**Miami Carol City Senior High School**

**Faculty Handbook**



**Dr. Bridget McKinney, Principal**

**Mrs. Lissette Wright-Reigosa, Assistant Principal**

**Mr. Byron Brown, Assistant Principal**

**MIAMI DADE COUNTY PUBLIC SCHOOLS**

**VISION**

*Inspired, valued, educated, and empowered students thriving in and beyond the classroom.*

**MISSION**

*To provide relevant learning experiences that foster life-long curiosity and enable ALL students to achieve their full academic, personal, and civic potential.*

**Core VALUES**

***Excellence*** *- We pursue the highest standards in academic achievement and organizational performance.*

***Equity*** *- We foster an environment that serves all students and aspires to eliminate the achievement gap.*

***Student Focus*** *- We focus on meeting our students’ diverse needs and supporting them in fulfilling their potential.*

***Innovation*** *- We encourage risk-taking, creativity and adaptability to new ideas and methods that will support and elevate student learning.*

***Accountability*** *- We celebrate our successes, learn from our failures, and embrace challenges as we strive towards continuous improvement.*

***Joy*** *- We accept individuals for who they are, encourage them to engage with one another authentically, and cultivate welcoming environments that promote fun and excitement.*

# Miami Carol City Senior High School

**VISION**

We provide a world class education for every student.

**MISSION**

We provide the highest quality education so that all our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.



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## ACCIDENTS

### STUDENT ACCIDENTS

When a student is injured, the supervising teacher must fill out an accident report at the time of the accident. **The teacher should call the student’s parent or guardian immediately to report the injury**. The school must report accidents within 24 hours.

The supervising teacher is responsible for:

1. Filling out the accident report at the time of the accident
2. Notifying the parent or guardian immediately
3. Requesting assistance for coverage, if necessary
4. Informing the administrator in charge of the accident or injury; and
5. Ensuring that the injured child is made as comfortable as possible (medication may NOT be administered).

All completed Accident Reports must be submitted to Main Office within 24 hours of incident. To minimize exposure to potential injuries, do not allow students to carry chairs, boxes, or any equipment.

### TEACHER ACCIDENTS

Any staff member who is injured while on the job is **required** to report the incident to Principal’s Secretary **immediately (the same day of the incident).** The injured staff member must also fill out an accident report. The Department of Risk Management will be contacted if further assistance is needed.

## ACTIVITIES

Extracurricular activities are an integral part of Miami Carol City Senior High School’s program. Teachers are encouraged to sponsor activities. Any requests should be communicated and approved by the Activities Director Ms. Baldie.

**ANNOUNCEMENTS / USE OF P.A.**

Afternoon announcements are generally broadcasted over the PA. These announcements are a vital link for school wide communication. ALL staff should try to listen to the announcements.

## ARRIVAL

To facilitate a safe, orderly, and calm arrival of students, teachers, support personnel and other staff members are expected to assist by being visible in the hallways near the classroom they are assigned from 7:15 AM to 7:20 AM.

Staff members are expected to arrive at school on time and sign-in on the payroll sheet or Dadeschools Mobile app. **Ms. Howard-Williams must be contacted at 305-621-5681 if you are running late to work and will not be in by 6:30 AM**. **Additionally, please text your direct administrator.**

## ATTENDANCE-STAFF

Teachers and paraprofessionals are reminded that regular school hours are from 7:10 AM. to 2:30 PM and are required to sign in upon arrival in the morning and sign out at departure time. Not only is the record necessary for payroll purposes, but also to determine if you are in the building for messages and telephone calls. All school personnel must be on their supervised posts by the required time daily. School personnel who do NOT report to their designated post by 7:15 AM. will be considered LATE TO WORK.

## A. ABSENCES

Staff members that plan to be out are to call **Ms. Howard-Williams a minimum of 24 hours prior to the expected absence.**

On the day of your absence, call Ms. Howard-Williams of your intention to return to duty or that you intend to take another day. If a **message is not received by 1:00 PM, the substitute will be kept for the next day (no exceptions).** If an employee and a substitute report for the same position because of the employee’s negligence, the substitute will be entitled to that day's work and the teacher will be charged a sick or personal day.

**All half day requests for absences must be approved by the school administrators.**

Please adhere to your responsibilities with regards to IPEGS Performance Standard 7 (Professional Responsibilities) and DCPS/UTD Labor Contract, Article XVIII, Section 3. Excessive absences/more than ten (10) in one school year will result in a meeting with the principal, an attendance directive and/or a potential **Conference-for-the-Record.**

1. LATE ARRIVAL – The entire staff is expected to report to work on time. You should anticipate Miami-Dade County’s high-volume traffic; especially on rainy days; therefore, plan to leave home early enough to arrive to school on time. If you have an emergency that may cause you to be late, call **Ms. Howard-Williams, at 305-621-5681** and text your direct administrator stating your approximate time of arrival and, upon your arrival. Calling in to say that you are going to be late does not negate the fact that a tardiness to work did occur. Documented pattern of excessive tardiness is an infraction of Performance Standard 7 - Professional Responsibilities and will result in a meeting with the principal and/or a potential **Conference-for-the-Record.** If you do not notify the office within thirty minutes after the time due on the job, the school reserves the right to obtain a temporary instructor.

1. EARLY DEPARTURE – Request for early departure from the work site must be approved by the principal or assistant principals. Please complete the appropriate request form at least 24 hours prior to the date requested. With approval, you must sign out in the official sign-out book located in the main office when leaving. Also, please inform an administrator when you depart.

Individual courtesy will be extended to each staff member if proper procedure is followed, and the privilege is not abused. A limit of **six (6)** Request-to-Leave before 2:30 PM during the year will be honored if the reasons are valid; more than **six (6)** will warrant a meeting with the principal.

1. JURY DUTY – Notify sub locator Ms. Howard-Williams when you are summoned for Jury Duty. A temporary instructor will be hired for the necessary day(s); however, if you are excused, notify the office and sub locator by 1:00 PM or as soon as possible, and the temporary instructor will be canceled. **If sub locator does not hear from you, the temporary instructor** **will be retained for the next day, and you will be charged accordingly.** A copy of your summons, Form 7433 (Temporary Duty Request), and confirmation letter that you served must be given to Principal’s Secretary for audit purposes.

1. VOTING LEAVE – Registered voters may leave to vote when their students are dismissed. They must receive **approval of the principal** to leave campus during the school day for primary or general elections. Maintenance of classroom instruction shall be given priority consideration in the approval, scheduling and duration of such voting leave.

## ATTENDANCE –STUDENTS

The presence or absence of each student must be recorded each school day. It is the responsibility of the classroom teacher to verify and record students’ attendance by 7:45 AM using the Electronic Grade book. **Please do not allow a student into your class after 7:45 AM without a tardy pass from the main office**.

**Electronic Recording Attendance Codes:** Attendance data is to be recorded in the teacher’s grade book using the following codes:

**Code Description Attendance Who can enter this code**

**Weight**

A2 Excused Absence 1 Attendance Managers ONLY

U2 Unexcused Absence 1 All Teachers/Attendance Managers

T Excused Tardy 1 All Teachers/Attendance Managers

TU Unexcused Tardy 1 All Teachers/Attendance Managers

ENT Entered Class 0 All Teachers/Attendance Managers

WD Withdrawn from Class 0 All Teachers/Attendance Managers

NS No Show (First Day Only) 0 All Teachers/Attendance Managers

**Verify Attendance Bulletin Daily:** The Attendance Bulletin must be verified **daily**. The Attendance Bulletin is emailed daily by Mrs. Wright or Ms. Deliford. Please review and submit any corrections to Mrs. Wright daily.

**Please review the Attendance Bulletin daily and sign it as follows:**

* Review the three (3) sections of the bulletin (Absent, Tardy, Excused Early) to make sure that attendance was documented correctly.
* If any correction(s) need to be made, please email Mrs. Wright.

Students must bring a written note from home when they are absent. **Please note that all absences will be automatically recorded as UNEXCUSED**.

**Excused School Absences:**

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider to receive excused absences from school.

1. Death in the family

1. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.

1. School-sponsored event or educational enrichment activity that is not a school sponsored event, as determined and approved by the principal or principal’s designee: The student must receive advance written permission from the principal or the principal’s designee. Examples of special events include public functions, conferences, and regional, state, and national competitions.

1. Subpoena by law enforcement agency or mandatory court appearance.

1. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee.

**Unexcused School Absences:**

Any student who has been absent from school will be marked unexcused absence until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program, or sporting activity

1. Absences due to older students providing day care services for siblings

1. Absences due to illness of others

1. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

### A student accumulating three (3) or more absences must be referred to Mr. Brown

B. TARDIES – Students must be encouraged to come to school on time daily. It is a reasonable expectation that for a learning activity to exist, each student must arrive to class on time (punctually). Students who are tardy to school must report to the Attendance Office to secure a pass to class. Accumulated unexcused tardies will be counted towards the threshold for initiating an attendance review. Excessive tardies may result in loss of privileges, detention, parent conference and/or suspension.

#### Excused Tardiness

1. Student Illness
2. Medical Appointment
3. Death in the Family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed
5. School sponsored activity or activity previously approved
6. Other individual student tardies beyond the control of the parent or student, as determined and approved by the principal or the principal’s designee.

A note from home must accompany each tardy, in order for the tardy to be excused.

#### Unexcused Tardiness

Tardies that do not fall into one of the above excused tardiness categories are to be considered unexcused.

C. EARLY DISMISSAL – The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final 30 minutes of the school day unless authorized by the principal or principal’s designee (i.e., emergency, sickness).

## ASSEMBLIES

### In-person Assemblies

Assemblies are scheduled to enhance and enrich the lives of our students. Teachers should work together cooperatively for the benefit of the students. Teachers need to participate in assemblies with their students because of the educational intention and value. Working with students to prepare for assemblies and doing follow-up activities or discussions make assemblies a valid part of the curriculum. The following are intended as guidelines but should not preclude the handling of individual circumstances:

* Teachers will escort their students to the assembly.
* In accordance with contract provisions, we will make every reasonable effort to rotate the days of assemblies and change the times for grade group participation so that the same teachers are not impacted.

**It is important that assembly coverage be adequate. The supervision of students is necessary to assure safety and to encourage positive participation during assemblies.**

**AUDIO-VISUAL EQUIPMENT**

#### Checking Out

All equipment will be checked out through the media center or from the Assistant Principal. You will sign out your equipment and be responsible for it. **Do not lend the equipment while it is signed out in your name.**

Broken Equipment

Report all broken equipment to the Assistant Principal immediately.

#### Movement of Equipment

Teachers or the custodial staff must move audio-visual equipment. Students may carry or move only small, lightweight items. Students **may not** lift or move projectors, laptops or small equipment. Please **PLAN AHEAD.**

#### Off Campus Use of Property

Equipment is to remain in school. It cannot be removed from the building unless an “Off Campus Use of Property” form has been completed and approved by the principal ONLY.

#### End of Year Procedure for Audio-Visual Equipment

Documentation of all materials in the media center is mandated at the end of each school year. An inventory is scheduled to account for the total number of materials in the library, the amount of money spent on new materials, and the items lost or discarded. Therefore, your cooperation is requested by returning all books, materials, and equipment to the media center two weeks prior to the last school day. Returned equipment must be free of dust. If repairs are required, a written note attached to the equipment will suffice.

**BACK TO SCHOOL NIGHT ACTIVITIES/OPEN HOUSE**

Per the M-DCPS/UTD contract, all teachers are required to attend various Open House activities.

## BULLETIN BOARDS

### In-Class Bulletin Boards

The teacher is responsible for maintaining the bulletin boards in his/her classroom. The students’ work is to be displayed in a neat and attractive manner, and all work must be current and updated monthly. You are encouraged to design original bulletin boards instead of using commercial materials. According to the Fire Marshall Code, only 20 percent of the wall space may be utilized for original student work or commercial materials. If applicable, the bulletin boards located outside your classroom must also be decorated by teacher and maintained/updated monthly.

**CAFETERIA PROCEDURES**

Students are not to leave their class for the cafeteria until their scheduled time. Complete rules and regulations concerning cafeteria behavior should be reviewed and enforced. The support of all of teachers is crucial to the establishment of a proper cafeteria environment.

School personnel are free to leave the work location during their duty-free lunch period, but only after signing the log maintained in the main office. School personnel may eat in their rooms if food items are discarded in the cafeteria or the faculty lounge. **Please do not use classroom trash cans to discard food items.**

## CELLULAR PHONES

**Cellular phones cannot be used in the classroom during instructional time.** The use of personal cell phones by staff members are for absolute emergencies only. Cell phone earpieces should not be worn and are not to be used during instructional and supervision periods. In addition, cell phones are restricted during the administration of any district and state assessment. Family members should be informed to contact the Main Office in case of emergency and Office Staff will notify you immediately of emergency.

## CERTIFICATES

It is the responsibility of each educator to provide the principal with a copy of a current, valid Florida Educator’s Certificate or copies of other documentation such as Statement of Eligibility and/or college transcripts, as may be applicable. (Florida State Board of Education Rule 6A-1.0503).

A copy of each teacher’s most current certificate needs to be on file in the principal’s office by the second week of school or upon receipt of a newly issued certificate. Teachers are responsible for keeping their certificates current. Information concerning certification may be obtained by calling (305) 995-7200. For accurate information related to your Florida Educator’s Certificate, please refer to the Miami-Dade County Public Schools Publication, “Your License to Teach.”

## CHILD ABUSE

It is the responsibility of every staff member to report all cases of suspected or confirmed child abuse to the Department of Children and Families at 1-800-96-ABUSE. This process **DOES NOT** require approval from anyone; however, the principal should be notified. Complete guidelines are in the M-DCPS handbook. Under no circumstances will any staff member be permitted to physically or mentally abuse a child. Any case involving a member of the staff will be reported to the School Police Unit and to the Department of Children and Families.

All child abuse reports and records are confidential. The name of the person reporting child abuse or neglect shall in no case be released to any person other than employees of the Department of Children and Families (DCF).

## CLASSROOM APPEARANCE

Special effort should be made to make your classroom “student-friendly” and attractive. First impressions are very important. Your bulletin boards should reflect students’ work that is current. Bookshelves, teacher desktop, and cabinets should be neat and orderly in appearance.

Check your room for conditions that are unsafe and/or inoperable and report them in writing to the head custodian. Room arrangements should be such that easy access to the door is available. A fire diagram showing two plans for evacuation should be displayed by one door or on a prominent wall.

## CLASSROOM MANAGEMENT

To support our school-wide discipline plan and ensure its success, it is necessary that we adhere to the following expectations:

1. Adhere to standards established in the Code of Student Code.
2. Follow directions the first time given.
3. Keep your hands, feet, and personal objects to yourself, and keep your hands off the property of others.
4. Be prepared for learning in your assigned classroom when the tardy bell sounds.
5. No profanity, putdowns, bullying, and rude comments to or about anyone.
6. 15/15 rule: Students are not allowed to use the restroom or leave the classroom the first and last 15 mins of class.

The Instructional Performance Evaluation and Growth System (IPEGS) includes a performance standard which assesses teacher performance relative to the teacher creating and maintaining a safe learning environment while encouraging fairness, respect, and enthusiasm (Performance Standard 8, Learning Environment). **Under no circumstances should the classroom teacher leave his/her students unattended**. The teacher is responsible for those students enrolled in his/her class. Students should not be permitted to roam the halls. **A school hall pass must be used whenever a student leaves the classroom without the teacher**. The teacher should make every effort to prevent a situation where the student is in the building unattended. (The teacher is responsible for the students at all times when he/she is responsible for the supervision of the students. The teacher must not leave his/her class until the special area teacher arrives.

**Any teacher desiring class coverage must clear this with the principal or assistant principals**.

To make it possible to know what is expected, it is necessary that each teacher hold certain standards regarding class procedures and discipline. Good discipline is required for good teaching. Good discipline can usually be obtained without difficulty; one teacher who departs from the requirements makes it harder for the rest of the faculty. Therefore, it is necessary that every teacher establishes and enforces from the first meeting of the class exactly what he/she expects later.

Classroom expectations are to be developed and thoroughly discussed during the first week of school. These expectations should be posted in a visible area of the classroom. Each teacher is expected to handle the discipline problems, which occur within the classroom. If a disciplinary situation arises that a teacher cannot resolve, the teacher should seek assistance from the administration or guidance counselor. Students are not to be referred for administrative disciplinary action on a **first offense** unless it is a situation that **endangers** him/herself or others or if the infraction is a Level 3, Level 4, or Level 5 violation. A Student Case Management (SCM) form with a detailed narrative of the misbehavior must be filled out for each administrative discipline referral. Parent contact must be initiated and documented on the SCM form. **When referring a student to the office the following steps must be followed:**

**Level 1 and Level 2 Infractions**

|  |  |
| --- | --- |
| **Level I** | **Level II** |
| * Confrontation with another student * Cutting class * Disruptive behavior * Failure to comply with class and/or school rules. * Inappropriate public display of affection * Misrepresentation * Possession of inappropriate material * Profanity or crude language * Unauthorized location * Unauthorized use of wireless communication devices * Violation of dress code | * Cheating * Confrontation with a staff member * Defiance of school personnel * Distribution of inappropriate materials * Failure to comply with corrective strategies. * False accusation * Fighting (minor) * Forgery * Harassment * Instigative behavior * Leaving school grounds without permission * Libel * Petty theft (under $750.00) * Possession or use of tobacco products * Prohibited sales on school grounds. * Slander * Vandalism (minor) |

**Requirements: Three or more behaviors from the Level 1 and Level 2 infraction list , must occur before a student is given a referral.**

**Prior to writing a referral, the following steps should be taken:**

1. Minimum of 1 teacher/student conference to address the behavior that has taken place on three or more occasions.
2. Contact with the parent is required for each incident.
3. Minimum of 1 parent/teacher conference to address the negative behavior that has taken place on three or more occasions.
4. Security is notified to remove the student with a referral.

**Level 3, 4, and 5 Infractions**

|  |
| --- |
| **Level III & Level IV** |
| * Assault/Threat against a non-staff member * Breaking and Entering/Burglary * Bullying (repeated harassment) * Disruption on campus/Disorderly conduct * Fighting (serious) * False Activation of Fire Alarm System * Gambling * Harassment (Civil Rights) * Hazing (misdemeanor) * Improper Activation of Fire Extinguisher * Possession of simulated weapons * Possession or use of alcohol, * Sexting * Sexual harassment * Technology and Computer Related Offense * Threat/Intimidation Trespassing * Vandalism (major) * Possession or use of alcohol * Robbery |

**Requirements: A written referral must be completed.**

**The following steps should be taken:**

1. The school administrator is informed of the infraction.
2. The school security guard is notified to remove the student with a referral.

\* Staff should be prepared to write a narrative as the infraction may result in a SESIR

**Administrative referrals should be serious in nature and must be documented on a SCM form, as this documentation will become part of a student’s permanent school record.**

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

To detain students after school for disciplinary measures, parents/guardians must be notified at least 24 hours in advance by telephone or in writing prior tothe child being kept after school. Documentation of the notification should be kept in the teacher’s parent contact log. Students should not be permitted to stay without verbal or written confirmation by a parent when the parent is unaware of the circumstances. The Code of Student Conduct should be familiar to each student and teacher. Teachers should use this guide of conduct for grades K-12, judiciously.

## CLINIC PROCEDURES

Students must have a pass to go to the clinic. Please keep a record of those students who visit the clinic regularly.

## CODE OF ETHICS

See District Handbook for the Florida State Code of Ethics. All members of the professional staff are required to read and adhere to the state ethics.

## COLLECTION OF MONEY FROM STUDENTS

All activities requiring the collection of monies from students or parents must be preapproved. Once the activity has been approved and money is being collected, a Recap of Collections Form must be completed for each day’s collection. All monies and Recap of Collections Forms are to be turned into Treasurer, Ms. Lucas or the principal in the event of her absence, before **10:00 AM** on the day of the collection. Do not separate the yellow and white copies. Once the information has been processed, you will receive the yellow copy of the Recap of Collections Form, along with a computerized receipt. If an employee does NOT receive the yellow copy of the Recap of Collections Form, along with a computerized receipt at the time of the deposit to the treasurer, the principal must be notified immediately. NO EXCEPTIONS!

No money should be left in your classroom overnight. Do not lock money in the desks or closets/cabinets overnight. All monies collected must be submitted with a Recap of Collections Form listing the student’s name (K–8) to cover the amount reported. Collect and record ONLY the exact amount for the activity. It is the teacher’s responsibility to make sure that the money goes to one of the above-mentioned persons only.

**The office personnel or the administration will not be responsible for money turned into anyone else.**

**COMMITTEES**

A successful school requires “extra” assignments for each of us. If these responsibilities are cheerfully accepted and carried out to the best of our abilities, no one will find the load too great. Please, share your talents!!

Each committee will have a chairperson. The chairperson will be responsible for setting the agenda and setting the pace of the meetings. They must also make sure that the outcomes of the meetings are disseminated to the staff. The chairperson must make certain that the goals of the committee are being met.

## COMMUNICABLE DISEASES

Teachers should be alert for any evidence of illness throughout the school day. Students obviously ill should be sent home to minimize spread of the illness and protect the child from developing further health complications. Teachers should report all cases of potentially preventable communicable diseases to front office personnel.

## COMMUNICATIONS OUTSIDE THE SCHOOL

No form letters or notices bearing the school’s letterhead are to be sent to parents, agencies, organizations, or individuals within the school without being approved by the principal or designee. Use of stationery without authorization by the principal is absolutely forbidden.

Teachers and other personnel who send personal communications (without school’s letterhead) i.e. bulletins, flyers, circulars, home learning assignments, letters, notices, notes and progress reports home to parents via student(s) or by U.S. mail, are directed to proofread the written or printed material for grammatical errors, incorrect spelling and punctuation, and legibility before forwarding it to parents. Written assignments placed on the chalkboard should be scrutinized by the same process in order to avoid criticism and embarrassment. Communications generated, displayed, forwarded and distributed to parents, agencies and the school/community should depict a positive image of our school.

## CORPORAL PUNISHMENT

Under no circumstances is corporal punishment to be administered at Miami Carol City Senior High School. Use of rulers, paddles, or other instruments to administer corporal punishment is prohibited. Physical contact with a student that may be construed by the student as corporal punishment should also be avoided. Restraining force may only be applied in order to prevent a student from injuring himself or others. Force used beyond restraining force is not allowed. Schools DO NOT utilize corporal punishment as a means of discipline in Miami-Dade County Public Schools. Different forms of corporal punishment include but are not limited to standing in corners, facing wall, standing outside in hallways, writing lines.

Any violation of the above must be reported by the school principal to the Special Investigation Unit - Office of Professional Standards and Department of Children and Families.

## CORRIDORS / HALLWAYS

The quiet movement of students from one area of the building to another is important, especially throughout the school day. **The teacher in charge should position her/himself in order to have visual control of the group in movement**. Avoid yelling to maintain discipline. It is generally ineffective and usually sounds worse than the group of noisy children. Students should not be walking in the hallways with their snacks. All snacks must be consumed in the classrooms.

## CUMULATIVE RECORD FOLDERS

Each teacher is expected to maintain accurate, complete, and current records for each student. Each teacher is expected to protect the accuracy and privacy of the information contained in the student’s educational records. Those persons who have authorized and legal access through procedures established by the Miami-Dade County School Board are the only personnel who should read or handle them.

**Under no circumstances should a child be given a CUM to transport. Parents, paraprofessionals or volunteers are not to view or write in the CUM folder.** Federal law decrees that the cumulative records are open to parent perusal. Viewing of these records will be done only in the office under the supervision of office personnel. Never leave cumulative folders unattended or take cumulative folders off campus.

After receiving your class list, you should make sure that there is a cumulative record folder for each child. Review the folder carefully to determine pertinent health information or special placement. Any comments, entries or materials that the receiving teacher feels should be deleted, should be discussed with an administrator as soon as possible.

All information should be kept up to date and no inserts are to be removed from the file. Cumulative folders should also be checked throughout the year, as students transfer in very frequently. Missing records should be reported, in writing to Ms. Deliford. Cumulative file folders MUST be stored in the office. Please adhere to the following procedures:

* All items are to be kept in the individual cum folders when not in actual use.
* All cumulative folders are to be maintained in the file drawers.
* When you remove one or more cum folders from the file drawers, please fill out all the information on the checkout form.
* When the CUM is returned, please sign the form and return the CUM to Ms. Liriano.
* All cumulative folders must be returned to the office daily after use.

**Remember, each homeroom teacher is held accountable for his/her students’ cumulative record folder.**

## CUSTODIAL PROCEDURES

For custodial assistance, the “Custodial Request Form” must be completed and put into Mr. Clark’s (Head Custodian) mailbox or emailed to Mr. Brown. Students are not to be sent to look for a custodian. If the request is an emergency, please buzz the office and request that a custodian be sent promptly.

Teachers and their students can facilitate a clean and orderly environment by:

* Taking five minutes each afternoon before dismissal to pick up large pieces of paper, paper clips, thumb tacks, erasers, crayons, small pencils, etc. from the floor.
* Having students stack up chairs against the wall.
* Cleaning chalkboard erasers (not banging against the building/walls).
* Having students wipe table/desktop **with soap and water only** when they have been working with glue, paste, tempura, paint, etc.
* Putting teaching materials away so rooms can be cleaned properly.
* Keeping the tops of bookcases, wet area, and cabinet counters clear.
* Promptly reporting maintenance needs as they occur.
* Informing the Head Custodian immediately when you have a spill on the carpet so appropriate cleaning can occur.

Every effort should be made to make our school a clean and attractive facility.

## DEADLINES

As per the M-DCPS UTD/UOPD bargaining agreement and the current assessment instrument, teachers are expected to meet all deadline responsibilities accordingly. Office requests are to be handled as efficiently as possible.

## DISMISSAL

Students should prepare for dismissal 5 minutes prior to the designated dismissal time. Students may not return to the building after dismissal except in cases of emergencies or practice. Students are not to be kept after school for disciplinary purposes or another purpose without a signed notification from parents. Parents need to be given a minimum of 24 hours’ notice in order to make alternate arrangements. Students who are kept after school must be always under a teacher’s supervision**.** We all need to work together to ensure a safe and orderly dismissal of our students. Report any problems immediately to the administration.

## DRESS CODE- FACULTY & STAFF MEMBERS

Dress code for members of the professional school personnel is not governed by UTD Contract or School Board policy. However, all employees of the school should take pride in their appearance since we are the role models for the students at our school. Staff members who are not appropriately dressed will be asked to go home and change their attire. Listed below are items that need to be reviewed. All persons employed by Miami-Dade County Public Schools are representatives of the school system. They are highly visible examples to their students and should dress in a manner, which sets a positive example and conveys to students that education is a serious and professional endeavor. Furthermore, they are expected to conduct themselves in a manner that will reflect credit upon them and the system. Therefore, “neatness in dress and grooming” is an indicator of appropriate personal characteristics.

* While it is recognized that on special days (spirit day, field trips, special class or school activities) a staff member’s attire may be a bit more informal, it is important to note basis professional attire is expected on a daily basis.

* T-Shirts, jeans and sports shirts to include knitted shirts with messages and signs are strongly discouraged as this detracts from a professional image and is in opposition to the uniform policy established for students.

* Shorts are not considered professional attire and should not be worn (except for special occasions).

* Flip-flops or slides are not professional in nature and should not be worn. These types of shoes are unacceptable footwear due to safety concerns. For safety purposes, all sandals should have a back strap.

## DRUG FREE WORKPLACE

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:

* 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.
* Employees on or off duty will not influence students to use illegal or abuse legal drugs.
* An employee convicted, adjudicated guilty, or who has entered a plea of guilty for any criminal drug statute violation occurring in the workplace shall notify Miami-Dade County Public Schools within 48 hours after final judgment.

Section 893.13, Florida Statutes, makes it unlawful for any person to sell, purchase, manufacture, deliver, or possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance, in/on, or within 1000 feet of a public or private elementary, middle, or secondary school.

## DUPLICATING SERVICES

The administration reserves the right to deny the duplication of any material(s) that are not educational in nature or that are not relevant to the grade level assigned. **Do not send students to the office requesting for copies to be made.**

All teachers are encouraged to make better use of the Promethean Board as they plan for more application-based assessments.

## EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC)

The Educational Excellence School Advisory Council (EESAC) serves as a communication link between the administration, staff, students, parents, business organizations and community of Miami Carol City Senior High School. The EESAC assists in the preparation and evaluation of the School Improvement Process (SIP). Additionally, the council is responsible for addressing all state and district goals and has the authority to periodically review the SIP and amend as needed. They may address issues that include curriculum, student discipline and safety, professional development and budget, as it applies to the SIP. The advisory council members are selected through a voting process within each grade level or employment such as teachers/school support, etc. The advisory council meets monthly to discuss various topics. Meetings are announced in advance.

## E-MAIL

The majority of the school correspondence and communication will be taking place via email. As a result, your e-mail should be checked a minimum of three times each day for updates and important school information. If you are having technical difficulties accessing your e-mail account, please submit a “Self-Service” ticket via the Employee Portal.

## EMERGENCY PLAN

The Miami Carol City Senior High School Committee seeking and utilizing recommendations of the school community including administrators, counselor, teachers, office personnel, custodial, food service and parents have developed this plan to provide procedures and actions to ensure a **Safe Learning Environment** for students, Faculty and parents.

In case of emergency, if it is necessary for all students to remain in class with the doors locked, the following announcement will be given over the PA:

**Hold! In your room or Area. Clear the halls.**



## Secure! Get Inside. Lock outside doors.



**Lockdown! Locks, Light, Out of Sight.**



**Evacuate! (A location may be specified)**



**Shelter! Hazard and safety strategy**





**Please make sure your individual classroom fire route is posted in your classroom**.

### Emergency Pick-Up Procedures

* 1. The emergency closing of school(s) for any cause, such as inclement weather or violent or disruptive activities in which the safety of individuals might be endangered, shall be at the discretion of the Superintendent of Schools. In an emergency, the listed procedures below should be used to send students home at other than normally scheduled dismissal time.
     1. Fire emergency;
     2. Bomb threat and search;
     3. District Emergency Communications
  2. The principal or designated person in charge shall:
     1. Contact the Regional Center Superintendent, or designee, to obtain

permission per referenced Board Rule.

* + 1. Relay instructions for dispersal to each classroom over the school PA system or by other means.
    2. Vary school dispersal depending on availability of parents, transportation, and distance from school to home.
    3. Direct teachers to advise students walking or riding bicycles that they are to go to a prearranged area with adult supervision on school grounds and wait for instructions that will be dependent on parent or guardian availability at home
    4. Once parent or guardian availability has been confirmed, designated faculty/staff personnel will report to preassigned areas to carry out preplanned procedure to accompany children walking or bicycling home across critical street crossings.
    5. Students remaining at the school accompanied by faculty/staff personnel go to previously designated safe areas, such as:

1. Previously planned assembly points.
2. A neighboring school not affected by the emergency.
3. A neighboring government building or church with facilities to accommodate a number of students.

**PASSES ARE NOT TO BE ISSUED AT THIS TIME**.

News media are always present at sites during these events. Unless they have the

**PRINCIPAL’S** permission, they are to remain across the street. No **MEDIA PERSONNEL** is allowed on school grounds to interview students. The principal will make a statement, if one is necessary. Members of the security team are requested to carry out their assignments at the designated posts.

## EMERGENCY TELEPHONE TREE

A telephone tree has been prepared. If an emergency occurs or important information needs to be disseminated, the following staff members will make the contact. The administration (Dr. McKinney) will begin the line of communication. Other persons are Assistant Principals, the Principal’s Secretary, Cafeteria Manager, Head Custodian, and the Counselor).

If the person is not at home, a message will be left, and a follow-up call will be made.

**EMERGENCY TEMPORARY INSTRUCTOR PLANS**

(SEE SUBSTITUTE PROCEDURES AND PLANS)

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

A wide range of problems not directly associated with an employee’s job function can have an effect on an employee’s job performance and/or attendance. Assistance will be provided to such employees through the Employee Assistance Program (EAP). The EAP 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 program goal is to help individuals who develop such problems by providing for consultation, treatment, and rehabilitation to prevent their condition from progressing to a degree, which will prevent them from working effectively.

Appropriate measures will be taken to ensure the confidentiality of records for any person admitted to the program, according to established personnel file provisions, state statutes, and federal regulations.

### EMPLOYEE-STUDENT RELATIONSHIPS

All School Board personnel are strictly prohibited from engaging in unacceptable relationships and/or communications with students. This includes, but is not limited to the following: dating, any form of sexual touching or behavior, making sexual, indecent, or illegal proposals, gestures or comments, and/or demonstrating any other behavior which gives an appearance of impropriety.

### ENERGY CONSERVATION

It is very important that energy be conserved. Have students monitor turning off the lights when the class leaves the classroom. Have students close all water faucets tightly after each use. Report all water leaks to the head custodian. The balance of budgeted funds saved through energy conservation will be returned to the school.

### ENTRY INTO THE SCHOOL BUILDING AFTER THE SCHOOL DAY

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

### FACULTY LOUNGE

The appropriate maintenance of the lounge requires the cooperation of all staff members. **Students are not to be sent to retrieve items from the lounge.**

### FACULTY MEETINGS

Teachers are required to extend the workday for the purpose of attending faculty meetings. Appointments should not be scheduled that may interfere with attending a faculty meeting. If any changes occur, they will be announced at least 24 hours in advance. Should it be necessary to hold meetings at times other than the scheduled meeting dates/times, teachers will be given proper notification. Additionally, staff members are expected to comply with all directives regarding required meetings. **Any staff member unable to attend a required meeting must provide written notification to the principal**.

### FACULTY RELATIONS

* All areas in the building are public areas.
* Conversations involving peers or pupils should remain private. Discussing negative comments must be avoided.
* Courtesy should be extended to all members of our school family.

### FACULTY SUPPLEMENTS

Faculty supplements will be assigned and approved annually by the principal. All supplements will be paid for time spent beyond the normal workday, additional responsibilities, special and/or additional training, or assigned duties which are beyond the normal scope of employment. Qualified employees will be selected from a pool of interested applicants within the school who have been given notice that such positions are available.

### HALL PASSES

Students are not to leave the classroom without a pass. Any student in the hall without a pass will be sent or escorted back to their classroom. No student is ever to be out of class without a hall pass.

### HOLIDAYS

On a school day, which immediately precedes a holiday or vacation, the teacher’s day shall end at the close of their student’s day.

### INSTRUCTIONAL PERFORMANCE EVALUATION AND GROWTH SYSTEM (IPEGS)

In accordance with the UTD contract, teachers will be observed using the Instructional Performance Evaluation & Growth System (IPEGS). Annual teachers must be observed a minimum of two times a year. Professional services and Continuing Contract teachers must be observed a minimum of one time a year.

It is the responsibility of the teacher to read the material found at <http://ipegs.dadeschools.net/>and become familiar with the entire IPEGS process. Training is not in lieu of reading the IPEGS handbook. The principal and the assistant principal will conduct all observations without providing prior notice.

For more information regarding IPEGS handbooks, forms, timelines and resources go to <http://ipegs.dadeschools.net/handbooks.asp>

### INTER-SCHOOL COMMUNICATION

No memorandums, flyers, or other informative material is to be placed in the mailboxes without prior approval of administration, with the exception of UTD materials.

All memorandums must be reviewed, approved and initialed by the principal prior to dissemination. If any correspondences are not initialed, they are not to be duplicated or distributed

### JURY DUTY

If you are excused early, notify the office by 2:00 p.m. if possible, and the substitute will be canceled. Proper documentation needs to be submitted to the main office upon your return from Jury Duty.

### KEYS

The building and facilities are secured using keys, which are strictly controlled by the principal and/or Mr. Brown (designee). The following procedures must be followed regarding keys:

* Keys are issued at the beginning of each school session and turned in at the end of each school session.
* All personnel must sign for and take personal responsibility for the keys they are issued.
* Staff will be issued only those keys which are associated with the areas they normally work.
* Under no circumstances are school keys to be given to students or other people.
* Keep constant control of your keys.
* Illegal or unauthorized duplication of school keys is a violation of The School Board of Miami-Dade County, Florida, policy; therefore, do not attempt to have keys duplicated by any person or company.
* Report missing or stolen keys immediately to the principal.

### LEAVE CARDS

Leave cards will be prepared for illnesses, jury duty, personal leave and/or workshops and will be placed into your mailbox. **It is imperative that these cards be signed and returned promptly to Ms. Howard-Williams with any required workshop documentation for audit purposes**. All signatures must be in pen, not pencil.

### LEAVING CAMPUS DURING THE SCHOOL DAY

**Staff members are expected to sign out before leaving the school building at any time, and for whatever reason, during the regular school day.** Staff members must secure the **approval** of the principal or designee before leaving the building, other than during designated lunch. All employees must sign out at the time they are leaving the building and sign in upon returning even during their duty-free lunch period. The sign out, sign in book is in the main office.

### LESSON PLANS

Every teacher with an ESOL student in his/her class must write and use ESOL strategies in their lesson plans and class instruction.

Abbreviated notation and/or referencing can be utilized. While lesson plans are for the use of the teacher, they should be stated clearly for a substitute to follow.

Plan books should include a schedule, a list of instructional groups, an explanation of any special symbols or notations, as well as notation of students receiving special services.

Class helpers should also be listed. Current plans for each day should be available on the teacher’s desk. This is particularly important in case of an unexpected absence. The Principal and/or Assistant Principals will review lesson plans. **Lesson plans are to be available daily on the teachers’ desks as these will be reviewed periodically by an administrator**.

### MAILBOXES

Your mailbox, email, afternoon announcements, the monthly calendar, the office bulletin board and/or the teacher’s lounge will be used extensively to disseminate information to all staff. Mailboxes should be checked and emptied upon arrival in the morning, and before leaving at the end of the day. Children should not be sent to get mail from your box as confidential records and notes are often placed in the boxes. Messages for teachers will be placed in mailboxes unless the incoming call is determined to be an emergency. Additionally, check your email daily, since most notifications will be sent via e-mail.

### MEETINGS

Please adhere to the school-wide Monthly Calendar for scheduled meetings. Persons responsible for chairing a meeting should prepare and distribute a written agenda. Staff members should be present at all meetings. Please bring your calendar, paper, and a pen or pencil. If the principal is absent, the assistant principal will conduct or attend the scheduled meeting. If you are unable to attend a scheduled meeting, please notify the principal or assistant principals in writing and if necessary, send a designee.

A form has been provided for the recording of the meetings. The Subject area advisors are expected to submit copies of the form to the Principal and Assistant Principal after each meeting.

### MEDICAL EMERGENCIES

If student or school personnel is injured, the principal or designee must be notified at once, and the proper forms must be completed. The principal or designee will make the decision to call 911. If the situation is serious and an administrator is not available, professional judgment will dictate the decision to call 911. Remember, the safety and welfare of our school family is our number one concern.

### MEDICATION

School personnel shall not administer medication to any student without complying with the procedures approved by the Miami-Dade County Public Schools and Miami-Dade County Department of Health. An Authorization for Medication form signed by the parent and doctor must be on file in the Health Clinic and the Main Office. Only authorized personnel will administer medications and be required to maintain a log documenting the date and time of each medication administration. No medication (including aspirin) may be dispensed without having the required documentation. Students are not permitted to administer medication to themselves.

### OBSERVATIONS

The use of the IPEGS instrument will be fully implemented this school year. Observations will not be announced. The number of official observations and the duration of each observation is up to the discretion of Administration.

### OFFICE

The main office is a place of business. When any office personnel are talking on the telephone, or attending to their individual tasks, the noise should be kept to a minimum. It is requested of all staff members not to congregate and carry-on excessive conversations in the office.

### PARAPROFESSIONALS-TEACHER GUIDELINES FOR UTILIZATION

* All paraprofessionals are to be always under the physical supervision of a certified teacher.

* Initial presentation must be made by the certified classroom teacher. Paraprofessionals may perform follow-up activities in accordance with the directions given by the teacher. Paraprofessionals may work with students, monitor tests and may help grade objective tests.

* Paraprofessionals/Aides/Assistants may type materials needed for classroom instruction; may run off materials for classroom instruction; and may perform any other duties which are directly related to instruction in the classroom.

* Paraprofessionals/Aides/Assistants are not to be held responsible for planning classroom lessons or tests.

* When with the teacher, paraprofessionals/aides/assistants shall not perform office clerical-type duties, which are not directly related to classroom instruction. (For example: attendance procedures).

* At a minimum, the paraprofessional is to spend 50% of his/her time working directly with children. Special program-funded paraprofessionals will follow the requirements of the program.
* The teacher is to orient the paraprofessional as per classroom and school policies.

* The teacher is to monitor and inform administration concerning professionalism, effectiveness, and punctuality of the paraprofessional.

### PARENT COMMUNICATION

Parent-teacher conferences should occur on a regular basis. Parents should be informed of students’ successes when it is determined that they possess unique academic potential.

Provisions of the UTD contract require that teacher-parent conferences are required when students display a “consistent pattern of disruption or demonstrate unacceptable academic achievement as a result of not exerting sufficient effort”. It is also urged that those conferences are scheduled when students need academic strengthening and when they are determined to possess unique academic potential. Parent conferences should deal with positive issues as well as those matters requiring extra attention and intervention.

* Teachers are to log teacher-parent conferences in their official logs and specify whether such contacts were in person, by telephone, or through written communication.
* When parent contact is not achieved, evidence of the attempts to contact the parent should be recorded on the log and referred to the teacher. The teacher will seek assistance from the administration in making follow up attempts to contact the parents.
* When a parent contacts the school or leaves a voicemail message to speak to a teacher, the teacher has the responsibility to contact the parent within 24 hours.
* Written notices or announcements that are to be distributed to all students in a class must be reviewed by the principal before sending it home. Individual notes to specific parents do not require administrative review.

### PARENT CONTACT/COMMUNICATION LOGS

As a minimum, parent/guardians of each student should be contacted once (1) per grading period. In cases where students are not progressing adequately (failing), a minimum of 3 parent contacts per grading period are to be documented**. Each teacher must maintain a Parent Contact Log which must be updated regularly.**

### PARENT/ TEACHER/STUDENT ASSOCIATION (P.T.S.A.)

Your active support of the Miami Carol City Senior High School P.T.S.A. will do much to enhance your individual classroom as well as lend your support to the total school program. Encourage your parents to join and participate in all P.T.S.A. functions. Faculty members are encouraged to join and attend P.T.A. meetings.

### PARENT/TEACHER CONFERENCES

Parent conferences are to be scheduled during teacher planning periods and before or after school. **Teachers are not to engage in parent conferences during instructional time periods.** Teachers are expected to document all parent conferences in their Parent Contact Log.

### PARKING PROCEDURES

Parking will be in the parking lot only and is prohibited in other areas of the school. Parents will be discouraged from parking in the teacher’s parking lot. Unauthorized staff members are not permitted to park in reserved parking spaces. Staff members with disabled parking permit are permitted in the handicapped areas. Only designated parking spaces must be used for parking.

### PAYROLL

The Dadeschools Mobile App as well as use of sign-in and sign-out sheets are used for payroll purposes. Employees are expected to sign in upon arrival to the school site and sign out when ending their workday. Signing in and out in the morning is strictly prohibited. Employee initials must be used to indicate the employee’s presence. Part-time (hourly) employees must sign in by indicating the actual time they start and end their workday. The sign-in/sign-out sheets will be located in main office.

The Daily Payroll Attendance Sheet is one of the most important documents in the payroll process. Its accuracy is critical, and in most cases, is the only tool available to certify that the payroll information is correct. It is also the document most requested by internal and external auditors. Your adherence to these procedures is appreciated.

### PLANNING DAYS

Teachers are to be punctual when reporting to school on planning days. Teachers are discouraged from bringing family members to work on non-optional planning days when the entire staff is in attendance.

### PLANNING TIME

Common Planning Schedules will be provided to all departments. Teachers must receive administrative permission to leave campus during planning times.

### PROPERTY CONTROL

Teachers are accountable for equipment that is assigned to their classroom. Missing equipment must be reported immediately to the school secretary or principal. No equipment is to be transferred to another classroom/location or leave the school building without the appropriate form and authorization from the school principal.

### POLICY MANUALS

All policy manuals are available to staff members on the M-DCPS Website. M-DCPS School Board Rules are also online. Please see an administrator if you are unable to locate a needed manual.

### PROFESSIONAL ATTIRE

Professional attire is to be worn every day. Remember that all persons employed by MDCPS are representatives of this school system and are highly visible examples to their students and should dress in a manner, which sets a positive example and conveys to students that education is a serious and professional endeavor.

### PROTECTION AND SECURITY

All visitors to the school must sign in prior to proceeding into the building. At that time, they will receive a visitor’s pass. All staff members share in the responsibility of questioning strangers in the building and directing these individuals to the front of the school office. Strangers to Miami Carol City Senior High School are identified as being individuals who do not have a visitor’s pass from the office. The office and/or security monitors are to be notified immediately if a problem arises.

### PUBLIC RELATIONS

#### Image

Our public image as a faculty is important and each of us is able to enhance or detract from it by our actions. Hopefully, our high degree of professionalism in all areas will serve to enhance it.

#### Correspondence

Strive to answer all correspondence from parents, whether telephone call or written notes, promptly.

#### Irate Parents

Do not let an unpleasant encounter with a parent result in loss of composure on your part. Arrange a conference with the parent and give him/her the opportunity to voice his/her frustrations. Your patience and understanding in such cases will usually result in the parent working with you rather than against you.

#### Confidentiality

Never discuss a child’s progress or behavior with another child’s parent. Even though it is difficult at times, do not indicate to the parent that you agree with him/her when he/she blames another child for his/her child’s problem.

#### Clearance

All communications sent home must be cleared by the principal and/or the assistant principal.

### RELEASE OF STUDENTS DURING SCHOOL DAY

It is imperative that no teacher releases a child for any reason unless the main office has notified you. If a parent comes to your classroom requesting to take their child home, please call the main office immediately and send the parent to the Main Office.

Please be sure that this information is available for your substitute. Thank you for assistance in keeping our children safe.

### RUMOR CONTROL

The safety and physical/emotional well-being of the students and staff is our utmost concern. If there is a rumor or an event that would negatively impact the students and/or the learning environment as a professional, please notify the administration.

The principal or designee will investigate the situation and depending on the situation the office staff will be briefed on the facts to answer any telephone calls from the community regarding the situation.

### SAFETY TO AND FROM SCHOOL (STUDENTS)

Each teacher should review good safety habits that students should observe while going to and from school. Some of the items you may wish to stress include:

* Pedestrian safety-use of sidewalks and crosswalks
* School safety-entering and leaving the building/use of playground equipment/opening and closing doors
* School Bus safety-boarding the bus/behavior while riding/unloading the bus and waiting at the bus stop
* Bicycle safety-if students must use a bike for school transportation hey must have a padlock to secure it during the school day. Reinforce that the school is not responsible if their bike gets damaged or stolen.

### SCHEDULES

Teachers are required to follow the schedule assigned to them. Specific subject material must be covered during the designated time period. Any changes to the schedules must be approved by administration.

### SCHOOL FINANCES-INTERNAL ACCOUNTING

The State of Florida has defined and established the responsibility for school system internal funds in State Board Rules, Section 6A-1.85. Consequently, the School Board of Miami-Dade County, Florida, in Board Rule 6Gx13-5C-1.06 and other rules, has established rules consistent with the mandate to allow for uniformity in observance of the regulations. **Do not collect money from students unless the principal has approved the activity, and all internal accounts procedures are followed.** NO STAFF MEMBER IS TO ORDER MATERIALS, SUPPLIES OR EQUIPMENT WITHOUT USE OF FORMS AND APPROVAL OF THE PRINCIPAL.

### SECURITY

This is an extremely critical area, related to safety, morale and community support for the school. Any staff member observing a person without a Visitor’s Pass is encouraged to approach that individual courteously and direct or escort them to the main office. No staff member or student should leave any money, jewelry or other valuables unattended on campus. Students should be discouraged from bringing unnecessary money or valuables to school. Any security problems should be reported to the office immediately.

### STUDENT SUPERVISION

Students are never to be left unattended-even for a “few” minutes. Please note the following:

* In an emergency, call the office or the teacher in the next room for assistance.
* If you need to be away from your class for a few minutes, notify schools security to monitor your class.
* Students should be sent to the office or on other errands in pairs. Students should have an appropriate pass when they leave the room.

## SUBSTITUTE PROCEDURES AND PLANS

### PROCEDURES

The substitute locator (Howard-Wiliams) can be reached at 305-621-5681 and follow the prompts between the hours of 6:20 a.m. – 6:30 a.m. and before 10:00 p.m. the night before.

Each day you are absent, please call the office before 2:00 p.m. to let the substitute locator know if you need the substitute an additional day. If an absent teacher has not notified the substitute locator by 2:00 p.m. on the day of the absence, the substitute will be entitled to work the next day.

### EMERGENCY SUBSTITUTE CLASS PLANS

In order to continue high quality instruction in your absence, it is necessary for you to make adequate preparations. Five days of emergency lesson plans must be available to temporary instructors in the case of unexpected emergencies. If you currently use the online lesson plan template, you must print and turn in the five days emergency lesson plans. Make sure your plans are detailed enough to provide ample information for the temporary instructor. In addition to submitting 3 days’ worth of emergency lesson plans, please complete the attached Substitute Class Plans packet, which includes the following:

1. Current Schedule
2. Emergency Class Plans (complete all sections)
3. End of Day Dismissal of Students
4. Map of School

It will be your responsibility to update this plan as necessary. Please submit the three days emergency lesson plans and the substitute class plans in the substitute folder provided to the Assistant Principal.

### SUPPLIES/MATERIALS

If you are in need of classroom supplies, please complete the “Supply Request” form and place it in Ms. Daisy Solan mailbox. Please do not send students to the office during the day to request supplies. Allow 24 hours for your request to be filled.

**TEACHERS’ LOUNGE**

* The teachers’ lounge is for staff use only.
* No children or non-staff members are to be allowed in the teachers’ lounge.

**TEACHERS’ WORKDAY**

All staff members must be signed in by reporting time every day. Staff members must sign out personally at the conclusion of the workday. If a staff member does not sign in and out, it is an audit exception of payroll procedures. Your adherence to this procedure is expected as professionals. It is the professional responsibility of every staff member to adhere to the hours of employment.

Employees may leave the work location during lunch. If leaving during lunch, you must sign-out in the notebook located in the main office.

All teachers and full-time paraprofessionals will work the same hours on planning days. A one-hour lunch is acceptable on workdays.

When it is necessary to be absent, the procedures listed under “Substitute Procedures” in this handbook should be followed.

No staff member should leave campus without authorization (except during lunch). Request to Leave Early forms and Request to Arrive Late forms must be completed and signed by the principal. This must be done 48 hours in advance of the designated time.

**Please note: Staff members are not permitted to bring their own children or relatives to school due to School Board liability policies. In extreme circumstances please request approval from Principal.**

### TEACHER INTERNET USE

Internet Access is available for all teachers and staff at the school site. The District guidelines for Internet usage do prohibit the following:

* Downloading files that command large amounts of data. This includes sites that provide streaming audio and video (i.e., movies, songs, etc.)
* Viewing and/or downloading sexually explicit material
* Downloading or distributing software, images or files that are protected by international copyright laws. Copyright infringement can result in criminal prosecution punishable by fines up to $100,000 and imprisonment up to 10 years.

Any violation of the above guidelines may result in administrative action by the District and/or criminal prosecution.

### TECHNOLOGY

#### **Student Internet Use**

**Miami-Dade County Public Schools maintains and monitors a state-of-the-art filtering system on its network. To comply with the Children's Internet Protection Act (CIPA) of 2001, the filter constantly monitors and blocks inappropriate Web sites based on key words and/or URLS. Criteria policy for filtering parameters has been established by the School Board and the Superintendent of schools. Examples of categories that are blocked include: alcohol, chat, drugs, gambling, games, hate groups (obscene and tasteless), public proxies, pornography, and R-rated sites.**

All workstations throughout the school have Internet access. Though it is recognized that the Internet can be a useful and valuable tool to enhance classroom instruction, there are websites that are inappropriate for students. Most of these websites are blocked either by the District’s “X-STOP” or by local software filters. However, this does not guarantee complete protection from such sites. Students may access the Internet ONLY if a signed permission form is n file in the classroom. In addition, student MUST be supervised while on the Internet to assure protection. For their own protection, students should never volunteer any personal information over the Internet. Any violations of appropriate use must be reported to the school administration.

### TELEPHONE

The use of the telephone by students’ is strongly discouraged. Under no circumstances are children to call parents to make after school arrangements, recreation arrangements, etc. If an emergency warrants a call, an office pass should be filled out and brought by the child to the office.

In order to cut down interruptions on instructional time, staff members shall not be called to the telephone unless it is an emergency. All faculty members should instruct their families that when calling the school for emergencies, they should identify these calls as such. Otherwise, the call will be forwarded to the teacher’s voicemail, or a written message will be taken. Teachers should contact parents of students who frequently call home for sickness. In addition, you will not receive incoming calls in your classroom; all calls will be forwarded to the teacher’s voicemail, or a written message will be taken (if it is not an emergency). **Personal cellular telephones are not to be turned on and ear attachments, i.e., the “blue chip” are not to be worn during instructional time.** Please refrain from using the telephones on the office staff desks or in the clinic. Faculty members should check their voicemail a minimum of once a day.

### TEXTBOOK CONTROL

The Assistant Principal and coach will maintain a record of books and textbooks assigned to teachers. No tapes or other adhesive materials should be attached to the book. The Assistant Principal should be notified as soon as a textbook is lost or damaged. Please make students aware that they will be assessed a fee if a textbook is lost or damaged.

All teachers will assist with the annual textbook inventory. It is understood that all staff members conscientiously complete the inventory and diligently pursue the necessary assessments.

### TOBACCO-FREE WORKPLACE

Tobacco products pose a significant risk to the health of the user and can be hazardous to nonsmokers in the work environment. Use of tobacco products is prohibited on School Board owned/leased properties and vehicles. The use of tobacco products is also prohibited where students are located or where there are sensitive or hazardous materials. Visitors will be politely informed that M-DCPS is tobacco-free.

### TRANSPORTATION OF STUDENTS

Under no circumstances are students to be transported in passenger cars by school employees without administrative approval.

### TUTORING

It is expected that every effort will be made to help students with their difficulties at school before recommending that parents engage a tutor. The employee shall not arrange to tutor for a fee any student currently enrolled in his/her classes. Tutoring for a fee shall not be during regular working hours or on public school premises.

After-school tutorial will be offered to students who are reading below grade level. The reading coach will organize these sessions.

### UNIFORMS

Miami Carol City Senior High School is a **mandatory** uniform school. Uniforms must be worn by all students. Teachers are to monitor dress code compliance and contact parents if a student fails to dress in the appropriate uniform attire. If a student’s grooming or attire indicates a need for discussion, please do this privately and tactfully or seek help from the administration or counselor. Students who fail to meet the minimum acceptable standards of cleanliness and neatness should be referred to the counselor.

The following mandatory uniform dress code will be in effect for the 2024--2025 school year at Miami Carol City Senior High. School Uniform colors for all students are**:**

**Tops**

Polo Shirts: White, Orange, or Black

**Bottoms**

Khaki Pants and/or shorts (white, orange, black, or khaki), skirts (white, orange, black, or khaki), jeans

**Shoes**

Sneakers or Hard Bottoms (closed toe shoes)

**Crocs are prohibited**.

### UNSCHEDULED ACTIVITIES

If your class is participating in an activity in another classroom, administration must be notified. Keep in mind that any such activities must be instructional in nature.

### VALUABLES

We are not responsible for money or valuables left in the classroom/school grounds. All money collected from children is to be sent to the office each morning.

### VANDALISM AND BURGLARY

If you encounter an area where there are obvious signs of vandalism or burglary, please do not enter the area. We must protect the integrity of every crime scene so that all identifiable evidence may be gathered. You are to notify the office immediately.

### VIDEOS

Videos other than the ones obtained from MIAMI-DADE COUNTY PUBLIC SCHOOLS FILM & VIDEO LIBRARY require written authorization by an administrator prior to viewing. Instead, alternative activities that promote cooperative learning experiences are encouraged. All videos that exceed 30 minutes in duration require administrative approval.

### VISITORS

#### Policy

School law and county policies require the schools to protect the students assigned to the schools. The school administration has the responsibility for screening visitors. Approved visitors will be escorted to your room, or you will be called to see if you would like the visitor to come to your room. If an un-approved visitor appears at your door, tell him/her politely that the office personnel will be happy to arrange an appointment for him/her. If you are able to make the appointment without disturbing the class, you may do so. No parent has the right to interrupt the instruction of the class. No outside visitors should come to the school during your instructional time period. Visitor requests forms must be turned in a minimum of 48 hours before date requested. All requests must be approved by an administrator.

Bringing relatives to school is a liability to the school system if something should happen to your loved ones. Please **do not** bring relatives to school at any time during the school year. School personnel are not permitted to bring their own children to school due to School Board liability policies.

**VIRUS PROTECTION**

Viruses continue to be a menacing threat to individual computers as well as corporate networks. Three to four hundred new viruses are created each week. These malicious programs are capable of erasing files, destroying operating systems and destroying hardware. Most (but not all) are spread through infected floppy discs and email attachments. Miami Carol City Senior High School has anti-virus software that affords some level of protection. No software if full proof, however. Therefore, please observe the following:

* When viewing an email from a school workstation, DO NOT OPEN E-MAIL ATTACHMENTS.
* Do not allow students to use floppy discs from home; you cannot guarantee that parents have the latest level of virus protection.
* If you transfer files from home to school via floppy, please virus check the floppy before opening any files.
* If a virus warning appears, notify your network administrator immediately. Do not attempt to take action on your own.

### PERSONAL SOFTWARE

There are occasions when teachers wish to purchase educational software for classroom use. In order to comply with copyright laws, you MUST retain the original diskettes or CDs on the school property as proof of license. Failure to do so may result in criminal prosecution. Remember, school districts can and do perform random software audits.

### CARE AND USE OF CLASSROOM COMPUTER EQUIPMENT

It is recognized and understood that a certain amount of wear and tear occurs on equipment, especially when younger children use it. Many of the components are delicate and easily damaged. However, it is the classroom teacher’s responsibility to ensure that students learn to properly handle equipment. As budgets are reduced, it becomes more difficult to maintain a supply of replacement equipment. Therefore, individuals who demonstrate an inordinate amount of equipment damage may have computer privileges revoked and computers removed from the classroom.

### VOLUNTEERS

School volunteers are greatly encouraged as a part of our school. It is important that all volunteers complete a Miami-Dade County Public School Volunteer Application. Applications must be completed online via the parent portal. Once the application process is complete, applicants must see Assistant Principals to find out the status of their application. A person will not be considered a volunteer, and therefore will not be covered under Florida Workers’ Compensation Law, unless an approved application is on file in the Department of Community Participation. Florida Statutes define a school volunteer as any non-paid person who may be appointed by a School Board or its designee. School volunteers may include, but not be limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff. Parents should not volunteer in the same classroom as their children.

### WEAPONS

School personnel are not permitted to bring a weapon of any kind to school, nor should a weapon be in the car of a faculty member. Please refer to the Miami-Dade County Public Schools' Electronic Staff Handbook for further clarification of School Board policy.

### WITHDRAWALS

All students who transfer to another school should notify the main office at least one day in advance. At that time, the office will ascertain that all textbooks and library books are accounted for and that no money is owed to the school. Teachers are expected to facilitate the students' withdrawal process in concert with office personnel.

### WORKDAY

The employee workday hours are seven (7) hours and five (5) minutes for employees at the high school level. Employees may leave the work location during the hours they are not directly responsible for students, provided that prior authorization has been given by the principal or designee. The “Request for Approval To Leave School” form needs to be submitted to the principal or designee for approval with a 24 hour advanced notice.

In case of serious emergencies, such as school-wide disruptions which affect the safety and welfare of the student body, employees may be required by the principal to stay longer than the ordinary workday in order to assist with the supervision of students. The principal or supervising administrator shall make every effort to resolve the emergency as quickly as possible. In no case shall teachers be required to remain longer than one hour beyond the regular workday.

### ZONE MECHANIC

For repairs, the Zone Mechanic Request Form must be filled out submitted to Mr. Brown for approval and routing.

## II. Student Related Plans & Procedures

TOPICS

**ATTENDANCE PLAN**

**AWARDS PRESENTATION**

**CAFETERIA PROCEDURES**

**DISCIPLINE PLAN**

**FIELD TRIPS**

**FIRE DRILL**

**GRADES**

**GRADEBOOK**

**GRADING SCALE**

**INTERIM PROGRESS REPORTS**

**REPORT CARDS**

**RETENTION POLICY**

**STUDENT PROGRESSION PLAN**

### ATTENDANCE PLAN

#### **I. Goal**

At Miami Carol City Senior High School, we believe that regular attendance is the shared responsibility of the student, family and school. It is the student’s responsibility to take the necessary steps to be an active participant in school every day. It is the family’s responsibility to make school a priority in the student’s life and take action to ensure students are set up to be successful in their daily attendance. It is the school’s responsibility to provide a quality school program that fosters student attendance. The school is also responsible for verifying each student’s absence to ensure that a student’s education is not compromised for inappropriate reasons.

**Our goal at Miami Carol City Senior High School is to decrease unnecessary tardies and absences, therefore minimizing the number of students referred to the Miami Dade County Public School’s Truancy Intervention Program (TIP).**

#### **II. Attendance Procedures**

It is the responsibility of the homeroom teacher to report the official homeroom attendance daily using the electronic grade book.

The **teacher’s electronic gradebook is the source document** of the data recorded in the online attendance system and will be checked during **FTE reviews and audits**.

Attendance eligibility for collecting FTE is based on the official homeroom attendance. Please adhere to the following guidelines when recording attendance information:

* Record **each student’s name** and **identification number**, and the date he/she entered class.
* If a student withdraws, the student’s name and attendance must be maintained in the teacher’s grade book, i.e. **the information should not be deleted.**
* The dates in your electronic grade book should correspond to the dates of the nine-week period. The beginning and the ending date of each grading period should be indicated.
* **Verify Attendance Bulletin Daily:** The Attendance Bulletin must be verified by all instructional personnel daily. The Bulletin will be in the main office by the teacher’s mailboxes.

**Teachers are to initial the attendance bulletin before the end of each school day and verify that the information is correct**.

If a correction is needed, please fill out the absence change report and submit to the attendance clerk.

When the student returns to school with a note the homeroom teachers and the attendance clerk will make a final decision whether the absences are excused or unexcused. Excused absences are granted for the following:

* Student Illness
* Medical Appointment
* Participation in a school sponsored activity (i.e. fieldtrips)
* Death in the family
* Observance of a mandatory religious holiday

Notes explaining the absence should be sent to the office. Prior to sending notes to the Main Office, the teacher must clearly add the student’s name and ID number to the note. The attendance clerk will write excused or unexcused on the note and return it. The note should be filed and updated accordingly.

Students granted an excused absence have the right to make up all classroom work within three days for each unexcused absence. After successful completion of all make-up assignments, the student cannot be penalized for that absence. Any absence that is not listed above as an excused absence is to be considered an unexcused absence. All unexcused absences will result in a failing grade being given. **Please note: Any absence that is not an excused absence or does not have parental communication is to be considered as an unexcused absence.** If a child is tardy excessively, send him/her to the office with a note. Excessive tardiness should be reported to the office in writing.Excused absences, tardiness, and early departures are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impossible roads or weather emergency, religious observance and doctor’s appointment. Unexcused absences are all other absences.

**All absences, tardiness and early departures must be accounted for through a note by the parent. Without a written note, all absences, tardiness, and early departures are unexcused.**

After ten (10) or more unexcused school absences, the student will be referred to the **Miami Dade County Public School’s Truancy Intervention Program (TIP)**.

### DISCIPLINE PLAN

#### Statement of Purpose

We believe the school community, including students, parents, teachers, administration and others, must work together to create and maintain a safe, orderly, respectful, and supportive environment that promotes teaching and learning.

In order to foster an educational environment conducive to learning and mutual respect, clear and appropriate standards for student behavior must be established. With positive support, we can work together to help students develop positive interpersonal relationships and respect for one another’s right to learn in an orderly school environment.

The classroom teacher is primarily responsible for communicating and maintaining behavior in the classroom at all times. However, it is the function of all staff members to assist in performing this responsibility. All faculty and staff will help in implementing the school wide discipline plan by enforcing the rules.

#### **School-Wide Discipline Plan**

1. **Teachers will enforce the school wide discipline plan by:** 
   * + Having high expectations of students.
     + Posting expectations of classroom behaviors.
     + Establishing rewards and consequences.
     + Reviewing expectations with class regularly.
     + Include school wide discipline plan in substitute plans.
     + Plan for when assignments are completed early
     + Dismissal

1. **Fidelity to the implementation of the following:** 
   * School-Wide Discipline Plan
   * Uniform Policy
   * Tardy/Absent
   * Arrival/Dismissal
   * Maintaining consistency

1. **Interventions which MUST be systematically exhausted by the teacher PRIOR to submitting routine referrals (passive behavior) to an administrator:** 
   1. Verbal reprimand
   2. Rearrange seating assignments
   3. Time-out area within the room or in another teacher’s room
   4. Student/teacher conference
   5. Parent contact (**MANDATORY** when academic and/or social behavior problems exist)
   6. Student contracts
   7. Parent conferences (**MANDATORY** for persistent disruptive and/or academic behavior problems)
   8. Referral to guidance counselor **\***
   9. Conference with parent/student/teacher/guidance counselor**\*** **\*Must have established a minimum of 2 successful parent conferences prior to this level.**
2. **Certain infractions from the Code of Student Conduct call for an immediate referral- active behaviors (Student Case Management form-SCM) to an administrator without previous teacher intervention:** 
   1. Fighting (physical-verbal disputes call for teacher interventions)
   2. Directing profane/provocative language to a staff member
   3. Vandalism to school property
   4. Possessing or using any object as a weapon to inflict harm or s

Destruction of property

* 1. Theft
  2. Threatening or directing violence toward any person
  3. Possessing controlled substances/cigarettes/alcohol
  4. Leaving class/school grounds without permission

**Sending students to the office on a regular basis or kicking students out of class greatly diminishes the teacher’s effectiveness and authority. This practice may be an indicator that there is a serious management problem.**

#### **FIRE DRILLS**

During the school year there will be at least ten fire drills. Please note the following:

* Evacuation route maps must be posted in each room. Any teacher without an evacuation map for his/her classroom must secure one from the assistant principal.
* All exits must be clear of furniture, boxes etc.
* Children should proceed to the area designated for their class as indicated on the evacuation map (P.E. Field). CLASSROOM DOORS ARE TO BE CLOSED WHEN THE GROUP LEAVES.
* Students are to be instructed that if they are not under the direct supervision of a teacher when the alarm sounds, they are to join the nearest supervised group and leave the building. They should also be instructed to leave in a quiet, orderly manner.
* The teacher should make a quick check of the classroom to ascertain that no students have been left behind. The children should remain outside in quiet lines until the principal and/or designee gives indication that they should return to their classrooms.
* Teachers must take attendance twice: once when evacuated and once the students return to the class, to assume 100% accountability.

**The teacher is responsible for carrying his/her attendance roster inside the red emergency plan folder during the fire drill. No class or personnel may re-enter the building until the “all clear” is given and they are instructed to return to the building by a designated person.**

#### **ELECTRONIC GRADEBOOK**

Electronic Grade books are legal documents required by state law. It can be summoned in any court case as a legal record of grades and attendance. It must be accessible at the school site while school is in session. In other words, the grade book does not leave the campus. Emphasis must be placed on accuracy and consistency in recording. Administrators will check gradebooks periodically.

#### **GRADES**

Grades are given to support mastery or non-mastery of **standards based specific skills.** If the majority of the class receives a failing grade on a test, the grade should be thrown out and the skill should be re-taught using a different instructional strategy. Please adhere to the following guidelines when recording information using the electronic grade book:

* All grades should be labeled with specific reference to a standards-based activity or skill tested.
* Nine-week grades should be obtained through a variety of sources: class work, quizzes, tests, projects, homework, etc.
* Assignments in the grade book are properly labeled (CW, HL, or Test) and dated.
* Grades in grade book correspond with papers in work folders and lesson plans.
* One grade per week for Reading, Language Arts and Math are required (minimum of **nine** recorded grades per grading period) and one grade per week for other subjects (minimum of **nine** recorded grades per grading period). If a grade on a report card indicated “working below grade level”, the grade may not be higher than a “D”.
* ESOL levels are recorded, if applicable.

For purposes of confidentiality, volunteers should not file/grade papers or record grades.

#### **OTHER RELATED INFORMATION**

* Teachers must log teacher-parent communication in their official gradebooks and specify whether such contact was in person, by telephone, or through written correspondence. When required parent contact is not achieved, evidence of attempts to contact parents should be recorded in the grade book and /or log.
* Unsatisfactory progress notes/failure notices that have been issued should be indicated in grade book. According to school board policy, an unsatisfactory progress notice must be given to every student that is in danger of receiving a grade below a “C” or a “2” in effort.
* No failing grade can be issued **unless** there is a record of notification.

### REPORTS

#### Interim Progress Reports

Interim progress report forms are used to notify parents of a child’s progress (satisfactory and/or unsatisfactory). These notices are to be sent to the parents at any time during the grading period when it is apparent that the student is performing unsatisfactorily in academics, effort and/or conduct. Notices **must** be sent out on the dates indicated in the master calendar. Teachers should follow up to ensure that each student returns a signed report.

#### Interim Progress Reports Procedures

The following procedures will be followed so that all teachers who have grading responsibilities for a student can provide feedback to parents regarding their child’s academic progress.

#### Report Cards

Report cards are the official report of pupil progress and go home at the end of each grading period. The report card envelope is to be signed by the parent or guardian and returned to the classroom teacher.

## III. CURRICULUM & INSTRUCTION

TOPICS

**HOME LEARNING POLICY**

**INTERVENTIONS**

**STUDENT WORK FOLDERS/PORTFOLIOS**

**VIDEOS IN CLASSROOM**

### HOME LEARNING POLICY

Regular and purposeful home learning is an essential component of the instructional process. Home learning is an integral factor in fostering the academic achievement of students and in extending school activities into the home and community. Regular home learning provides opportunities for developmental practice, drill, and self-discipline. The purpose of Home-Learning assignments should be to prepare, practice, and enrich students’ understanding of a topic.

### EXPECTATION OF TEACHERS

* Parents are often asked by students for help: if there is a major change in approach (e.g., the "new math"), **alert** parents and provide them with information. This avoids parental frustration that can lead to student frustration and disinterest.
* Let parents know they are partners in the student's education and that the sooner a good pattern of study is established, the better.
* Be sensitive to family time when assigning homework, specifically during recess/holidays.
* Consider the students home learning environment as it relates to homework assignments
* Make instructions related to homework clear and provide, when necessary, a short period of supervised study or a period of questioning to ensure that the students understand the assignments.
* Check, review, evaluate, and/or grade student homework, according to the teacher’s individual methods, and in keeping with a system that is clearly explained to the students and parents.
* Home learning should be assigned daily.

We will work with EESAC to develop a tailored schoolwide homework plan. Homework will not be used for the following reasons:

1. To discipline or punish students
2. To introduce or practice skills the student does not understand
3. To assess a students’ learning without reference to other work.

### INTERVENTIONS

All school wide intervention programs as mandated by M-DCPS must be implemented with fidelity. All teachers responsible for an intervention group must follow intervention materials and pacing guides as well as maintain monitoring folders for each student.

### STUDENT WORK FOLDERS/ PORTFOLIOS

#### Purpose

The purpose of the individual student classroom folder is to provide the opportunity for the student to evaluate progress by comparing representative samples of work throughout the year. It should also be used in parent-teacher conferences as a basis for planning a cooperative approach to student improvement. Excess papers should be sent home periodically. Retain those samples, which are most representative of the pupil’s progress for each nine (9) weeks.

#### Policy

It is Miami-Dade County Public School Policy that samples of the child’s work should be filed in a folder to indicate growth throughout the year.

#### Standards-Based Grades

The standards-based grades recorded in your electronic gradebook should be the same grades taken from these papers filed in the student’s work folder. Please file a minimum of one paper per week per subject. The materials in the folder should correspond to the grades in the teacher’s gradebook.

#### Content

These folders should also contain samples of student’s work which have been reviewed and signed by the parent(s). Work samples must also go home with students so that parents will be made aware of their child’s progress.

#### Organization

Work folders must be maintained in a neat and orderly fashion and always kept up to date. Student’s work should be filed beginning with the most recent work at the top. A folder must be kept for each student in all courses. Each folder should be marked with the teacher’s name, the student’s name, and the course.

The contents of the student folders should, in general, reflect the nature and quality of teaching and planning. They should reveal student progress to the teacher, the student, and the parent. A variety of work samples and assessment items are to be included in student folders. Some examples include:

* Class work
* Home Learning (labeled as such)
* Corrected work rewritten by students
* Laboratory reports
* Project documentation
* Tests, quizzes, exams reflecting standards-based instruction

### VIDEOS IN THE CLASSROOM

M-DCPS encourages and supports the use of a wide variety of instructional materials to engage students in teaching and learning, however, materials selected must be age appropriate, used in a manner that is consistent with Federal Copyright Laws and is related to classroom instruction (lesson objectives/standards).

The only video recordings authorized for use in M-DCPS 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 recordings obtained from 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.
* Original video recordings produced by teachers or students that do not make more than a minimal use of copyrighted visuals or music.