

ROBERT RUSSA MOTON ELEMENTARY

Faculty Handbook 2023-2024



Soaring to New Heights!

Ms. Sarah Fair, Principal

Dr. Mayra Ventura, Assistant Principal

SCHOOL DAY

Full Time Instructional Personnel working hours are as follows:

Grades PK-1
8:05am – 3:05pm
Grades 2-5
8:20am-3:20pm.

This includes a thirty-minute lunch period and scheduled planning time (5 hours per week). If you leave campus during your lunch time, you must sign out prior to leaving and sign in upon return. Teachers may be required to extend their duty day for the purpose of attending faculty meetings. Every reasonable effort will be made to limit faculty meetings to two per month. Recognizing the duties of teachers which require the expenditure of time beyond classroom duty hours, every reasonable effort shall be made to commence meetings promptly and to limit such meetings to a period of one hour. Teachers and staff should not schedule appointments on the dates that have been designated as faculty meeting dates.

ABSENCES

If a staff member is to be absent, he/she must notify **Ms. Clark** as soon as possible. Please call **Ms. Clark** at (305) 778-9936 weekdays **until 8:00 p.m.** the night before you expect to be absent or weekday mornings between **6:30 a.m. and 7:15 a.m.** In addition, teachers must notify Ms. Clark prior to **2:30pm** whether or not they will return to work on the following day. Failure to notify Ms. Clark may result in a substitute being hired to cover your class for the following day.

If you are aware of an upcoming absence, please notify **Ms. Clark** as far in advance as possible so that she may prearrange temporary instructor coverage for your classes.

In case of emergencies arising during the school day and coverage is required for class, the teacher must notify an Administrator for proper coverage and an Authorization to Leave Work Form must always be filled out prior to leaving the building with Administrative Signature.

Upon return from any absence an employee must complete and sign a payroll absence card. Absence cards are on bulletin board next to Ms. Basset's office

SUBSTITUTE/EMERGENCY LESSON PLANS

Teachers are required to have on file **five days (1 school week)** of emergency lesson plans. These plans are to be used in the event of a teacher's absence when no other plans have been left at school or relayed with a fellow staff member. Emergency lesson plans must provide meaningful activities which students can complete independently in the classroom. Substitutes can provide directions, but extensive instruction should not be expected. Remember, these will be plans used for **EMERGENCIES ONLY, if a pre-arranged absence is scheduled, different plans must be in place and turned into Ms. Clark prior to the date of the absences, or left on your desk for the attending Substitute.** Emergency lesson plans should be sufficient to fill the allotted class period. Plans must be replaced if they are used. As a reminder, *Emergency Lesson Plans are due to be uploaded on Microsoft Teams by Friday, August 18, 2023.*

REPORTING TO SCHOOL-SIGNING IN AND OUT

All personnel will report for work promptly. Each staff member must sign-in daily upon reporting to school and sign out when leaving the school. Hourly staff members must sign-in daily upon reporting to school and sign-out when leaving the school. ***Failure to promptly and properly report your attendance will result in appropriate administrative action.*** If you are going to be tardy for any reason, it is imperative that you notify **Ms. Clark** as soon as possible. In addition, prior approval by an administrator must be secured for planned events that will cause you to be late.

LEAVE EARLY REQUESTS

All Leave Early Requests must be made in writing using the school **Leave Early Request Form** at least **24 hours** in advance. You may find the **Leave Early Request Form** in the Copy Room or through Ms. Clark in the Main Office. The form will be signed with the School Administrator's disposition, a copy placed in the teacher's mailbox, and a copy maintained by the School Secretary.

Permission MUST be fully granted by an Administrator prior to any employee leaving early.

STAFF ENTERING SCHOOLS AND DISTRICT FACILITIES DURING OFF-HOURS

- Any staff member entering a school before or after normal school hours must have a valid alarm access code and must call the District Communications Management (DCOM) Center at 305-995-1550 prior to entering the building. They must call again immediately after entering.
- Staff without an assigned alarm access code, **must make prior arrangement with the principal or assistant principal to have the alarm turned off.** In the event that staff members enter the premises and are unable to disarm the alarm system, School Police will be dispatched and staff will be escorted from the building.
- Staff members must only also notify the DCOM Center upon leaving the school or facility for proper alarm system monitoring to resume.

The above procedure must be followed to ensure the safety of staff and students, as well as, police officer responding to a "burglary-in-progress" alarm signal. All staff members must not enter any area protected by an intrusion alarm system without first calling the DCOM Center at 305-995-1550.

ACCIDENT OR INJURY TO STAFF MEMBERS

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

ACCOUNTABILITY FOR ASSIGNED ITEMS

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

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

You are required to immediately report the loss of any school property. Do not loan or let anyone use your keys or other items in your care. ***Do not allow students to keep or use your keys. Do NOT allow students to move or transport AV/Technology equipment.***

AIDS CASES INVOLVING STUDENTS

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

ANNOUNCEMENTS

Announcements are made only during scheduled times. All announcements are limited to general information and must be signed by the teacher requesting the announcement. In order for an announcement to be made, the copy must have administrative approval no later than the school day before it is needed. ***No announcement may be made without the authorization of the principal or, designee. Announcement Requests may be found in the teacher mailbox area and must be turned in to an administrator.***

ASSEMBLIES

Teachers must accompany their classes to assemblies and remain with them to ensure and maintain courteous behavior. If an assembly is held during special area, the special area teacher will escort the students to the assembly and remain with them. It is important that teachers monitor the students' behavior during assemblies and/or presentations and stay actively engaged with students throughout.

AUTHORITY TO REPRESENT THE SCHOOL

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

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

CAFETERIA PROCEDURES

INSTRUCTIONS

The first week of school will be dedicated to orienting students to cafeteria procedures. We request all teachers' assistance during this period. Please review general cafeteria rules and procedures with your students. Please remember to escort students into the cafeteria using the designated entry, and to walk them directly to their assigned table(s).

Overcrowding at the entrances and exits does create a threat to the health and safety of teachers and students. Everyone's cooperation is needed in making sure that cafeteria procedures are followed closely.

Review CAFETERIA /RULES AND PROCEDURES with the class that you escort to lunch.

CAFETERIA PROCEDURES

Please review with students.

1. Classes are to be escorted to the Cafeteria **at the scheduled time.**
2. Once inside the cafeteria, all students should be escorted to their designated table(s). Students eating lunch will be called by a monitor to proceed to the serving lines. Upon receiving their lunch **STUDENTS WILL SIT AT ASSIGNED TABLES.**
3. Every effort should be made to keep movement in the cafeteria at a minimum. We ask that students remain seated while eating lunch.
4. Students who engage in violations, such as fighting, "play fighting," or any other unauthorized games, that may cause injury to themselves or others, will result in disciplinary action in accordance to the Code of Student Conduct and the school's PBS Plan.
5. All students must remain in the cafeteria at all times, **no students are to leave the cafeteria** during lunch, unless they are accompanied by an adult.
6. Students should not be sent to the cafeteria and/or teachers lounge to get food or drinks for themselves or school personnel.

7. All food must remain in the cafeteria. No lunches are permitted in the classrooms.

It is imperative for teachers to arrive and pick-up their students at their scheduled lunch times to avoid creating a delay and LOSS of INSTRUCTIONAL TIME. Teachers please ensure that all your students are seated in their designated areas before leaving the cafeteria. Upon dismissal, students are to clean their immediate area. Teachers will then instruct students to line up by table at the designated wait area. Teachers will then walk with their classes to ensure proper disposal of trays in an orderly exit.

****RESTROOMS**** are to be used **before** entering or upon **exiting** the cafeteria. Please encourage students to use the restrooms before exiting your classrooms for lunch or upon returning back to class.

Breakfast will be served from 7:45 A.M. to 8:30 A.M. for all K through Fifth grade students. All students are to enter the cafeteria in an organized fashion and follow the directions of the cafeteria monitor and support staff.

CHILD ABUSE

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

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

Child abuse is defined to include harm or threatened harm to a child's health or welfare and/or willful or negligent acts which result in: neglect; malnutrition; sexual abuse; physical injury; mental injury; or failure to provide sustenance, clothing, shelter, or medical treatment.

Any person including, but not limited to, physician, nurse, teacher, social worker, or employee of a public or private facility serving children, who has reason to believe that a child has been a subject of child abuse shall report this information as indicated in the procedures outlined in this guideline.

Knowing and willful failure to report suspected or confirmed abuse and knowing and willful prevention of another from making such a report is a crime punishable by up to two months in jail and up to a \$500 fine and may be subject to disciplinary action by Miami-Dade County Public Schools.

Reporting of incidents to Department of Children and Families is not prima facie evidence that child abuse has taken place. A subsequent investigation by DCF will ensure protection for the

School Board, the employee, and the student. No additional investigation should be initiated by any school site personnel; “***WHEN IN DOUBT, REPORT CHILD ABUSE***”.

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

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

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

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

ILLNESS OF STUDENT

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

COMPUTERS

Computers are an integral part of the educational environment. Report all computer problems VIA HEAT Ticket. All computer software must comply with copyright policy and be appropriate to the learning process. Building computers are on the R. R. Moton LAN (Local Area Network) and the M-DCPS WAN (Wide Area Network). Internet access is available throughout the building. **All internet use by students must be monitored and relate to purposeful educational endeavors.** All Internet users must adhere to the M-DCPS Acceptable Use Policy. A Reading Computer Lab schedule, as well as a Math Computer Lab schedule will be developed by the Transformation Coaches and published for all to follow.

As a reminder, School Board owned computers are not to be used for any type of personal business.

USE OF E-MAIL

M-DCPS e-mail system is intended to be used for educational purposes pertaining to the school and district. Students should be monitored at all times when using e-mail to ensure that it adheres to the procedures outlined in MDCPS e-mail policy. A copy of the policy is included in the District Electronic Handbook.

Limited, incidental personal use of MDCPS computing and networking systems such as sending short e-mails to friends or relatives is permissible if within reason. Personal use of the MDCPS

e-mail system a privilege, not a right and is provided as a courtesy. If this privilege is abused, it becomes a management issue and may result in the suspension or revocation of the user's e-mail functions or other disciplinary action.

Personal use of e-mail should not:

- Deny or restrict other users' access to the system resources
- Tie up the system resources in any but the most unobtrusive way
- Interfere with job performance
- Advertise a product or service for profit
- Fund-raise or advertise on behalf of unsanctioned, non-MDCPS organizations
- Publicize unsanctioned, non-MDCPS activities

User should maintain the highest standards of courtesy, consideration and appropriateness in all e-mail transmissions. Obscene, racist, sexist, harassing, or threatening language or images in e-mail are prohibited.

Additionally, email sent to the entire staff or the entire faculty **must** first be sent to the Principal or Assistant Principal for approval. After the email is approved, the Principal or Assistant Principal will forward the email to the faculty or staff. Any attempt to circumvent this policy may result in disciplinary action.

CONTRACTUAL RESPONSIBILITIES OF STAFF MEMBERS

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

CORPORAL PUNISHMENT

School Board Rule (6Gx13-SD-1.07) prohibits the use of corporal punishment. Staff members may not use rulers, paddles or other instruments for the administration of corporal punishment, no matter how lightly administered, or even as a threat to administer corporal punishment.

CUMULATIVE RECORDS

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

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

Additional information concerning interpretation of tests scores or any other phase of the testing program may be obtained from the school counselor or School Administrators. Teachers are to review students' cumulative folders in order to obtain valuable information that can assist them in meeting the students' needs. *Please be reminded that the information contained in students'*

cumulative folder is confidential and should only be shared with persons who have the authority to make educational decisions about the student. Cumulative Folders **must be signed out and signed in** with Ms. Clark and should be returned at the end of the day. Once the folders have been signed out, you may review them in the dissented areas in the office, under no circumstance should a cumulative folder be taken out of the office.

TEACHER CERTIFICATION

It is the teacher's responsibility to complete course work necessary for re-certification during their validity period. It is the professional responsibility of each educator to provide the principal with a copy of their current and valid Florida Educator's Certificate.

DISABLED EMPLOYEES

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

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

SCHOOL DISCIPLINE PLAN & SCHOOL WIDE EXPECTATIONS

The administration and instructional faculty at our school community strive to provide students with a safe and orderly learning environment. The school-wide rules are to be observed at all times. Classroom and special area rules will complement the school-wide rules. All disciplinary action will follow the guidelines set forth by the MDCPS Code of Student Conduct and the school's PBS Plan. A copy of the PBS Plan may be found in the school's One Drive folder.

SCHOOL WIDE EXPECTATIONS

BE SAFE

- Keep hands, feet, and objects to self.
- Use all equipment and materials appropriately.
- Walk as you travel to and from areas.

BE RESPONSIBLE

- Be prepared and ready to participate in daily school functions.
- Follow adult directions.
- Follow school rules and remind others to do so as well.

BE RESPECTFUL

- Use kind words and actions.
- Be polite, courteous and mindful of others

CLASSROOM PROCEDURES, ROUTINES & MANAGEMENT

It shall be the policy of the administration of this school that each teacher establishes a classroom procedures and routines that reflect the support of positive behavior as set forth by the school's PBS Committee, and that include disciplinary measures aligned with the MDCPS Code of Student Conduct. A copy of your classroom management plan must be **uploaded to Microsoft Teams** by the close of business on **August 26, 2022**. This plan must be posted in the classroom and sent home to parents to obtain their support in the implementation of the aforementioned.

It is essential that all students entering the classroom be made fully aware of what is required of them. Unawareness will not be accepted as an excuse for failure to follow class procedures.

No classroom procedure, regardless of its nature or the excellence with which it is constructed, will work unless it is enforced. It is, therefore, expected that each teacher take the necessary steps to place their classroom procedures into effect and to keep them current.

CLASSROOM MAINTENANCE & CARE

Faculty & Staff

The care and maintenance of the classroom and all its equipment are the responsibility of each teacher who uses that classroom. Classrooms should not be left unlocked, nor should students be left unattended in the classroom. Lights must be turned-off when leaving the classroom to conserve energy, and doors must be locked.

NO EQUIPMENT OR FURNITURE IS EVER TO BE REMOVED FROM THE CLASSROOM WITHOUT AUTHORIZATION FROM ADMINISTRATION.

Please use the teachers' lounge for eating and drinking. BREWING COFFEE in student/teacher work areas, classrooms, or closets is a SAFETY-TO-LIFE VIOLATION and will not be permitted.

Rooms should be decorated in an appropriate fashion. Walking and seating areas are not to be used for storage. Seating and furniture should be arranged in a way that creates a positive learning environment. Decorations and bulletin boards should reflect appropriate subject matter and provide samples of student work. A strong effort should be placed in creating a safe and encouraging learning environment for the students. **We ask that you please refrain from using any adhesive that would harm the surface of the walls or peel the paint.**

It is the teacher's responsibility to maintain classrooms decorated in accordance with established fire codes. (Codes will be made available to all teachers as they are updated. If you have any questions regarding fire codes and safety-to-life issues, speak to administration.)

The following are important safety-to-life violations and must be avoided at all times:

1. Refrigerators, toasters, microwaves, coffee makers, or other cooking related equipment.
2. Use of extension cords as permanent connections for electrical equipment.
3. Use of candles, air freshener plug ins, etc...

Students

It is important to stop working 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. It is very important to monitor the floors, desks, chairs, etc. on a regular basis to identify any possible problems or damages. In certain classes, chairs and instructional materials must be stacked or removed from floors to enable daily cleaning. Each student is responsible for his/her immediate seating area; furniture must not be written on, marked nor defaced in any way.

DETENTION POLICY

1. A detention may be assigned to a student who violates class or school rules as prescribed in the school's PBS/ Discipline Plan.
2. Detentions may be scheduled as needed during different times (Special Area, Lunch, After School, etc...)
3. Parents **MUST** be notified of the detention via phone call or in writing (especially if the detention takes place after school)
4. Students who refuse to serve detentions at the time assigned, or refuse to serve the full detention, shall be regarded as in defiance of that teacher's authority and should be referred to administration.
5. Repeated inappropriate behavior will be addressed by an administrator. In addition to other disciplinary actions, administrative detentions will be given for repeated inappropriate behavior.

STUDENT POSITIVE BEHAVIOR SUPPORT & MANAGEMENT

Begin using the **PBS/Discipline Plan** on the first day of school. Assertive Discipline is practiced and is utilized and enforced here in the classroom. **Make your expectations clear.** A copy of "The First Day of School" by Harry Wong is available in the Main Office in the event you would like to read about proven classroom management techniques. The children should understand that at Robert Russa Moton, every student must have the opportunity to learn and every teacher must have the opportunity to teach.

Each teacher is expected to handle disciplinary issues, which may occur within the classroom, following the steps set forth in the school's PBS/Discipline Plan for Level 1 Behaviors, Level 2 Behaviors, and Level 3 Behaviors. The school's **In-House Behavior Log/Referral Form** will be used to report all Level 1& 2 behavior incidents.

Appropriate actions will be taken in dealing with each situation as outlined in the M-DCPS Code of Student Conduct. If a SCM is warranted and written, a copy of the completed SCM form will be returned to the referring staff member indicating what student services and/or administrative actions have been undertaken to resolve the situation.

Level 3, 4 and 5 Behaviors will be referred immediately to the School Administrators. A SCM form must be completed as soon as possible by the referring staff member in order for administrative action to be taken.

REFERRAL PROCEDURES (STUDENT CASE MANAGEMENT FORMS)

Please refer to the school's PBS/Discipline Plan for further details on our **In-House Behavior Log/Referral Form** and the use of SCM's.

Be reminded that a Student Case Management (SCM) form will remain on a student's record for the remainder of their academic enrollment in a Miami-Dade County Public School.

When a SCM is warranted, the following information should be completed on the Student Case Management form:

1. School Number: 3541
2. Student Name
3. Student ID Number
4. Time – Using military time only
5. Incident Date
6. Referred By
7. Parental Contact
8. Narrative (**Be specific in regards to the violation and do not use other student names. Your narrative must include what you observed.**)

Teachers should keep the pink copy in the student folder until they receive the green copy. When completing a SCM, be concise, comprehensive and objective. Do not write a suggested sanction or other subjective material.

STUDENT SUSPENSION

Suspension is defined as the temporary removal of a student from the regular school program or school bus for a period not to exceed ten (10) consecutive days. Suspensions from school will be considered excused absences. Suspensions can only be assigned by a School Administrator in accordance with the MDCPS Code of Student Conduct. Our school will implement an **Alternate to Suspension Plan** with the goal of providing opportunities for correction of behavior and the application of **Values Matter** Lessons.

REPORTING POTENTIAL CRIMINAL BEHAVIOR

All employees of the Miami-Dade County Public School System are under an affirmative duty to report any criminal act and/or disruptive behavior occurring on School Board property to the administrator or designee to whom the employee is responsible. Personnel willfully failing to report such occurrences to the responsible administrator and/or police agency and/or School Security Department will be subject to disciplinary action.

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

Every teacher and staff member is expected to correct any breach of proper behavior that he/she may observe, providing no other teacher is directly in charge of the situation.

PARENT COMMUNICATION

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

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

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

DRESS CODE FOR FACULTY & STAFF

R. R. Moton Elementary School takes pride in having a staff that dresses in an appropriate manner for the school day. Attire should convey to students a professional demeanor. The exception to this may be on designated school Spirit Days (School T-shirt & Jeans) or during other special activities where there is attire that is agreed upon by the faculty. Be reminded that we are all role models for our students; we should dress accordingly.

DRUG-FREE WORKPLACE

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

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

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

- A. Employees on duty or on School Board property will not manufacture, distribute, dispense, possess or use illegal drugs, nor will they be under the influence of such drugs.
- A. Employees on or off duty will not influence students to use illegal or abuse legal drugs.
- C. An employee convicted of any criminal drug statute violation occurring in the Work-place shall notify Miami-Dade County Public Schools no later than five (5) days after such a conviction.

Alcohol, prescription and over-the-counter drugs are legal and readily available. Generally safe and acceptable, these drugs, when abused over time or used in combination with one another, can result in chemical dependency or poly-drug addiction. Employees are expected to conduct themselves in a manner consistent with the following provisions:

- A. Employees on duty or on School Board property will be free of intoxication from alcohol. Employees in safety sensitive positions, as defined herein, will be free of measurable alcohol concentrations. Further, employees will not manufacture or use alcoholic beverages while on School Board property or on duty.
- B. Employees on duty will not use or take prescription drugs above the level recommended by the prescribing physician, and will not use prescribed drugs for purposes other than what the prescribed drugs were intended. In addition, the employee will not distribute or dispense such drugs.

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

EMPLOYEE CONDUCT

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

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

Willful violation of administrative rules or Board policies will lead to reprimand by the Superintendent, and to other disciplinary body recommended and approved by the Board.

EXPENDITURE OF SCHOOL FUNDS

No teacher or staff member is permitted to purchase any item in the name of the school unless the principal has approved the purchase, in advance. Orders will be placed by Ms. Bassett, School Secretary/Treasurer.

FACULTY SOCIAL COMMITTEE

The faculty of R. R. Moton Elementary School has a Faculty Social Committee, which handles faculty social functions and provides appropriate recognition for staff members during times of celebration and sympathy, etc. All faculty members are encouraged to join and participate in this organization.

FIELD TRIPS

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

Students who have been referred to administration for recurring behavioral concerns should not be permitted by the teacher to participate on field trips. Additionally, students who have been suspended from school for repetitive or violent behaviors should also not participate on field trips.

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

1. Discuss the objectives and purpose for taking the trip with the principal BEFORE making contracts or commitments with community resources. The educational purpose and length of the field trip must be approved by the principal.
2. Filed Trip Packets must be **TYPED** & completed by the Grade Level Chair and/or coordinating teacher and turned in to the school Principal for approval **15 days prior** to the scheduled field trip date. Water Related Field Trips must be turned in **30 days prior** to the scheduled date so that it can be sent to the Office of Risk Management for approval.
3. All Field Trip requests are sent to the **Region** office for approval **10 days prior** to the field trip date.

Field trips must be of value in meeting educational objectives or directly related to the curriculum. In the planning of field trips, absences from school should be restricted to the least number of school days possible. Provisions for students to make up assignments for classes missed due to participation in field trips must be in accordance with procedures outlined in-Board Rule 6Gx13- 5A-1.04 – Student Attendance.

Provisions must be made for the proper supervision of students by school employees. Parents permitted to assist in such supervision. The adult/student ratio shall be 1:15 or less.

A school-sponsored field trip is recognized as one that 1) meets the criteria specified in Board Rule 6Gx13-6A-1.22, 2) is properly authorized by the school principal, other M-DCPS administrator, and/or the School Board, as applicable; and 3) generally transpires during the course of the regular school year.

All chaperones must be at least 21 years of age and cleared as school volunteers at the level appropriate for the trip. (See Chaperone/Volunteer information for details)

Do not vary from approved itinerary except in the event of an emergency, but devise an alternative plan if a situation should arise that would create a disruption of the normal routine.

You may request a Field Trip Procedure Memorandum/Packet from Ms. Harrison with all in-house procedures and related forms.

STUDENT SERVICES

Description of Student Services

The range of services offered in a student services program may include:

1. Academic counseling and advisement
2. Vocational counseling and career planning
3. Group advisement and counseling
4. Personal and social counseling
5. Assessment and evaluation
6. In-service training
7. School/community liaison
8. Special projects: assemblies, contest, field trips, etc.
9. Assist the Assistant Principal with the Coordination of SST Meetings for the RtI, 504 or FBA/BIP Process

Guidelines for making referrals to the guidance office

All referrals are to be made in writing using the **Counseling Request Form**. A written explanation of the problem is essential to a proper handling of any student referral.

1. The counselor is responsible for keeping records of conferences held. The purpose of these records is to provide background information for future counseling and is a part of the pupil's confidential records.
2. A student who requests to speak to the counselor should first inform the classroom teacher if in class. The teacher should inform the counselor of the request using the appropriate form. The counselors will get the student as soon as possible.
3. Any student who has demonstrated behavior and/or adjustment problems should be promptly referred to the counselor. If we wait too long before referring a student for help, we may compound the problem.

4. Referrals for any service through an outside agency should be made through the guidance counselor.
5. Student-parent conferences may include teachers, counselor, administrators and others if appropriate and should provide support to students who demonstrate chronic behavior problems, are chronically absent, pronounced underachievers and/or potential drop-outs.
6. Referrals for the **RtI or FBA/BIP Process** must be made by completing the Request for Assistance Packet and turning it into ***Dr. Ventura, Assistant Principal for approval.***
7. Referrals for health problems can be made by submitting an explanation of the problem to the guidance counselor, who will initiate contact with the appropriate outside agency.

Crisis Intervention Plan

The Miami-Dade County Public Schools and R. R. Moton Elementary School have trained a Crisis Care Core team to assist students, teachers and families in times of crisis to include:

- School Principal
- School Assistant Principal
- School Counselor
- SRO or MDSP Officer
- ESE Teacher

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

Awareness of Warning Signs of Suicide

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

HALL PASSES

Teachers are to use a hall pass bearing the time the pass was issued for any student being released from their classroom, as well as the destination (i.e. principal's/assistant principal's office, restroom, main office, clinic) etc.. ***No students are to be released from the classroom without this pass. No students are to be issued passes during the first or last 10 minutes of the day.*** Students found in the hallways during this time will be escorted back to their classes.

INSTRUCTIONAL PERSONNEL

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

INTERNET USE

All classrooms are equipped with at least one personal computer, which is connected to the Internet. *Teachers must continue to upgrade their skills in using Internet, Employee Portal Applications, as well as the e-mail system.* Our goal is to eliminate, as much as possible, paper memos by simply sending information within the school using e-mail. All staff members are required to check your email twice daily, morning and afternoon. It is also highly recommended that you access the Weekly Briefings each week. Weekly Briefings are available through the Employee Portal and the School Operations website.

INTER-SCHOOL MAIL

School mail is scheduled to be picked up once a week. The mailbag is located in the main office. Our mail code is 3541.

KEYS

Requests for keys are processed through Ms. Basset in the main office. All keys checked out in your name must be returned. All lost keys must be reported to the administration immediately.

LIBRARY/MEDIA SERVICES

THE FOLLOWING WILL BE IMPLEMENTED ONCE MEDIA STAFF IS AVAILABLE

Our school Media Center serves as a vital resource to teachers and students. Please consult the R. R. Moton Library Media Center Policy and Procedures in the Appendix for specific information regarding check out procedures and media center services.

Videos

(UNFORTUNATELY, THE SERVICES BELOW HAVE BEEN TEMPORARILY SUSPENDED)

The District of Miami-Dade County Public Schools encourages and supports the use of a wide variety of instructional materials to engage students in the learning process. It is important, however, that the instructional staff selects materials that are age appropriate, related to classroom instruction or to staff development programs, and used in a manner that is consistent with Federal Copyright Law. The only videotapes which are authorized for use in Miami-Dade

County Public Schools are those obtained from these sources, and used under the following conditions:

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

Staff: **TBA**

Hours: 8:35 A.M. to 3:05 P.M.

Access: Flexible scheduling through media staff or administration.
All students must have a written hall pass unless accompanied by teacher.

Phone: 305-235-3612 Ext. 121 (Circulation Desk)

Fax: 305-251-9280

Loan Policy: Kinder students may check out one book for one week.

1st – 5th grade students may check out two books per week.

Parents may check out 6 items for two weeks.

Teachers may check out as many materials as needed for a period of one

Month, unless pre-arranged with the media specialist.

LOST AND FOUND

All lost and found articles are to be taken to the Main Office. Items will be placed in the office cabinets located near the counselor's office, or in the vault, depending on the value of the item.

MAIL BOXES

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

No student should be sent to a teacher's mailbox for any reason.

MAINTENANCE REQUESTS

Requests for zone mechanic assistance are to be completed on the forms located under the mailboxes and then placed in the Zone Mechanic mailbox.

PARENT-TEACHER ASSOCIATION (PTA)

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

PARKING

Any staff member/visitor parking in restricted area (**NO PARKING SIGNS**) will be subject to receive a ticket from the Police Department.

PARTIES IN SCHOOL

School parties are not permitted during instructional time due to distractions to other classes, and the interruption to teaching and learning. The MDCPS Parent/Student Handbook states, "In School Birthday parties are not allowed."

PRINCIPAL & OTHER SCHOOL LEADERSHIP

The Principal is responsible for the operation of the total school program. He/she holds the final authority in all matters of policy and administration within the school.

Working together with staff members, the principal's main task is to coordinate all of the school's resources in order to provide and improve the educational programs available to our students.

The Principal and Assistant Principal's Primary Objectives are:

1. To provide instructional leadership to the faculty and staff and promote academic excellence and to ensure student achievement.
2. To increase opportunities for all students to participate in various enrichment programs.
3. To directly supervise and assist all teachers and facilitate the strengthening of teaching competencies.
4. To promote inclusive practices to ensure a quality education that meets the needs, interest and abilities of all students.
5. To improve student, faculty, and community support of the school and our educational programs.
6. To create a positive educational environment that is conducive to students' mental, social, emotional and physical growth.

Grade Level Chairperson(s)

The grade level chairperson is a very important position, especially in the areas of curriculum development and the dissemination of administrative information. Below is a list of specific responsibilities and duties to be performed by the grade level chairperson:

1. Be available to teachers as a curriculum consultant and leader in the development of lesson plans.
2. Encourage teachers to participate in professional growth programs and in-service training.
3. Assist in the evaluation and selection of books and materials.
4. Assist in maintaining up-to-date inventory of equipment, supplies, etc.
5. Assist in the distribution of books, supplies, and materials to teachers.
6. Coordinate departmental activities such as field trips, assemblies, etc.
7. Attend meetings to represent the needs and interests of the department.

PROFESSIONAL GROWTH

Teachers should avail themselves of every possible opportunity to attend and participate in meetings of a professional nature and should keep themselves abreast of developments in their curriculum through attendance at such meetings, acquaintance with professional publications, and participation in in-service activities. As part of the IPEGS Process, all instructional staff will be expected to complete a **DPGT (Deliberate Professional Growth Target)**, and to complete the activities as delineated in the process. **The DPGT is due by the end of the 1st Grading Period.**

USE OF SCHOOL PROPERTY

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

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

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

RECEIPT OF MERCHANDISE AT THE SCHOOL

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

1. All deliveries must be made directly to the main office.
2. Only the principal or designated office staff is authorized to sign for deliveries to the school.
3. Ms. Lane is responsible for checking the merchandise carefully against the packing slip to make certain that all material ordered has been delivered.
4. Delivery of personal merchandise is prohibited unless prior approval has been obtained from the principal.

RECORDS AND REPORTS

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

RELEASING/HOLDING STUDENTS FROM CLASS

Once a student enters the class he/she may leave only with the permission of the teacher and must be issued a pass. ***Students shall be excused from class in emergencies only.***

Teachers should not permit students to leave the school grounds by themselves or with an adult without permission from an administrator. Parents/guardian must report to the main office and obtain approval for the releases of a student. In such cases, the student will be called to the office.

STUDENT VALUABLES

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

SUPERVISION OF STUDENTS

Teachers shall not leave their classes, nor individual students unsupervised. An entire class shall not be assigned to another teacher, unless that teacher is free that period. If an emergency occurs, the principal or his/her designee must be notified to provide temporary supervision.

SUPPLIES

Supply orders will be compiled by the School Secretary/Treasurer. Please check with Ms. Bassett for current supplies in stock.

SUPPLEMENTS

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

TEACHER TRANSFERS

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

TELEPHONE AND CELL PHONE USE IN THE CLASSROOM

The telephones that are in the classrooms are intended for emergency use only. Personal telephone calls will not be forwarded to the classrooms. In addition, *students are not permitted to use the phones that are in the classrooms.* If a student needs to call home, issue that student a pass to come to the office. Cellular phones should not be used for personal phone calls or personal business during the school day by staff when they are responsible for the instruction of students.

TOBACCO-FREE WORK PLACE

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

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

VISITORS

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

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

ELECTRONIC GRADEBOOK & ATTENDANCE

Attendance must be submitted no later than 9:00 A.M. Students are to be counted in attendance only if physically present in the class or have been excused by the subject area teacher on a class related assignment.

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

Students granted an excused absence have the right to make up all class work within a reasonable length of time. After successful completion of all make-up assignments, the student cannot be penalized for that absence.

- II. Unexcused School Absence

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

Teacher Responsibilities

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

Classroom Teacher Attendance Responsibilities

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

- B. A daily attendance bulletin will be posted by the sign-in sheet daily. **The Attendance Bulletin must be verified by all instruction personnel.** The

bulletin will be posted daily next to the sign-in sheets. The bulletin will include:

1. Students absent each day
 2. Students suspended outdoors
 3. Withdrawals, entries and corrections
- C. The names of students who were absent on the bulletin, but present in your class should be given to Ms. Mary Clark in the main office.
- D. An absence should be marked unexcused until the teacher receives an excused notice.

Teachers recording attendance on an electronic gradebook must use the following attendance codes:

Code	Description	Attendance Weight	Who can enter this code?
A	Excused Absence	1	All Teachers/ Attendance Manager
A2	Excused Absence-Block Schedule	2	All Teachers/ Attendance Manager
U	Unexcused Absence	1	All Teachers/ Attendance Manager
U2	Unexcused Absence-Block Schedule	2	All Teachers/ Attendance Manager
T	Excused Tardy	1	All Teachers/ Attendance Manager
T2 (Split Lunch)	Excused Tardy-Block Schedule	2	All Teachers/ Attendance Manager
Unexcused Tardy		1	All Teachers/ Attendance Manager
TU2	Unexcused Tardy-Block Schedule (Split Lunch)	2	All Teachers/ Attendance Manager
ENT	Entered Class	0	All Teachers/ Attendance Manager
WD	Withdrawn from Class	0	All Teachers/ Attendance Manager

For students marked with an "E, S, I, O, M or X" for official (homeroom) attendance, teachers must use an excused absence (A or A2) for class attendance. Teachers can add a comment to denote a reason for excused absence.

Substitute teachers will receive a homeroom attendance roster and a class list roster from Ms. Clark.

REPORT CARDS

All schools shall use a standard computer-generated report card appropriate for the school level as the primary means of reporting student progress.

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

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

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

GRADING OF STUDENT PERFORMANCE

KINDERGARTEN

Instructional staff should use such evaluative devices and techniques, as the electronic grade book, to communicate individual student growth and development without student comparison to the progress of others. Symbols stated in the Code of Development and parent conferences should serve as the primary means of communicating student progress and

achievement of the standards for promotion. A student's developmental progress should reflect the teacher's most objective assessment of the student's social, emotional, and academic achievement

CODE OF DEVELOPMENT:

E = Excellent progress

Code "E" (90-100%) indicates that the kindergarten student has demonstrated mastery of instructional objectives appropriate for the kindergarten program. The student consistently performs at a level above that which is expected in the kindergarten program.

G = Good progress

Code "G" (80-89%) indicates that the kindergarten student has demonstrated above average mastery of instructional objectives appropriate for the kindergarten program. The student consistently performs at a high level in the kindergarten program.

S = Satisfactory progress. Progressing toward grade level expectations

Code "S" (70-79%) indicates that the kindergarten student has made satisfactory progress in mastering instructional objectives appropriate for the kindergarten program. The student is performing at a level which will permit him/her to successfully complete the essential objectives of the kindergarten program.

M = Minimal progress

Code "M" (60-69%) indicates that the kindergarten student has mastered the minimal instructional objectives for the kindergarten program. The student consistently performs at the lowest acceptable level in the kindergarten program.

U = Unsatisfactory progress

Code "U" (59% and below) indicates that the kindergarten student has not mastered the minimal instructional objectives for the kindergarten program. The student consistently performs below acceptable levels in the kindergarten program.

When a numerical equivalent to an assigned letter grade of "E," "G," "S," "M," or "U" is used, the following apply and shall be communicated to the student and his/her parents:

GRADE	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
E	90-100%	Outstanding progress	4
G	80-89%	Above average progress	3
S	70-79%	Average progress	2
M	60-69%	Lowest acceptable progress	1
U	0-59%	Failure	0

GRADES 1- 5

Academic Grades are to reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled. The grade must not be based upon the student's effort and/or conduct. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms which would be appropriate for the grade or subject. Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject based on grade level competencies. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period. Academic Grades for students shall be "A," "B," "C," "D," or "F" .

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

B -- A grade of "B" (80-89%) indicates that the student has demonstrated above average but not outstanding progress in the academic area. The student consistently performs at a level above that which is expected of the typical student in the same program or subject. The student has mastered content skills beyond those required for successful completion of the instructional program. The "B" student will be progressing at a rate that will enable him/her to have achieved virtually all of the instructional objectives and competencies established for the subject being graded.

C -- A grade of "C" (70-79%) indicates average progress. The student performs at an average level in terms of mastery of skills/performance standards and/or content of the program. The student's rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.

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

F -- A grade of “F” (0-59%) indicates failure. Students functioning at this level are not mastering the minimal objectives and competencies required in the regular instructional program.

GRADE	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0

Students who have 10 or more unexcused absences in an annual course or five or more unexcused absences in a semester course may receive a grade of NC – no credit.

In grading students these numerical or letter grades are to be averaged to determine a student’s grade for a nine-week grading period. To determine an elementary student’s course grade, the letter grades for each of the nine-week grading periods are averaged for a given subject.

In grades 1-12, when calculating the grade for a semester or annual course, the following grade point averages are to be used:

A = 3.50 and above
B = 2.50 - 3.49
C = 1.50 - 2.49
D = 1.00 - 1.49
F = 0 - 1.48

Parents are to be notified immediately when a student is in danger of failure or doing unsatisfactory work.

GRADING STUDENTS WITH DISABILITIES

All teachers, regardless of a student’s exceptionality, must assign grades utilizing the same report card as general education students.

- Grades are to reflect the student’s academic progress based on the NGSSS/FS with the use of accommodations for the grade level/course in which the student is enrolled.

- The grade must not be based upon the student's IEP goals, effort or conduct.
- The grade must provide, for both students and parents, a clear indication of each student's academic performance as compared with norms which would be appropriate for the grade or subject, with appropriate accommodations if indicated on the IEP or section 504 plan.
- No student with disabilities shall be denied the opportunity to earn above average grades because of the provision of accommodations that were deemed appropriate by an IEP/Section 504 team.
- Receiving appropriate accommodations does not ensure average/above average grades.
- Specific information regarding the student's progress toward mastery of the IEP goals is not integrated into the academic grade.

Conduct Grades

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

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

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

C-----A conduct grade of "C" reflects satisfactory behavior. The student's overall behavior is generally acceptable according to established standards of conduct.

D-----A conduct grade of "D" shows that improvement is needed in the student's overall behavior. The student does not consistently demonstrate behavior which is acceptable.

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

EFFORT GRADES

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

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

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

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

HOME LEARNING POLICY

MDCPS policy emphasizes the importance of reading and encourages parents to become involved in the implementation of the homework guidelines, which include a marked emphasis on reading. Meaningful home learning activities help students further understand concepts and strengthen newly acquired skills, as well as foster the development of study skills and the self-discipline of independent learning.

SCHOOL-WIDE PROCEDURES & EXPECTATIONS

- Every student will be given a Student Agenda where Homework assignments will be copied to on a daily basis. Parents are expected to sign the agenda once the homework assignments have been reviewed and completed.
- Homework assignments will be directly linked to current classroom instruction.
- Teachers from different subject areas (Reading, Math, Science, Soc Studies) within the same Grade Level will work together to ensure that there is not an excess of homework activities being assigned at the same time.
- Homework assignments will be graded at the discretion of the teacher. The teacher will provide a specific rubric as needed and will inform parents in writing of their systems of grading homework, and penalties for late or missing assignments.
- Homework will not be used to discipline or punish students, to introduce or practice a skill the student does not understand, or to assess a students’ learning without reference to other work.
- Communicate with parents if the student begins to develop a pattern of late or incomplete homework.

HOME-LEARNING TIME EXPECTATIONS (Daily)

- Kindergarten – First Grade: 30 minutes + 30 minutes of reading
- Second – Third Grade: 45 minutes + 30 minutes of reading
- Fourth – Fifth Grade: 60 minutes + 30 minutes of reading

PARENT RESPONSIBILITIES

- Set up a homework routine for your child.
- Review homework assignments every evening and **sign the Student Agenda.**

- Contact teacher early if student begins to develop a pattern of late or incomplete homework, to clear up any misunderstandings.
- Log in to Parent Portal to view your child's assignments, and grades.
- Request Make Up Homework Assignments in the event of any student absences.

INDIVIDUAL PUPIL CLASSROOM FOLDERS

Every student should have a personal folder in each subject. The contents of the folder should be carefully planned and should include materials from the following areas:

1. Dated written work which has been graded by the teacher and errors corrected by the student, separate work folders must be kept for Language Arts/Social Studies and Math/Science.
2. Materials to show evidence of pupil progress.
3. Materials to provide evidence of emphasis on basic skills in all subject areas.
4. Record of books, articles, and other significant materials read by the student.
5. It is suggested that you update folders every nine weeks and remove extraneous materials at your discretion. These folders should be retained throughout the school year and should document pupil progress during the school year.

LESSON PLAN POLICY

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

1. ***Classroom teachers are required to develop weekly lesson plans which shall reflect one or more objectives, activities, home learning assignments, and a way of monitoring student progress that is in accordance with the NGSSS and/or the Common Core and the Pupil Progression Plan.*** Principals may suggest, but not require a particular format.
2. Only where a principal has documented deficiencies through classroom observation using IPEGS may a teacher be required to use a set form in preparation of lesson plans.
3. Teachers may reflect required lesson plan components through abbreviated notation and/or referencing techniques.
4. Continuing Contract and Professional Service contract teachers are not required to submit lesson plans on a weekly basis to the principal or his/her designee except as stipulated below:
 - a. ***Lesson plans shall be available to the principal or designee during classroom visit(s) and/or immediately prior to an official observation.***
 - b. Where performance deficiencies have been documented through the categories of IPEGS, the teacher may be required to use a specific format in the preparation of lesson plans and to submit such plans for review on a weekly basis.
5. To ensure that the appropriate scope and sequence of the instructional program are maintained, all teachers shall retain their lesson plans for the current school year for review by the principal or designee upon request.
6. Emergency lesson plans for use by temporary instructors shall be prepared in accordance with reasonable procedures established by the principal.

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

PLANNING TIME

Planning periods, as implied, are provided in order for teachers to have some time during the school day for activities such as that of collaborating with colleagues in the planning of lessons, grading and filing student work, preparing manipulatives or resources for student activities, contacting parents, etc... This time should be used in school for meaningful planning.

Leaving campus on a consistent basis does not meet the intention of this time.

The following are recommended uses of the planning period:

1. Preparing instructional materials, manipulatives, resources for a lesson.
2. Keeping plan book up to date by modifying lessons, writing new lessons, etc...
3. Grading and filing papers.
4. Preparing Data Reports.
5. Consulting permanent records for additional information about students in classes.
6. Consulting with Principal, Assistant Principal, Grade Level Chairpersons, and Counselors.
7. Visiting other classes by pre-arrangement.
8. Conferences with parents.
9. Utilizing professional materials (Professional Library), technology/software (Media Center).

PUPIL PROGRESSION PLAN REQUIREMENTS

The Miami-Dade County Public School System, in accordance with the Educational Accountability Act of 1976, has established a comprehensive program for pupil progression. Minimum performance objectives in reading, writing, and mathematics have been identified as standards for promotion for grades 3 through 11. It is each teacher's responsibility to teach these minimum performance objectives as they relate to the content areas. Thus, teaching and reinforcing the basic skills are every teacher's responsibility.

TESTING PROCEDURES

Classroom tests should be given on a regular basis to reinforce mastery of new skills and concepts. Bi-Weekly or Unit/Topic Assessments should be announced in advance so students have ample time to prepare for them. When administering tests, please ensure that the testing environment is conducive to a proper administration following all testing procedures and policies for test security.

TEXTBOOK PROCEDURES

Teachers are responsible for all books issued to them. Textbook records must be verified and accounted for at the close of the school year prior to receiving your final checkout clearance.

Before issuing the textbooks to students, the student's name, book title, book number, condition, and issue date must be recorded on the Textbook Issued Form.

If a student has lost or damaged a textbook it is the responsibility of that student to ensure that it is paid for. Parents must be informed of lost or damaged books.

DRESS CODE FOR STUDENTS

We are a mandatory uniform school. Students who are out of uniform must have a signed waiver filed in the principal's office. Staff will be informed of the names of students who have an approved Uniform Waiver.

Students violating the dress code are to be issued a pass, and sent down the Main Office. A phone call will be made to provide parent/guardian an opportunity to bring the student the appropriate uniform. The parent will be reminded of the school's Uniform Policy. When unable to reach the parent/guardian, the student will be referred by the Main Office to the CIS or School Counselors for a temporary change of clothes.

Students who consistently violate the dress code will be referred to the School Counselor/Student Services for further investigation of the case.

ASSAULTS – PHYSICAL/VERBAL

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

The actions listed below will be taken by the school administration to prevent, and deal effectively with, assaults on students and staff members.

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

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

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

EMERGENCY PROCEDURES - LOCKDOWN

FULL LOCKDOWN

CODE RED

Imminent, proximal threat to student and staff safety exists on campus

- School administrator (or designee) will announce “Lockdown: Code Red. Lockdown, Code Red”
- If the incident requires immediate medical or police services contact 911, in addition to Miami-Dade Schools Police Department 305-995-COPS (2677).
- Notify Regional Center (Line Director & Region Superintendent)
- Principal will immediately tune into DECON Radio and check in with School Operations.
- Staff and students located in open areas should immediately report to the nearest secured area and into their **HARD CORNERS**
- Teachers stand outside their door and direct students, or staff, and visitors to the nearest secured area (until hallways are clear) and into their **HARD CORNERS**
- Classroom doors should be closed and locked; open windows should be closed
- Turn off all audio-visual equipment
- Secure school perimeter as best possible
- Disregard the bell system
- Cellular phone use will be limited to the reporting of emergency information and should be utilized by school staff only
- Follow directions of emergency personnel and school administrators throughout the emergency period
- Lockdown update announcements should be made every 30 minutes, or sooner if indicated – consider using electronic mail as a form of communicating with staff
- All staff and students/visitors should remain in Lockdown, Code Red mode until “All Clear” announcement is made
- Once “All Clear” announcement has been delivered, regular school activity may resume
- School administrator should conduct a debriefing meeting with members of the School Critical Incident Response Team, in order to assess the effectiveness of the lockdown
- Whenever possible do not utilize areas that are enclosed with glass
- School administrator is encouraged to review lockdown response at a faculty/staff meeting

PARTIAL LOCKDOWN

CODE YELLOW

Potential known threat to student and staff safety exists within the community

- School administrator (or designee) will announce “Lockdown: Code Yellow. Lockdown, Code Yellow”
- If the incident requires immediate medical or police services contact 911, in addition to Miami-Dade Schools Police Department 305-995-COPS (2677).
- Notify Regional Center
- Immediately tune into DECON Radio and check in with School Operations.
- Staff and students located in open areas should immediately report to the nearest secured area

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

EMERGENCY EVACUATION

RESPONSIBILITIES WHEN THE FIRE ALARM SOUNDS

1. Teachers
 - a. Signal the students to prepare to evacuate.
 - b. Bring the class roll-book.
 - c. Check classroom toilets and other contiguous rooms.
 - d. Proceed to the room exit and initiate room evacuation. **DO NOT** waste time closing windows, drawing shades, etc.
 - e. Check to see that everyone has departed the room.
 - f. Close the classroom door. **DO NOT** lock it.
 - g. Follow the assigned evacuation route to the assembly area.
 - h. Evacuate quickly but do not permit running, shoving, tripping, or excessive talking.
 - i. Assign students to open the exit doors, when required.
 - j. Make certain that these students rejoin your group
 - k. Take roll call, and report missing persons to the principal or assistant principal.
2. Other Staff Members
 - a. Perform assignments previously designated by the principal or other person in charge.
3. Principal or Person in Charge
 - a. Ensure activation of alarms and public address system announcements, and then begin the evacuation.

- b. Ensure notification of the fire department during actual emergencies.
- c. See that staff members are following their emergency assignments.
- d. Stop elevator operations. Elevators should be automatically recalled to the first floor by the activated fire alarm. Elevators are not an approved means to evacuate a building.
- e. See that the disabled receive care. To obtain additional information, see the section titled “Emergency Evacuation of the Disabled.”
- f. Cooperate with the emergency services personnel when they arrive during actual emergencies.

FIRE SAFETY

1. **Door stops are not permitted on corridor doors.**
2. **Use of extension cords as permanent wiring is also prohibited.**
3. **Excessive art work and teaching materials attached to wall:** Not more than **20%** of any wall shall be covered with art work and teaching materials.

FIRE DRILL PROCEDURES

Fire drills are held in accordance with state regulations. Detailed instructions concerning fire emergency evacuation drills are provided. It is essential that each teacher follow exact instructions about exits, as the building should be emptied in two (2) minutes. Teachers are expected to ensure that all students are escorted out of the building.

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

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

BOMB THREAT

Receiving the call

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record every word spoken by the caller.
2. Listen closely to the voice: male or female, youthful sounding, accent or speech impediment, or excited speech.
3. If the caller does not indicate the location of the bomb, or time of possible explosion, you should ask the caller for this information.

4. Pay particular attention for strange or peculiar background voices or sounds that may indicate location or certain types of employment.
5. If there is sufficient time, you should attempt to advise the caller that there are several hundred children in the school who may be injured/ killed in an explosion.
6. Attempt to get the caller's name if possible.
7. Notify the principal immediately. In his/her absence, notify an assistant principal and he/she will determine notification of the police and fire department, school security office and region office.
8. Each bomb threat must be evaluated and an appropriate response determined by the person(s) in charge of the school.

BOMB SEARCH

- 1) The principal or his designee is responsible for making the decision to evacuate.
- 2) The cafeteria personnel will be responsible for the examination of the kitchen, storage rooms, garbage can rooms, dining room areas, and other areas as the principal directs. If the facility is not staffed, it will be the responsibility of the principal to assign personnel to search this area.
- 3) The physical education instructors and other special personnel who may be at the particular school will be assigned to examine certain portions of the grounds and inspect the P.E. areas, such as locker rooms, and P.E. storage rooms.
- 4) The custodial staff will be assigned to inspect such areas as the boiler room, meter room, toilet areas, storage rooms and the teacher's lounge.
- 5) The office staff is responsible for checking all administrative offices.
- 6) The media center staff is responsible for checking the media center area.
- 7) Non-instructional personnel will report to the office for search assignments.
- 8) Teachers will remain with their classes outdoors in the event of an evacuation.
- 9) The principal will assign staff members to cover areas of the building not previously covered.
- 10) If the decision is made to evacuate the building, the fire drill signal will be used, but will be a sustained ring and evacuation routes will be followed unless there is need to reroute classes, in which case you will be advised.

ELECTRICAL STORMS

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

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

A. School Grounds

Get out of the open area as quickly as possible upon the approach of the storm. Do not seek shelter under isolated trees or close to wire fences, playground equipment or shelters

located in exposed locations. The decisions to move indoors when students are involved will be made by their responsible supervisor who will act in accordance with these guidelines.

B. School Buildings

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

C. Field Trips

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

D. Power Failure

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

HURRICANE PRECAUTIONS

When hurricane warnings are displayed, **all** school personnel will assist in taking the following precautions:

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

TORNADO ALERT PROCEDURES

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

1. Close shades and blackout curtains if time permits.
2. Group furniture for maximum protection against expected hazards, especially falling walls and flying glass.
3. See that exterior doors are unlocked.
4. Have pupils place themselves in best protective position (prone or turtle position) and away from windows.

5. Check for additional interior hazards.

Pupils not assigned to remain in rooms and those out on the P.E. field when the warning is received, should move quickly to the Media Center, the cafeteria or other secure area if time permits. If the tornado occurs before shelter can be reached, pupils exposed on the P.E. field should orderly assemble under the P.E. shelter and assume a prone position with their hands protecting the back of the head and neck.

An “All-Clear” announcement will come from the main office when the danger has passed.

SERIOUSLY ILL OR INJURED STUDENTS

It is imperative that every student has a completed **EMERGENCY HOME CONTACT** card on file in the Main Office. Emergency procedures of any kind must be simple in nature and clearly understood by all personnel. All members of the school staff are expected to study the following procedures and implement it correctly in case of emergency.

When a child is judged by the classroom teacher/person in charge of the activity to be seriously ill, or when a child is seriously injured, the following procedures are to be implemented:

1. The teacher shall **IMMEDIATELY** notify the administrative staff via the office.
2. In cases of serious illness or injury, make the child as comfortable as possible under the circumstances. **DO NOT ATTEMPT TO MOVE THE CHILD.**
3. In case of an accident, take First Aid measures depending on the nature of the accident. Each staff member needs to have a basic working knowledge of First Aid.
4. The Attendance Office will notify the parent/relative, neighbor, physician, etc. as listed on the Emergency Contact Card.
5. In cases where the parents or others listed on the Emergency Contact Card cannot be reached and it is apparent that immediate professional help is needed, the administrator in charge shall contact the police for the purpose of summoning assistance.
6. ***ALL accidents are to be reported, in writing, to the main office by the teacher in charge of the group or activity as soon as possible.***
7. Students with minor ailments, i.e., headaches, hangnail, etc. are to remain in the classroom.

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

There are not statutes in Florida, which grant immunity to teachers from suits for injuries sustained by pupils. However, the courts have interpreted the law to mean that a teacher is not liable for injuries to a pupil unless the teacher is negligent.

The best course of action for any teacher to take is to follow known safety rules, to instruct students as to the best way of carrying out a specific assignment, and to exercise reasonable precaution in the performance of regular school duties whether they are in the classroom, on the

field or on a field trip. In other words, teachers should use sound judgment and exercise initiative.

CODE OF ETHICS OF THE EDUCATION PROFESSION IN FLORIDA

- (1) The following disciplinary rule shall constitute the Principles of Professional Conduct of the Education Profession in Florida.
- (2) Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
- (3) Obligation to the student requires that the individual:
 - a) Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b) Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c) Shall not unreasonably deny a student access to diverse points of view.
 - d) Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e) Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f) Shall not intentionally violate or deny a student's legal rights.
 - g) Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h) Shall not exploit a relationship with a student for personal gain or advantage.
 - i) Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purpose or is required by law.
- (4) Obligation to the public requires that the individual:
 - (a) Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

- (b) Shall not intentionally distort or misrepresent facts concerning 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 profession of education requires that the individual:
- (a) Shall maintain honesty in all professional dealings.
 - (b) Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - (c) Shall not interfere with colleague's exercise of political or civil rights and responsibilities.
 - (d) Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - (e) Shall not make malicious or intentionally false statements about colleague.
 - (f) Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.
 - (g) Shall not misrepresent one's own professional qualifications.
 - (h) Shall not submit fraudulent information on any document in connection with professional activities.
 - (i) Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
 - (j) Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
 - (k) Shall provide upon the request of the certificated individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

- (l) Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- (m) Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules.
- (n) Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules.
- (o) Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- (p) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

IPEGS (Instructional Performance Evaluation and Growth System)

Miami-Dade County Public Schools' (M-DCPS) evaluation of all instructional personnel utilizes the Goals and Roles Assessment and Evaluation Model© (short title: Goals and Roles Model©) of evaluation developed by Dr. James Stronge, for collecting and presenting data to document performance that is based on well-defined performance standards.

The M-DCPS *Instructional Performance Evaluation and Growth System (IPEGS)* provides a balance between structure and flexibility. That is, it defines expectations and guides effective practice, thereby allowing for creativity and individual initiative. The goal is to support the continuous growth and development of each professional by monitoring, analyzing, and applying pertinent data compiled within a system of meaningful feedback.

The primary purpose of the IPEGS process is to:

- Improve the quality of instruction
- Ensure accountability for classroom/program performance
Increase student learning growth by improving the quality of instructional services
- Contribute to successful achievement of the goals and objectives defined in the vision, mission, and goals of M-DCPS
- Provide a basis for instructional improvement through productive instructional personnel appraisal and professional growth
- Provide a collaborative process that promotes professional growth, instructional effectiveness, and improvement of overall job performance

Please refer to the IPEGS Procedural Handbook found at <https://www.hrdadeschools.net/ipegs/> for details on the roles, responsibilities and timeline of all involved in the evaluation process.

EMPLOYEE ASSISTANCE PROGRAM

Miami-Dade County Public Schools recognize that a wide range of problems not directly associated with an employee's job function can have an effect on an employee's job performance. In most instances, the employee will overcome such personal problems independently and the effect on job performance will be negligible. In other instances, normal supervisory assistance will serve either as motivation or guidance by which such problems can be resolved so the employee's job performance will return to an acceptable level. In some cases, however, efforts of neither the employee nor supervisor have the desired effect of resolving the employee's problems and unsatisfactory job performance persists over a period of time, either constantly or intermittently.

The Employee Assistance Program is intended to help employees and their families who are suffering from such persistent problems as may tend to jeopardize an employee's health and continued employment. The problems may include alcoholism, drug abuse, emotional or other concerns, such as health, family, financial, legal, or vocational difficulties. Dade County Public Schools recognize behavioral disorders and mental health problems as illnesses that can be successfully treated. Employees who need help in those areas of concern will be given the same considerations as those employees with other illnesses. The program goal is to help individuals who develop such problems by providing for consultation, and referral to treatment, and rehabilitation to prevent their condition from progressing to a degree at which they cannot work effectively, and to provide physical and mental health promotion activities to enable prevention of such problems.

The Employee Assistance Program's objectives are:

- A. To provide employees with the humanitarian viewpoint of behavioral/medical disorders and to encourage an enlightened attitude toward these health problems.
- B. To help those individuals who develop behavioral/medical problems by providing for consultation and referral to treatment and rehabilitation to prevent their condition from progressing to a degree at which they cannot work effectively.
- C. To provide supervisors with policy and procedural guidelines for the management of behavioral/medical problems affecting job performance.
- D. To direct managers and supervisors toward prompt corrective action where deterioration in an individual's work performance is apparently related to behavioral/medical disorders.
- E. To identify, develop and implement the Wellness Program to promote physical and mental health for Miami-Dade County Public Schools' employees.

The Employee Assistance Program offers consultation to supervisors and employees through ongoing training programs and instructional materials, provides diagnostic evaluation services for treatment and implements the Wellness Program to insure ongoing strides to prevent employees' behavioral/medical health problems. Appropriate measures will be taken to insure the confidentiality of records for any person admitted to the program, according to established personnel guidelines and federal regulations.