.

When multiple items are damaged or stolen in a single incident, only one claim may be submitted for all such items. Coverage shall be limited to losses due to theft or damage which are incurred during the claimant's course of employment. No coverage shall be provided for losses resulting from a claimant's negligence. Theft of money is not covered.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

GUIDELINES FOR PROMOTING SAFE AND INCLUSIVE SCHOOLS

The School Board of Miami-Dade County has adopted comprehensive anti-discrimination and anti-bullying policies that require all students be treated with respect regardless of their unique characteristics, including sexual orientation or gender identity.¹ Every student has the right to learn in a safe and accepting school environment and schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender and gender nonconforming students.

These guidelines are intended to promote a positive, proactive approach that upholds and protects the rights of transgender and gender nonconforming students; and best practices to ensure that transgender students and gender nonconforming students have equitable access to all aspects of school life (academic, extracurricular and social) in ways that preserve and protect their dignity.

This guide includes affirming the right of students to wear clothing, attend classes, choose restroom and locker rooms, and be addressed with names and pronouns that reflect the gender they identify with.

This document is intended to support schools in fulfilling our shared obligation to promote the dignity, respect and equity of transgender and gender nonconforming students.

District Policies Supporting LgBTQ Youth

School Board Policy - 1362, 3362, 5517 – Anti-Discrimination/Harassment- 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.

School Board Policy - 5517.01 – Bullying and Harassment- Bullying, Harassment, Cyberbullying, and Discrimination (as referred to and defined herein) encompasses, but is not limited to, unwanted harm towards a student or employee based on or with regard to actual or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family

1 See School Board Policies 5517, *Anti-Discrimination/Harassment (Students)* and 5517.01, *Bullying and Harassment*.

background. This policy prohibits bullying or harassment of any student by any Board member, District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside of the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District.

GUIDING PRINCIPLES

Even though the needs of transgender students vary tremendously based on a range of factors, a number of guiding principles informed this document. These principles include:

- Every student has the right to learn in a safe and accepting school environment. Supporting transgender students gives them the equal opportunity that schools are legally obligated to provide to all students.
- All adults must act as protective agents committed to the safety and well-being of the youth they serve, including those who are transgender or gender non-conforming, and should recognize that working as a team is in the best interest of individual students seeking support.
- No student should ever be asked, encouraged or required to affirm a gender identity or to express their gender in a manner that is not consistent with their self-identification or expression.

- Ongoing learning is a key element of this process. Educators and administrators need to engage in regular professional development and training to build a school climate that avoids gender stereotyping and affirms the gender of all children.²

| Title and Document | Employees Duty | Reporting Agent(s) | Notification Timeline | Reporting Procedure | Disciplinary Action |
|--|--|--------------------|---|---|---|
| * Responsibilities and Duties School Board Rule – 6Gx13-4A-1.21 | All employees are under affirmative duty to report any criminal act, disruptive and/or inappropriate behavior. | All employees | Immediately upon knowledge of incident or reasonable cause to suspect | Contact Site or Region Supervisor | Failure to report incidents may result in disciplinary actions. |
| * Employee-Student Relationships School Board Rule 6Gx13- 4- 1.09 | Responsible administrator has the obligation to immediately report incidents in accordance to the Personal Investigative Model User Guide. All School Board employees will conform to the highest professional, moral, and ethical standards in dealing with students on or off school property. | All employees | Immediately upon knowledge of incident or reasonable cause to suspect | Contact Site or Region Supervisor | Failure to report incidents may result in disciplinary actions. |
| Suspension, Board-approved Alternatives, Expulsions, and Referrals School Board Rule – 6Gx13-5A-1.062 Sect.B.1a. | Subject to law and the rules of the State Board of Education students who disrupt the orderly educational process. | All employees | Immediately upon knowledge of incident or reasonable cause to suspect | Contact Department of Children and Family Services toll-free number 1-800-96-ABUSE (1-800-962-8273), Single Intake, or the State of Florida, Child Abuse Registry, Tallahassee, Florida | Students Subject to Disciplinary Action |
| * Zero Tolerance For School Related Violent Crime -State Education Goals. Section 1006.13 F.S | District to invoke the most severe consequences provided for in the code of Student Conduct dealing with violent criminal acts. | All employees | Immediately upon knowledge of incident or reasonable cause to suspect | Contact Site or Region Supervisor, & M-DSPD at 305-995-COPS | Place certain restrictions on effected students' participation in extracurricular activities. |

| Title and Document | Employees Duty | Reporting Agent(s) | Notification Timeline | Reporting Procedure | Disciplinary Action |
|--|--|---|---|--|--|
| Chapter IV General Guidelines-Procedures for Promoting and Maintaining a Safe Learning Environment | Principal responsible for developing an educational environment that is conducive to effective learning, which is free from arbitrary restrictions and that protects the health, safety and general welfare of all members of the educational community. | Administrator(s) | Immediately upon knowledge of incident or reasonable cause to suspect | Contact Department of Children and Family Services toll-free number 1-800-96-ABUSE (1-800-962-2873) and Miami-Dade School Police Department at 305-995-COPS | Outcome will determine disciplinary action. |
| * Guideline #4 Child Abuse Reporting(Section 39.201 (2)(a), F.S. - Procedures for Promoting and Maintaining a Safe Learning Environment | Teachers, school officials or personnel knowing or suspecting child abuse are responsible for reporting immediately to Department of Children and Families. | Teachers, school officials or any personnel | Immediately upon knowledge of incident or reasonable cause to suspect | Call toll-free number 1-800-96-ABUSE (1-800-962-2873) for Department of Children and Families | Any person required by Section 39.201, F.S., who knowingly and willfully fails to report or prevents another person from reporting, is guilty of a misdemeanor of the second degree. |
| Guideline #14 Preliminary Investigation by Administration -Procedures for Promoting and Maintaining a Safe Learning Environment/School Board Rule 6Gx13- 5D- 1.08 | Administrator follows stated procedure in making determination whether to handle the incident administratively or criminally through the Miami-Dade Schools Police Department (M-DSPD) and/or another police agency. | Administrator(s) | Immediately upon knowledge of incident or reasonable cause to suspect | Complete an incident report describing the incident in detail; solicit statements after interviewing the parties and witnesses; make determination to refer the case to M-DCPS or handle administratively. | Any person required by Section 39.201, F.S., who knowingly and willfully fails to report or prevents another person from reporting, is guilty of a misdemeanor of the second degree. |

| Title and Document | Employees Duty | Reporting Agent(s) | Notification Timeline | Reporting Procedure | Disciplinary Action |
|--|--|--|---|---|--|
| Guideline #37 Harassment - Florida Board of Education Rules 6A-19.008 , and 6B-1.006 and School Board Rule 6Gx13-5D-1.10- Procedures for Promoting and Maintaining a Safe Learning Environment | Student/Parent/Guardian and/ or Employee must make the principal or his/her designee aware of | Student/Parent/Guardian and/or Employee | Immediately upon knowledge of incident or reasonable cause | Communicate in writing the allegations to the school's principal or designee | Outcome will determine disciplinary action. |
| * K-20 Education Code Title XLVIII, Chapter - 1012.799- Florida Education Standards Commission | Instructional/Administrative Personnel upon knowledge of or reasonable cause to suspect must report, | Instructional/Administrator Personnel and or person having knowledge of offense. | Immediately upon knowledge of incident or reasonable cause to suspect | Report to law enforcement agency having jurisdiction over the plant or place where the sexual battery occurred. | 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. |
| Opening of Schools Handbook – M-DCPS - | Worksite personnel, Regional Centers and | Worksite, Regional and District staff | Immediately upon knowledge of incident or reasonable cause to suspect | Appendix V – Incident Reporting | Failure to report will be cause for disciplinary action. |
| * Article VIII Section 1.G– SAFE LEARNING Teachers of Dade contract AMMENDED (2007) | Principal must immediately report the appropriate police agency, and to the Miami-Dade Schools Police Department (M-DSPD), any criminal act occurring on school premises or at field trips in and out of the district, and dances. | Principal | Immediately upon knowledge of incident or reasonable cause to suspect | Appendix V – Incident Reporting (Opening of | Failure to report will be cause for disciplinary |
| Personnel Investigative Model (PIM) – M-DCPS Standards | All employees must expeditiously notify the Dade Schools Police Department (M-DCPS). | All employees | Immediately upon knowledge of Incident or reasonable cause to suspect | Listed in PIM User | Outcome will determine |

PROCEDURES FOR TEACHER ROSTER VERIFICATION

- Districts are required to provide instructional personnel the opportunity to review class rosters that will be used in their evaluation for accuracy and to correct errors.
- To meet this requirement, Miami-Dade County Public Schools has created a process via a link on the Employee Portal for instructional staff the opportunity to view their class roster as it relates to whom the teacher is responsible on the last day of FTE Week.
- This link will be made available to teachers after the October FTE Survey and after the February FTE Survey. Screen samples below.

Roster Verification

[View Roster For Current FTE Survey](#)

Only Internet Explorer is recommended.

[Roster Correction Form](#)

[Any Questions?](#)

[2014-15 Procedures for Teacher Roster Verification](#)

- The teacher will log on to the Employee Portal and click on the [View Roster for Current FTE Survey](#) link to view the class roster. Should the roster have an error, [FM-7494](#), Roster Correction Form, is available as a link.
- This Roster Correction Form must be downloaded, completed by the teacher; and submitted to tchrroster@dadeschools.net for processing. The principal will be contacted to review the request. If the principal confirms the requested change, the correction will be made.
- Once the correction has been made, the class roster will be updated (nightly); the teacher will be able to see the correction within 24 hours and approve the roster.
- A link (to the Federal and State Compliance Office at tchrroster@dadeschools.net) labeled "Any Questions" will support emails regarding questions about the rosters.
- Teachers will be allowed to reset their roster acceptance. It is labeled in red as follows: "ACCEPTED ROSTER IN ERROR? CLICK TO RESET." See sample below. The relevant record is deleted from the roster table as accepted when the reset button is pressed so that the teachers may accept again.

Roster Verification

Roster Accepted

DID YOU ACCEPT YOUR ROSTER IN ERROR? IF SO CLICK HERE TO START OVER.

View Roster For Current FTE Survey

Only Internet Explorer is recommended.

[Roster Correction Form](#)

[Any Questions?](#)

[2014-15 Procedures for Teacher Roster Verification](#)

The Roster Verification links are only active for approximately 3 weeks after Survey 2 (October) and approximately 3 weeks after Survey 3 (February). Teachers will see the following when the links are not active:

Roster Verification

No Roster Acceptance Required At This Time!

[Roster Correction Form](#)

[Any Questions?](#)

- The teacher roster is a snapshot from FTE Week. Students not enrolled in class during FTE Week may not be added to a roster and students that withdrew after FTE Week must stay on the roster. Students enrolled and marked present one of the days during FTE Week must stay on the roster. Period changes that do not impact the students instructed do not require a roster change.

Checklist of School Site Responsibilities for Hosting Parent Academy Workshops

The Parent Academy strives to ensure that the parent workshops offered at your site are successful and a positive experience for parents. Through the collaborative efforts of The Parent Academy staff, school site staff, and your parent community, we can work together to help parents partner in their children's education.

- Contact **The Parent Academy** office at 305-995-2680 to schedule workshops, and use the Request for Class form to ensure that workshops are pre-approved.
- Identify workshops based on the needs of your school community.
- Select an appropriate room for the workshop. Please consider accessibility, and make sure it is easy to locate and can accommodate the expected number of parents.
- Ensure that all audiovisual requests are met.
- Provide appropriate building coverage if workshops are held after hours.
- Inform all staff members of workshop title, date, time, and room number so they can assist parents when they call or as they arrive.
- Encourage school site staff to help engage parents and encourage them to attend.
- Send the automated phone message to parents to inform them of the workshop. The Parent Academy will provide you with a script.
- Distribute fliers, as needed. The Parent Academy will create the flier, if needed.
- Engage your PTSA and EESAC to help inform parents.
- Post workshop information through the parent portal.
- Have high expectations that your parents will participate and communicate your expectations to them.