

**MIAMI PALMETTO ADULT AND
COMMUNITY EDUCATION CENTER**

Faculty
Handbook

2009-2010

**MIAMI PALMETTO ADULT
AND COMMUNITY EDUCATION CENTER**

7460 Southwest 118 Street
Pinecrest, Florida 33156
305 - 235-1360

Mr. Alberto M. Carvalho
Superintendent of Schools

Ms. Eunice C. Soto
Principal

September 03, 2009

Dear Faculty Members:

Welcome to what promises to be an exciting 2009-2010 school year!

First and foremost, I would like to congratulate you on an exemplary job this past school year and for your support. With your hard work and some creative ideas, Miami Palmetto Adult added three new satellite centers, increased student enrollment; as well as, increased the graduation rate in our high school completion programs. Your efforts helped make our school number one and that makes me excited and proud to be your educational leader.

With recent center openings at Miami Killian and South Miami Senior High Schools. Miami Palmetto Adult and Community Education Center is now responsible for the operation of several educational sites from the borders of Coral Gables to as far south as Cutler Bay and as far west as West Kendall. Our continued expansion will provide a variety of educational opportunities to both faculty and students alike.

As documented this past year, the State and District implemented a number of educational cuts, and adult education programs were not exempt. Although these cuts forced us to be frugal, they did not stop our schools programming from growing exponentially. You can rest assured that our students' educational goals were not, and will not be comprised as we continue to offer quality instruction while maintaining the highest of professional standards.

This school year will prove to be our most challenging campaign yet. As our program strives to meet the demands of the 21st century we will aim to equip our students with the tools and knowledge necessary to meet global demands. Some of our most ambitious goals this year include: 1) targeting and serving more of the under-served day school students at low performing schools, 2) securing more community resources and support through our 'Dade Partners' initiative, and 3) continue moving further ahead of the curve with our 'paper-less' school initiative. We can only accomplish these lofty goals with your support so please encourage your students to take advantage of all our available resources. Miami Palmetto Adult and Education Center is and will continue to be the place *where students come first*.

Please become familiar with all the terms and conditions of employment, procedures and other information contained in both the school's Faculty Handbook and the M-DCPS Electronic Handbook which is accessed via the M-DCPS website at <http://ehandbooks.dadeschools.net/policies/29.pdf>. Please check your e-mail regularly since this will be our way of communication and feel free to communicate with me at any time. I wish you a successful school year.

Sincerely,
Eunice C. Soto



SCHOOL BOARD MEMBERS

Dr. Solomon C. Stinson, Chair

Dr. Marta Pérez, Vice Chair

Mr. Agustin J. Barrera

Mr. Renier Diaz de la Portilla

Dr. Lawrence S. Feldman

Ms. Perla Tabares Hantman

Dr. Wilbert “Tee” Holloway

Dr. Martin Karp

Ms. Ana Rivas Logan

Ms. Eboni Finley, Student Advisor

Superintendent of Schools

Mr. Alberto M. Carvalho

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Section

1

Administration of Adult/Vocational Education Programs

Administration of the Adult and Community Education Programs

Office of Adult and Community Education

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

1. **SUPERINTENDENT OF SCHOOLS** - is the chief executive officer of Miami-Dade County Public Schools. He/she has the responsibility for all matters concerning public education in Dade County.
2. **DEPUTY SUPERINTENDENT – SCHOOL OPERATIONS** - has district wide responsibility for federal application requests for School Board approval, and budgets for projects funded by the federal government, and oversees all programs related to vocational, adult, career, and community education.
3. **REGIONAL CENTER ADMINISTRATIVE DIRECTORS** - have responsibility for the administration and supervision of regional adult education programs.
4. **SCHOOL PRINCIPALS** - have responsibility for their respective physical plants. The adult education center principals are responsible for the daily operation of the school and approve all matters pertaining to their adult educational center's program operations, budgets, personnel, and administrative procedures. The principals report to the Office of Adult/Vocational, Alternative and Community Education. Adult education center principals have numerous responsibilities concerning their school which include, but are not limited to, the following:
 - a. school budget
 - b. recruitment and employment of teachers, secretarial, clerical, custodial, and security personnel;
 - c. preparation of the payroll;
 - d. preparation of requisitions and purchase orders;
 - e. maintenance of office and student records;
 - f. responsibility for program & curriculum activities;
 - g. opening, closing, and/or combining of classes, as circumstances warrant;
 - h. advertising and promotion of classes and programs;
 - i. dissemination of information and curriculum with regard to professional organizations;
 - j. operation of all off-campus classes; and
 - k. community relations and participation.

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

ADMINISTRATIVE ASSIGNMENTS PALMETTO ADULT & COMMUNITY EDUCATION CENTER

Ms. Eunice C. Soto is the center's principal. Dr. Todd S. Meiklejohn and Mr. Art Smith are the assistant principals. The assistant principal's responsibilities include the administration and supervision of the school's programs and staff, and other administrative duties as assigned by the principal.

At times when the principal is off-campus, the principal's authority is delegated to another administrator. If there are no administrators on site, the principal's authority is then delegated to a designated faculty or staff member.

Principal

The principal is responsible for the operation for the total school program. The principal holds the final authority in all matters of policy and administration within the school. The Adult Principal reports directly to the Office of Adult and Community Education.

Working together with faculty and staff members, the principal's main task is to coordinate and supervise all of the school's resources in order to provide and improve the programs offered to members of the community.

Assistant Principal

The assistant principal is responsible for the management of the school and the operation of the school facility. The assistant principal represents the principal as may be required.

The assistant principal is responsible for supervising off-campus and on-campus programs, which include: security, emergency procedures, preparation of reports, custodial services, roll sheets, vocational follow-up, supplemental progress sheets, attendance, discipline, supervision of curriculum, and the office staff.

Counselor

The counselor works with the total academic and behavioral concerns of each student and with the teacher on the student's behalf.

The following areas of responsibilities are assigned:

- Recommends student's schedule
- Communicates to the administration any observations made which affect decisions in curriculum, discipline, or the total school program
- Provides and organizes student orientations
- Identifies and meets with students who are not meeting academic success
- Identifies individual student's needs in order to recommend and initiate the proper referrals to in school or to outside agencies
- Recruits and registers students
- Monitors the attendance of students

Palmetto Campus Personnel

Administrators

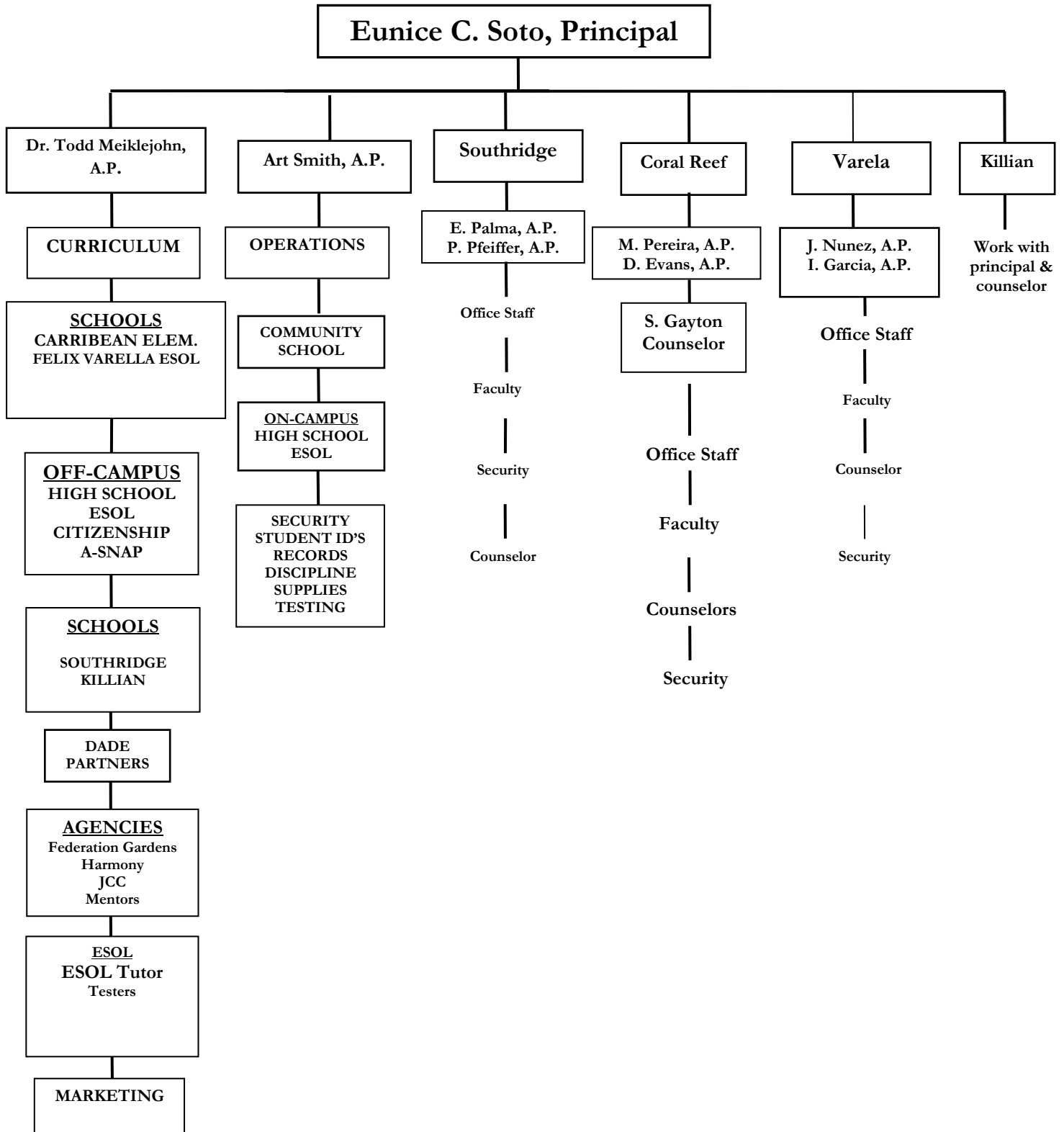
Ms. Eunice C. Soto	Principal
Mr. Arthur Smith	Assistant Principal
Dr. Todd S. Meiklejohn	Assistant Principal

Support Personnel

Mr. Philip Balbi	Counselor
Mr. Rolando Castillo	Network Adm. (PT)
Ms. Bonnie Berry	Technical Secretary
Mr. Ralph Lewis	Head Security
Ms. Rosa Palmas	Assistant Registrar (PT)
Ms. Frandee Massin	Registrar
Ms. Milagros Porben	Treasurer
Sgt. John Ramirez	MDCPS Police
Mr. Donnie Martin	Security (PT)
Ms. Maria Rodriguez	Principal's Secretary
Ms. Brenda Thomas	TABE Testing
Ms. Cathy Richards	Security

MIAMI PALMETTO ADULT & COMMUNITY EDUCATION CENTER

ORGANIZATIONAL CHART 2009-2010



Off Campus Locations

CORAL REEF SENIOR HIGH

Ms. Magda Pereira	Assistant Principal (PT)
Mr. Joseph Evans	Assistant Principal
Mr. Roman Nelson	Security (PT)
Ms. Sandra Sellers	Registrar, Coral Reef (PT)
Ms. Arnelle Tompkins	Security (PT)
Ms. Shari Gayton	Counselor (PT)

FELIX VARELA SENIOR HIGH

Mr. Jorge Nunez	Assistant Principal (PT)
Ms. Melinda Avila	Security (PT)
Ms. Sharon Coleman	Treasurer (PT)
Mr. Enrique Gonzalez	Security (PT)
Mr. Jamie Green	Security (PT)
Lt. David Rodak	MDCPS Police
Ms. Elizabeth Ramirez	Registrar (PT)
Ms. Shelly-Ann Rawle	Counselor (PT)
Off. Walter Koppel	MDCPS Police

MIAMI SOUTHRIDGE SENIOR HIGH

Mr. Enrique Palma	Assistant Principal (PT)
Ms. Tracey Bertleson	Secretary (PT)
Off. Michael Cano	MCCPS Police
Mrs. Jean-Louis	Counselor

TERMS AND CONDITIONS OF EMPLOYMENT

TERMS AND CONDITIONS OF EMPLOYMENT

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

A. ACADEMIC YEAR

In Adult Education, the academic year is divided into three trimesters, each approximately 15-16 weeks in length.

Term 1	End of August until mid-December - Fall Trimester
Term 2	Beginning of January until end of April - Winter Trimester
Term 3	End of April until third week of July - Spring/Summer Trimester

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

B. FULL-TIME TEACHER'S SCHEDULE

Full-time instructors are scheduled for 36 hours and 40 minutes each week, as follows:

25 hours	- student contact time
2 hours, 30 minutes	- lunch time
9 hours, 10 minutes	- planning and preparation time

C. PART-TIME TEACHER'S SCHEDULE

Miami Palmetto Adult & Community Education Center primarily employs teachers in a part-time capacity. Part-time teachers are those who are paid on an hourly basis. These teachers may be regular contract teachers or other employees in the school system who work additionally in the adult education program (limited to 24 hours per week, Board Rule 6Gx13-4B-1,05), or they may work in the school system only as hourly employees with a limit of 25 hours per week. Exceptions must be administratively approved.

D. TEACHER CERTIFICATION

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

Certification renewal is usually a matter of submitting a Renewal Form and a fee. For details regarding certification, speak with Ms. Bonnie Berry, secretary or Mr. Art Smith, assistant principal.

E. FUNDING PROGRAMS IN ADULT EDUCATION

The Miami Palmetto Adult & Community Education Center is governed by the same rules and regulations regarding funding as are every adult, vocational center in Miami-Dade County. Each year, the Office of the Budget sets standards for course operation depending upon the state's funding allocation formula.

F. PERFORMANCE-BASED FUNDING

Since the 1998 legislative session, adult education programs in the State of Florida are funded under the performance based funding formula.

This radically new way of approaching funding no longer pays districts for registering students, but has switched the emphasis to having students completing objectives. All adult basic education, high school completion and GED programs are funded with the 85% of funding based on the previous year's performance and 15% upon completion. Vocational preparatory programs have had an emphasis on completion, placement, and follow up for several years.

This new paradigm must reach all phases of adult and vocational education. Administrators, counselors, and teachers can no longer be satisfied with filling classes at registration. Now, the emphasis has changed to students attaining knowledge and skills, moving from one literacy completion point to the next, and other students receiving a grade.

As we all know, this shift to student learning and achieving is nothing new, but what is new are the time lines and funding implications for subsequent years. Each student must be given the opportunity to progress. This goal will take a united effort by all parties in the educational process, including the students.

ACCOUNTABILITY:

Since performance-based funding provides limits to funding, and the potential for reduced funding on a yearly basis, all segments of education are accountable to the students to assure a quality educational experience which moves the students through the curriculum. Administration is held responsible for the continuation of programs and the accurate recording of student progress. Teachers are accountable to the progress their students show through the quality curriculum they deliver. The new challenge in adult/vocational education that has been brought on by performance-based funding is how effectively do you move students swiftly through the curriculum and not cheapen the grade. Together we will meet this challenge head-on through creative ways, increased technology, and more feedback of accountability measures. But the first step we all have to take is to change the way we look at and measure success in adult/vocational education. Student success is the ultimate measure of all our success.

G. TEACHER ABSENCES/LATE ARRIVAL

If you know that you are going to be absent in advance, you should notify the substitute locator, Bonnie Berry, and Mr. Art Smith, Assistant Principal as soon as possible, at 305-235-1360, extension 2211 and 2288, in order that a substitute teacher can be contacted well in advance. Should it be necessary to call outside of school hours, you may call Ms. Berry at 305-238-9140, no later than 10:00 p.m. and no earlier than 10:00 a.m.

Off-Campus Instructors should also contact their off-campus assistant principal regarding their intended absence.

In the event you are delayed inform Mr. Smith or your off-campus administrator and specify the time you expect to arrive and other pertinent information. Sign the payroll sheet showing your actual arrival time.

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

In the case of early departure from the work location, the employee must obtain prior approval from the principal or the supervising administrator. Employees, who received authorization to leave the work location during working hours, must sign-out on the **Staff Sign-in/Out Log Book**.

H. LESSON PLANS

Lesson planning is an integral part of any educational experience, and is required in all courses conducted by Miami Palmetto Adult & Community Education Center. The actual planning process has been reduced to a one-page sheet where the instructor plans: (see attachment sample forms page 74). Lesson plans are to be prepared and kept for each meeting. The lesson plan should be consistent with the curriculum objectives designated for the specific course.

1. Instructional Objective
2. Activities to achieve the specific objective, including page numbers and workbook exercises.
3. Methods of evaluation to determine if objective has been accomplished.
 - a. One sheet is required for each class taught, each week.
 1. Grouping of lesson plans is allowed where an instructor teaches the same subject matter and level in more than one location.
 2. Lesson plans are to be kept in evidence at each class meeting.
 3. The lesson plans should be consistent with the curriculum objectives designated for the specific course.

I. SUBSTITUTE TEACHERS - (EMERGENCY LESSON PLANS)

Pertaining to substitute teachers, it is incumbent upon all teachers to inform an administrator of the effectiveness of the employed substitute, so that, whenever feasible we may be assured of a competent replacement in case of absences. To assist substitutes in more difficult assignments, each staff member is to provide the main office with a specific set of emergency plans which will enable the substitute to instruct with a constructive lesson. These plans must be updated periodically. The office will provide the substitutes with a check list (see *Substitute Instructions* in Appendix).

Emergency lesson plans should be turned in within one week after the start of each Trimester.

Under no circumstances should teachers contact substitutes directly. The employment of all substitute teaching personnel should be handled by the office staff.

- Make-up Classes - Classes that are missed because of teacher absence may not be rescheduled as a make-up class without the approval of the center's principal. Only special circumstances may be considered.

J. DUPLICATING SERVICES

Duplicating - Request forms are located in the main office for any duplicating services needed. Twenty-four hours are required for the material to be processed. The duplicating machine in the main office is for office personnel only, and may not be used by the teaching staff. **The Superintendent of Schools has issued a directive that copies be duplicated on two-sides of paper wherever possible.** Copyright laws must be observed and respected. The responsibility for copyright laws rests upon each individual teacher. See *SAMPLE FORMS* for a copy of the Duplicating Request Form.

K. STUDENT SERVICES DEPARTMENT

Counseling services are available to all students from 2:40 - 9:45 p.m. Monday through Thursday. Students may be counseled for appropriate placement. If a student is deemed to be inappropriately placed or behaves disruptively in class, the student may be referred by the teacher or self referred for counseling. The student agreement informs students what is expected of them.

A wide range of services is available for students. These include:

1. Academic Advisement
2. Vocational Counseling
3. Personal and Family Counseling
4. Student Motivation/Goal Clarification
5. Course and Program Selection
6. GED Pre-testing, Counseling & Review
7. Community Resources and Referral

TESTING: With the passage of performance-based funding, the primary means of student placement is pre-testing.

ESOL - The CASAS test is given prior to registration.

GED/ABEVOCATOIONAL - The Test of Adult Basic Education (TABE) is utilized to place student in course work to improve their basic skills in Reading, Math, or Language.

Testing Schedule:

- (1) CASAS - Testing is available for on and off-campus students for the first two weeks of each trimester and as needed after classes begin.
- (2) TABE - Each Monday and Wednesday at 6:00 p.m.

L. PARKING

Parking is provided in well-lighted areas east and south of the building. To maintain good community relations, please advise students not to block the driveways. Student **MUST NOT** block another person's vehicle.

M. BOOKS

Classroom sets of ABE books may be provided. Teachers can check out the books from the office. Teachers are requested to assign a textbook by number to each student. The student should use the same book each day in class. This is an effort to keep the books in order. The teacher is responsible for distribution and collection of the books daily. The librarian can share short cuts for counting the books. They should be counted after each class. Teachers are not to allow books to be taken from the classroom under any circumstances. In some cases, ESOL/ABE students are encouraged to purchase a book(s) designated by the adult education center.

N. CLASS ENROLLMENT REVIEW

Class Enrollment Review is done at the beginning of, and continues throughout, the trimester. If enrollment does not reach the required 25 students for General Adult Education and 23 for vocational classes, a class may be closed or combined. Once the needed enrollment figure has been reached, the class enrollment and attendance figures will be monitored to ensure the continuance of the program. If a class falls off in attendance or enrollment (because of withdrawals), the class may be closed or combined with another class before the end of the trimester. As you will note, employment depends upon enrollment. Teachers are requested to contact students after three absences.

Additional emphasis will be put on keeping students coming to class. A full range of "Retention Strategies" will be employed to accomplish this goal.

O. SICK LEAVE/PERSONAL LEAVE

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

P. PAYROLL POLICY

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

1. PAYCHECKS

Checks are issued on Fridays (bi-weekly) after 10:00 a.m., and are distributed in the office, room 300. Checks will be mailed if the instructor leaves a stamped, self-addressed envelope along with a signed request, with the secretary. If a teacher cannot come in for his/her check, the person picking up the check for the teacher must present a signed note to the secretary authorizing the check pick-up. This is according to School Board policy. Any conflict in working hours or paycheck error is to be reported immediately to the principal.

2. TEACHER ATTENDANCE AND PAYROLL PROCEDURES

Teachers **are required to sign-in and sign-out personally** on the attendance roster in the office upon **arrival** and **departure** each day. Faculty and staff **may not** sign in and out at the same time. This is essential for payroll procedures as well as for security purposes.

3. METHODS OF REPORTING WORK HOURS

On-Campus - Instructors at Miami Palmetto Adult and Community Education Center sign-in upon arrival and departure on the time sheets in the office.

Off-Campus - on the last Wednesday of a pay period, a payroll sheet is completed using the appropriate white form. Falsification of payroll forms is a very serious matter which will be dealt with by the principal, who can recommend dismissal in cases of violation. Timely submission of the form is essential. Failure to submit in a timely manner can lead to a two-week delay in receiving a paycheck. Each center director must sign the sheets verifying the time.

Q. STUDENT EXPULSION

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

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

- a. Arson
- b. Aggravated assault and/or concealment of weapons
- c. Possession and/or concealment of weapons
- d. Sale or distribution of mood modifiers or drugs
- e. Continuous disruptive behavior

R. EMPLOYEE CONDUCT

All persons employed by The School Board of Miami-Dade County, Florida, are representatives of Miami-Dade County Public Schools. As such they are expected to conduct themselves in a manner that will reflect credit upon themselves and the school system. Unsuitable conduct or the use of abusive, sarcastic, and/or profane language in the presence of students is expressly prohibited. Teacher conduct is governed by State Board Rule 6B-1.001 “The Code of Ethics of the Education Profession in Florida” and School Board Rules **6Gx13- 4-1.09** “Employee-Student Relationships” and **6Gx13- 5D-1.07** “Corporal Punishment-Prohibited”.

S. EMPLOYEE ARREST

Any employee who is arrested **must** notify the administration of Miami Palmetto Adult and Community Education Center immediately. Failure to self report may result in administrative consequences.

T. RECORDS, REPORTS AND SURVEYS

According to state law, State Department of Education rules, School Board rules, and administrative directives, all personnel shall keep all records and shall prepare and submit all required reports promptly.

U. EMPLOYEE – STUDENT RELATIONSHIPS

School Board Rule - **6Gx13- 4-1.09**: In our adult education arena, even though we deal with students who are adults, the appropriate teacher-student relationship must be maintained. As this rule states, any unacceptable relationship may result in loss of your job.

EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

A. ACCIDENTS/INJURIES/ILLNESSES

1. **ACCIDENTS** - In the event of serious or extensive injury, the teacher to whom the student is assigned, or in the event that the injury occurs when the student is not under specific teacher supervision, the teacher who arrives upon the scene shall adhere to the following procedures:
 - a. Do *NOT* move the injured person.
 - b. Render first aid *ONLY* if necessary.
 - c. Notify the administrator by the most expedient and practical method possible.
 - " Let the administrator know the injured person's name and in which classroom or area the student is located.
 - " Describe the extent of the injury.
 - d. An accident form must be filed with the main office for all accidents. Copies will be forwarded to the principal's office on the day of the accident. This form is completed by the teacher, who was in charge or witnessed the accident, as soon as possible after the accident occurred.
2. **INJURIES/ILLNESS** - All injuries or accidents, *whether to employees or students*, which occur during working hours, are to be reported immediately to the administrator and the secretary. Proper medical attention will be provided, accompanied by the necessary paperwork that will then be initiated to record the injury or illness. It is important to remember that if an injury or illness is not reported on a timely basis, the employee may lose coverage benefits provided for under the Florida Workers Compensation Plan.

B. EMERGENCY PROCEDURES

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

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

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

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

C. CIVIL DISTURBANCE PLAN

1. All outside doors will be locked by the custodians. Teachers will be instructed to lock their classrooms, thereby keeping students in the classroom under their supervision. All administrators and school security personnel will report to the area of disturbance. The principal's secretary will call the Village of Pinecrest Police Department to ask that the area around the school be sealed off. Communications with the office will be maintained via portable radio.
2. During times of emergency, the primary responsibility of all school personnel is to provide for the personal safety of students, to isolate problem areas, and to keep the school organized and under control.

D. CODE RED/LOCKDOWN

To avoid alarming the students and to offer a rationale for certain personnel leaving class areas, the public address system will be utilized to convey a pre-arranged signal (Code Red) notifying all personnel that an emergency exists and that they should assume assigned posts and carry out directions stipulated in this handbook.

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

A Code Red during break would require school personnel to direct students to nearest available room.

E. COORDINATION

The principal will coordinate efforts of all personnel, administrative, staff support, police, security, and students. When the disturbance is over, the principal will meet with representatives of the media, if it is deemed advisable. The principal, upon notification of a disturbance, will alert the Miami Palmetto Adult and Community Education Center's assistant principal and counselor to go to their respective posts.

F. MEDIA

All news media personnel will be escorted to a designated area. All news releases, comments, telephone calls, etc., must be pre-approved by the principal. In the event that a media person contacts one of the school's staff members, it is required that the staff member connect the media caller to the principal or to the assistant principal. The principal or an assistant principal will notify the Miami-Dade County Public School Police.

G. FIRE DRILL PROCEDURES

All of the Dade County Public Schools Adult Education Centers are required to have three fire drills throughout the year.

Every room has a designated exit. See printed exit signs posted on the wall near the designated exit. If the designated exit is blocked, use the nearest one.

Following are procedures that must be adhered to once the fire drill signal sounds:

1. At the first class, the instructor should demonstrate to the students the location of exits and routes to be used in case of emergency.
2. When three short, continuous rings of the bell are sounded, the teachers will escort their students quickly and silently out of the building according to the routes posted in each room. No running and no talking!
3. Teachers will close the classroom doors and *take the class attendance reports with them*. Attendance must be taken outside to assure that everyone has been evacuated.
4. Students should take their purses and valuables with them during the fire drill.
5. Teachers will keep their students 100 feet from the building, being careful not to block access through the driveways for emergency vehicles, until the "all clear" signal is sounded.
6. The all clear signal is one long ring of the alarm. This signal will notify you to return to class. Maintain the same decorum for the return as required when exiting.

The fire drill alarm will continue to sound until the entire building has been evacuated.

H. BOMB SCARE

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

Section

4

THE ADULT EDUCATION PROGRAM

THE ADULT EDUCATION PROGRAM

A. OVERVIEW

The Adult Education Program at The Miami Palmetto Adult and Community Education Center is prepared to serve the wide diversity of educational needs which exist in the South Florida community. The community's educational needs are served by the programs enumerated below.

B. PRE-GED TEST PREPARATION COURSE

This course is designed to diagnose those basic skills that students lack in order to adequately prepare them for entrance into GED courses.

C. GENERAL EDUCATIONAL DEVELOPMENT (GED)

The GED test battery is a series of six separate tests offered in English and/or Spanish. Successful passing of these will result in the award of a State of Florida High School Equivalency Diploma. The six tests are English Expression, Social Studies, Natural Science, Literature (reading), General Mathematics and Writing Skills. The entire test battery takes approximately seven hours to complete and is scheduled over a two-day period, by appointment only. The GED test is given at Robert Morgan Education Center.

D. REQUIREMENTS TO TAKE THE GED TEST

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

1. Has been legally withdrawn from high school, and is requesting to be tested with parental consent, or;
2. Is a concurrently enrolled high school student requesting tests with parental consent, plus a conference with a home school counselor prior to or after the test. Following successful completion of the test, the student can no longer be counted for membership in a day school program in the State of Florida. All candidates under 18 years of age must see an adult education center counselor before taking the GED.
3. Candidates must be residents of the State of Florida.

E. HOW TO APPLY

Candidates must complete the State Application Form AE-7, at the county GED office. Information requested on the application refers to essential personal data, education, training, records, and residence. There is a \$50 fee for taking the GED test. There is a nominal charge for the each retest in writing skills, social studies, science, interpreting literature, arts, or math.

Students who fail no more than two subjects of the test battery need to retake only that portion of the battery failed. If a student fails more than two parts, the entire battery must be retaken.

F. ADULT HIGH SCHOOL PROGRAM

The adult high completion courses are offered for persons who are not able to attend the regular day school program, or who need to make up courses in order to graduate from high school. Adult high school classes are competency-based, open-entry, open-exit, and designed to allow the individual to work at his/her pace and level of achievement.

High school requirements for graduation are the same as in senior high schools. In addition to the course requirements listed below, graduation requirements include passing scores on the Florida Comprehensive Assessment Test (FCAT), and students must have a cumulative grade point average of 2.0 on a 4.0 scale.

HIGH SCHOOL GRADUATION REQUIREMENTS - 2009-2010

<u>Required Subject</u>	<u>Annual Credit</u>
English (I, II, III, & IV)	4.0
Mathematics (Algebra I, required)	4.0
Science	3.0
Social Studies (as below)	
World History	1.0
American History	1.0
American Government	.5
Economics	.5
Performing/Fine Arts/Practical Arts	1.0
Physical Education/Health	1.0
Electives	8.0
<i>TOTAL</i>	<i>24.0</i>

See 18 credit “Florida High School Graduation Options” - Appendix.

Home study and study hall credits are not acceptable as electives.

Students must have a cumulative grade point average of 2.0 on a 4.0 scale.

Documented military training and job experience may be used to obtain a maximum of 5 credits. Of these, a maximum of 2 credits may be granted for military training. Life experience, to be acceptable, must be:

- a.) relative to subjects traditionally taught in high school programs,
- b.) at a level of achievement equal to or higher than what is considered high school,
- c.) specific learning compared to that acquired in a high school program, and/or
- d.) identified as having been used in pursuing a profession.

Students should be able to describe the learning which has occurred in their life experiences. Documentation may include letters from employers which specifically detail the work experience and verify employment. (540 hours of life experience = 1 credit)

Students must either complete one unit of computer literacy or be able to demonstrate basic knowledge of computer skills.

Students must also pass the *Florida Comprehensive Assessment Test (FCAT)*. Dates for these tests will be announced in advance. It is the responsibility of the student to register to take the test.

When all requirements are met, the counselor will review the student's transcript. The administrator and the registrar will then approve it and sign-off. A diploma will then be ordered, granted, and presented.

ATTENDANCE POLICY

It is the belief of the Miami Palmetto and Community Education Center staff that no factor is more important to successful course completion than regular school attendance. The trimester (3, 15 week periods) is an administrative structure in which to place students. Since the awarding of a grade is the function of competency completion, and attendance, the adult student will remain in class as long as necessary to complete the coursework. A one credit course requires 90 hours, minimum of 68 hours, of attendance. A half-credit course requires 45 hours, minimum of 38 hours. Students who do not meet the required number of hours will receive an Incomplete “I” and must re-register for the class immediately following the trimester.

Consequently, it is the responsibility of the adult education student with the guidance of the teacher to manage his/her attendance in class as necessary to complete the competencies in a timely manner.

GRADING POLICY

Adult education courses are entirely competency based. Grades and the awarding of credit are based solely upon the completion of the stated course competencies (Student Performance Standards).

For high school completion students, no grade (NG) will be awarded until the student has demonstrated successful completion of all course competencies and has attended at least the minimum number of hours.

The determination of a specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance.

Upon the completion of a competency the following academic grades are used:

A	90 - 100	OUTSTANDING
B	80 - 89	GOOD
C	70 - 79	SATISFACTORY
D	60 - 69	MINIMAL: Needs improvement
I		INCOMPLETE - student has the option to continue until completion during a subsequent trimester.

FINAL GRADE

The student's final grade shall be determined as follows:
80% value for the course competencies and
20% value for the final exam.

RETENTION PLAN

Purpose: The purpose of this retention plan is to develop consistent strategies to retain and complete our students. Unless we can retain the students, we cannot impact the students' course completion.

Communication: For any retention plan to be successful, an open line of communication must be developed by all parties involved. Teachers, office staff, counselors, and administrators must inform each other of students who are not progressing due to problems of attendance or work in class. At this point, a retention strategy will be implemented by the counselor.

High School Retention:

1. At the second consecutive absence, the classroom teacher will notify the counselor of problems with absences.
2. The counselor will speak with the student and call home to notify his/her parents of the importance of attendance.
3. If the student is not making adequate progress in the competency checklist, a “Referral Form” will be sent to the counselor.
4. The counselor will meet with the student to encourage the student and work out any problem the student may have in completing the competencies.
5. Any student leaving early, without the teacher’s permission, must be referred immediately to the counselor.
6. Prior to withdrawal upon four consecutive absences, a home contact will be made by the counselor.
7. Any student who refuses to attend on a daily basis or whose classroom progress is too far behind will be removed upon meeting with counselor.
A student from the waiting list will be given the opportunity to attend.

ESOL Retention Plan:

1. The ESOL teacher will notify the counselor upon the second consecutive absence.
2. Upon the second consecutive absence, a contact will be made by the ESOL counselor. At this point, the student will be encouraged to attend.
3. Before withdrawal for four consecutive absences, a student contact will be made to counsel the student regarding ESOL attendance. If necessary, a referral will be made to an agency to assist the student to overcome problems with their attending ESOL classes.

G. ADULT VOCATIONAL EDUCATION PROGRAMS

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

Preparatory programs train individuals for initial entry into an occupation. Federal and state regulations require follow-up studies to collect job placement data from those who complete the programs. **Continuing vocational education programs** upgrade the skills of individuals in their present occupations.

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

H. ADULT BASIC EDUCATION (ABE) AND ABE ESOL

Following are the provisions for **ABE** in Florida:

- a. To provide as needed and desired, basic education to all adults, including the disadvantaged, handicapped, institutionalized, non-English speaking persons, and other needy groups.
- b. To provide programs of English for Speakers of Other Languages (ESOL) to adults in districts where needed, and where bilingual programs exist in the K-12 and Vocational Education Programs under Title VII, ESEA of 1965 and the Vocational Act of 1963, and to coordinate the Adult Bilingual Program, with K-12 and Vocational Bilingual Programs.
- c. Adults enrolled in Adult Basic Education and ESOL programs may not be charged tuition, fee, or any other charges, not be required to purchase any books or other materials which are needed for participation in the program. Emphasis in Miami-Dade County Public Schools ABE offerings is placed on programs to aid adults who are functionally illiterate and who lack the necessary skills to obtain employment and to become more productive and responsible citizens.
- d. Recruitment efforts are directed toward enrolling those adults who lack employment skills and are most in need. Instructional materials which emphasize employment, citizenship, adult living skills, and responsibilities are used in the learning process. Questions related to the ABE and ESOL Program should be directed to the assistant principal for curriculum.

I. STUDENT SUPPORTED CLASSES - COMMUNITY SCHOOL PROGRAMS

Those classes/activities which are needed to meet the educational needs of the community and which cannot be supported by Workforce Development Funds are funded as community school classes. The instructor's salary, district cost (25%), and all disbursements for class supplies and expenses must be generated by the fee charged.

Prior to initiating a student-supported class, the course title, overall cost, and student cost must be filed with the Office of Adult/Vocational and Alternative Education.

J. SENIOR CITIZEN PROGRAMS (9048 PROGRAM)

These programs are non-credit instructional programs similar to state-funded Community Instructional Services (CIS) programs, but are funded totally with local revenue from Miami-

Dade County Public Schools. Each year, the budget for local centers is determined by a written funding proposal and by the availability of local and state revenue.

K. REFUND POLICY

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

a. Refund Policy - STUDENT WITHDRAWALS:

1. Before the class begins - FULL REFUND.
2. Withdrawal within 14 calendar days after the class begins - 50% REFUND.
3. After 14 calendar days of the start of the class - NO REFUND.

b. Refund Policy - ADMINISTRATIVE WITHDRAWALS:

1. Disciplinary reasons - NO REFUND.
2. Closed - low enrollment - The student may transfer to another course, transfer to another center, or receive a refund.
3. CLOSED FOR ADMINISTRATIVE REASONS - FULL REFUND.

POLICIES AND PROCEDURES

POLICIES AND PROCEDURES

The following section will deal with specific policies and procedures as they apply to The Miami Palmetto Adult and Community Education Center. The section is divided into On-campus and Off-campus, and while most policies and procedures are the same for both, because of unique situations endemic to Off-campus, some methods of operation vary.

A. NOTIFICATION OF CLASS ASSIGNMENT

Prior to the opening of classes, teachers are informed of their teaching assignments by a "Teacher Notification" form and a "Teacher Contract", which are then signed by the teacher and returned.

B. REGISTRATION - THE PROCESS

1. At registration time, students are counseled for appropriate placement. At the counseling session, a schedule of classes is organized and the student is entered into the Computerized Registration System. This system generates a copy of the registration receipt and of the course schedule.
2. The computerized attendance reports contain a list of all registered students from the previous weeks. Any new students not on the printed report should be entered manually in a blank space at the bottom. *No one is to be entered on the official teacher attendance report until the white registration receipt is received, and it is verified that the student is in the correct course and section* (check the reference number). The white registration receipt is then returned to the student.
3. Errors on student registration forms should be noted and the form returned to the office. The second part of the registration process involves completing the *STUDENT INFORMATION SHEET* kept in the Staff Handbook at all times and updated as new students enter the class. (See "Sample Forms" for the form).
4. Residency - students registering for adult education classes must show proof of residency. This can be accomplished by the student presenting one of the four means of residency proof.

A utility bill with the registrant's legal name as the addressee.

A court-certified Certificate of Domicile.

A valid Florida ID or driver's license.

A certified letter received by the school from an agency, specifying that the student does reside in the state of Florida.

A student who is a non-Florida resident will pay the non-residency fee.

OFF-CAMPUS REGISTRATION PROCEDURES

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

1. *Registration Process - For a New Student* - Have the student complete the registration form completely. Require the student to enter his/her social security number, immigration status, and birth date - NO EXCEPTIONS!

Enter the reference number that designates the class, day, time, instructor, and location on the bottom schedule portion of the registration form.

2. *For a Student Previously Registered at The Miami Palmetto Adult and Community Education Center* - The student completes his/her name, social security number and reference number. If any of the previous information (i.e., address, marital status, etc.) has changed, then the new information must be noted on the back of the Declaration of Intent Card.
3. *For Classes Requiring Fees* - The standard registration form is used. Following are procedures to be used when returning off-campus registrations, fee receipts, and money to The Miami Palmetto Adult and Community Education Center office:
 - a. The teacher will sign the School Board (BPI) Receipt Book received from our treasurer or her designee.
 - b. A numbered receipt will be completed and the white copy of it given to the student upon registration. The yellow copy of the receipt will be attached to the recap form. The yellow copy of the BPI receipt, the recap form, and *the money must be submitted to the treasurer in the office by Friday of the week the money is collected.*
 - c. A numbered receipt will be completed and a notation is to be made on the upper right corner of the registration form to indicate that the registration was paid by cash, e.g., *PAID CASH - \$10.00*
 - d. *A teacher should not hold monies over the weekend.*

Monies from off-campus classes are to be turned in to the center treasurer, Monday through Thursday 2:00 a.m. - 5:30 p.m. and 6:30 - 8:30 p.m., Fridays 9:00 a.m. - 3:00 p.m. Utilization of a "Recap of Collections" form is essential.

- e. When registrations with cash are brought into the office, the teacher will be given a receipt by the treasurer.
- f. All registrations with monies will be placed in the cash register. The treasurer will prepare the deposit and issue a peg board receipt which will be stapled to the last BPI receipt received with that recap.

C. ID BADGES

As part of the security concerns, all campuses of Miami Palmetto Adult and Community Education will now use ID badges.

Each student/staff member entering campus must wear their red "Adult Education" ID badge. A \$5.00 fee will be charged each trimester to cover the cost of the ID badge.

Anyone not wearing their badge because it was left home will be required to pay a \$1.00 temporary/visitor-badge fee. Stickers indicating winter and spring will be used for returning students.

D. INITIAL CLASS PROCEDURES /ACTIVITIES

During the first meeting of a trimester, the instructor should give a short overview of the material to be covered in the course. It is important that the instructor conduct a lesson that will give every student a sense of being able to succeed in class. Each student should go home feeling that he/she has learned something from the first class session. The first class session establishes the tone and format for all subsequent classes. This initial session is of the utmost importance and must be well prepared.

There are housekeeping chores to be accomplished as follows:

1. Record attendance on the attendance roster after students have been in class for 30 minutes
2. Complete the Student Information Sheet
3. Students sign the Student Sign-In Sheet
 - a. NON-CREDIT - for all non-credit classes a white sign-in sheet is to be used at each class meeting on-campus and off-campus. (see Sample Forms) The sign-in sheet must be used to complete the roll sheet+ by the end of class period.
 - b. CREDIT - for all high school credit classes a yellow sign-in sheet with the time in and time out is to be used at each class meeting ("Sample Forms", page 3).

All student sign-in sheets should be submitted along with the roll sheet(s) every two weeks.

4. ***TEXTBOOKS***

If there is a textbook required in class, the students must know the exact title and level. Book sales will begin the second week of each trimester. A schedule of book sale hours will be given to you the second week of class. It is more efficient to sell books to an entire class at the same time.

5. ***SCHOOL REGULATIONS***

Copies of the *School Regulations for Miami Palmetto Adult and Community Education Center* will be distributed to all teachers. They are to be reviewed and discussed with students in class.

6. ***TARDY POLICY***

1. Any student coming to class after the class starting time must be sent to the adult education office for a Tardy Slip.
2. Security will log in the student and issue a pass to enter class.
3. Upon the second and third Tardy Slip, a home contact will be made to speak to the student's parents about coming to class on time.
4. On the fourth and fifth tardy during a trimester, the student will be warned about being withdrawn upon the sixth tardy. A home contact will be made and the student sent home for the evening.
5. Instructors must not accept a student without a Tardy Slip.
6. Notification of a student's withdrawal will be made to the classroom teacher by the high school administrator.

* Any decision of extenuating circumstances will be made by the high school administrator with recommendation of the counselor.

7. ***BREAK TIME***

For high school completion classes, the break time is 7:45 - 8:00 p.m. Classes of shorter duration do not have a formal scheduled break time, but are permitted a short respite at the teacher's discretion. One hour classes have no break.

8. ***CLASS SCHEDULES***

Many of the adult education classes are scheduled for three hours or more. Please be reminded that the official beginning and ending times for classes must be observed. *Students are NOT to be dismissed early.*

9. ***BOOKSTORE***

Bookstore hours are Monday through Thursday 2:00 - 8:30 p.m.

10. ***SMOKE-FREE WORK PLACE***

No smoking is permitted on the campus. Miami Palmetto Adult and Community Education Center, as a Miami-Dade County public school is an officially designated "*Tobacco-Free Work Place*".

11. ***EATING OR DRINKING***

The classrooms must be maintained for use by other classes. Eating or drinking in classes is prohibited. Parties are permitted only with administrative approval. Students and teachers must dispose of cups and trash in the hallway containers prior to entering the classrooms.

E. ATTENDANCE REPORT - GENERAL GUIDELINES

a. Attendance must be taken at each class meeting **after the first 30 minutes of class.**

b. Attendance for vocational education and high school completion classes:

For vocational and high school completion classes, the actual time, to the half-hour, that a student is present in class must be recorded (for example - if a student attends for an hour and a half in a three hour class, he/she receives 1.5 hours present on the attendance report.

c. For General Adult Education and Adult Basic Education courses, the following procedure for the recording of attendance is in effect:

1. Record an *N* for *NO SHOW* if the student has not appeared in class with his/her registration/receipt form.

2. Record a *P* for *PRESENT*.

3. Report an *A* for *ABSENT*.

d. The following statutes contain pertinent facts in reference to keeping attendance reports and are furnished for your information:

F.S. 232.021 ATTENDANCE RECORDS AND REPORTS REQUIRED:

"All officials, teachers, and other employees in public, parochial, denominational, and private schools, including private tutors, shall keep all records and shall prepare and submit promptly all reports that may be required by law and by regulations of state and district boards under the provisions of law. Such persons named above shall make such reports as may be required by the State Board. The Computerized Attendance Report shall show the

absence or attendance of each student enrolled for each school day of the year. The register shall be open for inspection by the Superintendent or his designee of the district in which the school is located. Violation of the provisions of this section shall be a misdemeanor of the second degree, punishable as provided in the law."

F.S. 232.023 FALSIFICATIONS OF ATTENDANCE RECORDS: PENALTY:

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

Both an accurate and timely submission of the bi-weekly attendance report is required as part of the terms and conditions of employment. Assistance will be provided as needed.

The completed attendance report is due in the main office on alternate Fridays. The following Monday, the teacher will pick up newly-printed attendance reports for the upcoming two-week period and a copy of the attendance report for the previous two-weeks from your mailbox.

2. COMPUTERIZED ATTENDANCE REPORT - TOP PORTION

Attendance reports are to be completed in **BLACK** or **BLUE** ink only

TOP PORTION

The computerized attendance report will contain the same information as presented to you in the notification of class assignment form. Any discrepancies should be reported to the assistant principal or the registrar.

- a. Official Course Title - use this title even though the name, for publicity sake, is different.
- b. The course number (9 digits).
- c. The reference number of the course.

- d. The department number, i.e.:
- 23 Distributive Education (Floristry)
 - 32 Home Economics
 - 42 Trade & Industry (Watch Repair)
 - 52 Business Education (Accounting, Typing, Computers)
 - 61 General Adult Education Elementary (ABE and ESOL)
 - 62 General Adult Education Secondary (GED, Spanish)
 - 65 General Adult Education Community (9048 – 9595)
 - 72 Public Service Education (Private Security Guard)
 - 83 Health- Supplemental (Hospital Unit Coordinator)
 - 99 Student Fee-Supported Courses (Babysitting Services. ALL Community School Classes)
- e. Time - which must be translated into military time (for example 1:00 p.m. = 1300 hours)
- f. The day(s) of the week the class meets

3. ATTENDANCE REPORT - CENTER PORTION - RECORD KEEPING NAME - DATES - ENTER - PRESENT - ABSENT

- a. *NAME* - When the student presents the white registration receipt, if his/her name is not preprinted on the Attendance Report, enter the last name first, then the first name. Each page of the attendance report is designed for entering a maximum of 16 students. Do not enter more than 16 students per page. Start with a new blank page to enter additional students. **Indelible black ink must be used. No white-out can be used.**
- b. *DATES* - Enter the dates the class meets for the two periods. (i.e., 1/13, 1/16)
- c. *ENTER - PRESENT - ABSENT* - The first class meeting a student reports, enter an *E* and the number representing the length of time in hours that the class meet (i.e., E3, E1, etc.) for vocational and high school completion classes; for all other classes to indicate the student's presence, enter an *E* and a *P* for present. Following the initial entry, if the student is present, record the number of hours presents for vocational and high school classes. Use (*P*) *PRESENT* OR (*A*) *ABSENT* for all other classes. If the student continues to be absent, simply increase the number next to the (*A*) until (*A6*) is reached, at which time the student should be withdrawn effective the following day, e.g., (*A1*, *A2*, *A3*, *A4*, *A5*, *A6*, then *W* the following day).
- d. *ABSENCES* - if a student is *ABSENT* after having entered, merely record an (*A*¹).
- e. *NO SHOWS* - record an (*N*) to represent *NO SHOW* until a student appears for the first time.

4. WITHDRAWING STUDENTS - 4TH CONSECUTIVE ABSENCE

Students are withdrawn on the day following the date of the 4th consecutive absence. A (*W*) is entered on the date the student is *WITHDRAWN*. The "Computer Update Card" is used to withdraw or re-enter a student during the trimester. (See "Sample Forms")

F. VISA STUDENTS

Visa students are students admitted to the U.S. for the purpose of studying. They must not incur more than 3 unexcused absences per class per month to maintain their "student visa" status. Anyone withdrawn for excessive absences must obtain permission to re-enter from the New Student Reception Center. Visa students must retain their excuses to justify their absences.

G. VISITING STUDENTS

Any student requesting to visit a class before registering is issued a temporary pass. This applies for *one* session only and the student should not be entered on the attendance report. (See "Sample Forms" for a copy of the Visitor's Pass.)

H. BREAK TIME PROCEDURE

As previously stated, the break time for classes of three hours or more is 15 minutes in length. For classes of shorter duration, no formal break time is scheduled, but students are permitted to leave class for a respite at the teacher's discretion. Once again, *NO FOOD, DRINK, OR SMOKING IN THE CLASSROOM*. This is a stated policy at the initial classroom session with periodic announcements to repeat the policy.

I. SUPPORT SERVICES - STUDENT SUPPORT PERSONNEL

Guidance Counselor

The Miami Palmetto Adult and Community Education Center has one full-time guidance counselor to assist students in all areas - from academic to personal counseling. A part-time counselor is also available at each location to assist the teachers with student attendance and progress problems.

J. TIPS FOR GOOD CLASSROOM DISCIPLINE

Each instructor is charged with the responsibility of maintaining an atmosphere conducive to the learning habits of the adult student. Any person who creates a situation interfering with normal class progress may be denied the right to remain in that classroom. Noises and disturbances in the classes and hallways are not tolerated. If your efforts are not successful, contact the security guard and/or administration.

1. Have only a few rules. Be sure everyone knows what they are. Enforce them without emotion or commotion.
2. Be consistent and impartial.
3. Do NOT argue with a pupil. Enforce rules.
4. Certainty of punishment deters more than severity.
5. It is better to be strict with new students in the beginning. It is easier to loosen up as the trimester progresses than it is to tighten up.
6. Stop the little things. It is easier to put out a match than it is a forest fire.
7. Take for granted the class is well intentioned. If you expect trouble you will probably get it.
8. Do NOT make threats you cannot carry out, such as, "If you do that again, I won't let you return to class".
9. Do not discipline the entire class for the misconduct of a few.
10. There is a difference between being friendly and being familiar. Observe it!
11. Study your class before making a final seating arrangement.
12. Remember that true discipline is self-discipline.
13. Sarcasm and ridicule have no place in the classroom.
14. Remember that since the ultimate goal of all discipline is self-discipline, you above all, should exemplify it.
15. The teacher/student relationship should be warm and friendly, but excessive familiarity should be avoided with students. Maintain a professional demeanor.

K. CODE OF STUDENT CONDUCT

The *Code of Conduct for Adult Students* defines district violations as identified by principals, administrators, teachers, students, and community members and represents those acts which frequently cause disruption of the educational process.

Such disruption could equate to the wearing by students of the following dress patterns:

- a. Metal cleats on shoes.
- b. Written messages, pictures and/or symbols on clothing which portrays ideas which are inimical to the health, safety, and welfare of students, e.g., messages which relate to drugs, smoking, alcohol, sex, and profanity.
- c. The wearing of metal studs, ornaments or other objects which can scratch furniture or damage property.
- d. Tube tops, see-through blouses without camisoles, bare backs, bare midriffs, and tank-tops/sleeveless.

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

A major consideration in the application of the *Code of Conduct for Adult Students* is to identify the most appropriate disciplinary action necessary to bring about positive student behavior. To that end, the violations have been divided into five sub-groups and a variety of administrative actions, dependent upon the severity of the misconduct. It should be mentioned here that before, during, and after the implementation of any disciplinary action, student services personnel, i.e., counselors play a vital role in assisting students in resolving any problems influencing their behavior.

The principal, assistant principal, and/or teacher, consistent with the powers delegated to them, have the authority to take additional administrative action if, in their opinion, the nature of the misconduct warrants it. School administrators have the prerogative to seek the waiver of any portion, or all, of the prescribed mandatory disciplinary action, through the Bureau of Adult/Vocational, Alternative Education and Drop Out Prevention Programs Associate Superintendent. Those parties who are directly involved with the incident shall be informed of the reason(s) for requesting the waiver.

Shared-time high school students will be governed in accordance with the *Code of Conduct for Secondary Students*.

L. REPORTS - FINAL CLASS REPORTS

VOCATIONAL CLASSES - FINAL CLASS REPORTS

Toward the end of each trimester, the vocational teachers will be given the vocational *Final Class Report* to be completed for their classes. This one-page report includes the social security number, grade, and name for each member of the class. In order to simplify completion of this report, teachers should consult the manual accompanying the form for specific instructions. The necessary information for this report (as mentioned above) should be collected as each student enters the class. This report is due in the main office on the last week of each trimester.

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

"An abused child is defined as any person less than 18 years of age who has been subjected to willful or negligent acts which result in: neglect; malnutrition; sexual abuse; physical injury; mental injury or failure to provide sustenance, clothing, shelter, or medical treatment."

Registry, Tallahassee, Florida. Florida law protects those reporting such abuse in two ways - confidentiality and immunity from liability.

All alleged reports of physical injury to students by Board employees must be immediately reported to the Miami-Dade County Public School Police which has the responsibility of forwarding the incident report to the State of Florida DCF. Miami-Dade County Public School Police will be responsible for reporting these incidents to DCF.

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

Specific Authority: 230.22(2) FS. Law Implemented, Interpreted, or Made Specific 228.041 (27 through 30); 230.232(6) 230.38⁸(c); 232.17; 232.19; 232.25; 232.26; 232.275;232.28; 120.52; 120.57; Chapter 450, Part 2, FS.

N. EMPLOYEE ASSISTANCE PROGRAM

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

EMPLOYEE RIGHTS

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

O. SCHOOL PROPERTY - CARE OF BUILDING

We must properly care for the school building, campus, and facilities. One of the important concepts that we wish our students to acquire is thoughtful appreciation and careful use of public property. Teachers must be constantly aware of any classroom acts of vandalism i.e., defacing of desk tops, writing on walls, loosening of screws or bolts, etc., and to report such occurrences to an administrator immediately. Each teacher is responsible for the area in which he/she is assigned. Periodically, during the year a survey of the school plant and equipment will be conducted to evaluate the care of The Miami Palmetto Adult and Community School.

P. CUSTODIAL REQUESTS

All members of the custodial staff have been assigned a schedule of duties that they are to perform on a daily, weekly, and/or monthly basis. To improve our over-all custodial services at The Miami Palmetto Adult and Community Education Center, the following guidelines should be followed:

1. **No staff member except the head custodian, assistant principal, or principal, should direct members of the custodial staff to carry out custodial functions.**
2. When custodial services are required, other than emergencies, staff members should make these requests in writing and submit them to an administrator for processing.
3. All questions concerning custodial procedures, maintenance requests or capital improvements to The Miami Palmetto Adult and Community Education Center should be directed to one of the administrators.

Q. FIELD TRIP POLICIES AND PROCEDURES

Field trips can be an important supplement to the instructional program and are, therefore, an integral part of the total school program. Because of the time, expense, and liability that can be involved in field trip activities, all staff members wishing to take students on a field trip must complete an application for a field trip. It is available in the main office. The approval for the field trip should be made by an administrator before a firm commitment is made to the students. Plans should be made and approved well in advance.

R. TEACHER EDUCATION CENTER

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

S. PROFESSIONAL ORIENTATION PROGRAM PEER TEACHER CRITERIA

The peer teacher shall: hold a valid regular certificate; have at least three years of successful teaching experience; and teach at the same level or in the same subject area or service area as the beginning teacher. The peer teacher shall possess the special knowledge and competencies needed to provide adequate support the development of beginning teachers.

PEER TEACHER RESPONSIBILITIES

Duties of the Peer teacher include, but are not limited to the following:

1. Participate in appropriate Professional Orientation Program orientation activities.
2. Work regularly and directly with the beginning teacher in preparing daily, weekly, and semester lesson plans.
3. Provide feedback, guidance, and support to the beginning teacher.
4. Participate in the formulation, reviews, and updating of the beginning teachers' Professional Orientation Program.
5. Participate as a member of the support staff for the beginning teacher.
6. Maintain required Professional Orientation Program records.

T. INSTRUCTIONAL PERSONNEL - RULES OF THE STATE DEPARTMENT

Members of the instructional staff of the public schools, subject to the rules of the State and District Board of Education, shall teach efficiently and faithfully, using the books and materials required, following the prescribed courses of study, and employing approved methods of instruction as provided by law and by the rules of the State Department of Education.

U. PROFESSIONAL GROWTH

Teachers should avail themselves of every possible opportunity to attend and participate in meetings of a professional nature and should keep themselves abreast of developments in their subject area through attendance at such meetings, acquaintance with professional publications, and participation in in-service activities. Teachers should be informed of the levels constituting curriculum organization and should initiate recommendations for curriculum change at the school level.

V. PROFESSIONAL RESPONSIBILITIES

Regardless of the educational setting there are certain professional responsibilities which teachers have to students and to the profession. The following are two sources for such standards:

EDUCATION STANDARDS COMMISSION

"The Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct for the Education Profession in Florida", Chapter 6B-1.006 Florida Administrative Rules, 1992. (See ADDENDUM F - State of Florida Code of Ethics & Florida Statutes for the Education Profession)

THE CONTRACT BETWEEN CLASSROOM TEACHERS AND THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

The Teacher Observation and Development System - (TADS), Category VII A.1-A.10, Category VII B.1-B.2.

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

1. *INSTRUCTOR PUNCTUALITY* - 10-15 minutes leeway to prepare for and to greet the students; and, keeping the class actively engaged in classroom activities for the full class time.
2. *PREPARATION* - A well-prepared lesson plan is essential in any educational program. The plan must be ready and in evidence during class time.
3. *FLEXIBILITY* - to deal with the make-up of the class; also, preparedness for the "teachable moment" in class presentation.
4. *REPORTS* - preparation and submission of all required reports, attendance reports, registration forms, withdrawal forms, on time and accurately completed.
5. *ABSENCE* - report to the assistant principal any foreseeable absences.

6. *CLASS SIZE* - once obtained, it is the responsibility of the classroom instructor to maintain his/her enrollment by meeting the educational needs of their students through worthwhile instructional activities and appropriated motivational activities. Continued employment is contingent upon enrollment.

7. *CURRICULUM*

The State of Florida has developed a "Curriculum Framework" for each course in the Miami-Dade County Adult Education Program. The Curriculum Framework contains a course description and outline. The next level of curriculum contains another course description, and outline. The next level of curriculum information contains the "Student Performance Standards" which further delineate the expected outcomes of each course in the Course Code Directory. The *Competency-Based Curriculum*, developed by Miami-Dade County Public Schools, will be used for high school credit classes.

8. *LESSON PLANNING*

Lesson planning is an integral part of any educational experience and is required in all courses conducted by the Adult Center. The lesson plan should include:

- a. Instructional Objective
- b. Activities to achieve the specific objectives, including page numbers and workbook exercises.
- c. Methods of evaluation.

The lesson plan should be consistent with the course outline for the specific course. In addition, teachers are required to maintain student folders containing work and competency checklists for every student. (See ADDENDUM H)

9. *RESIGNATION OF INSTRUCTOR/COMPLETING THE TRIMESTER*

When a teacher is hired by this center, he or she is expected to complete that entire trimester for which he or she is hired.

If a part-time teacher breaks the teacher agreement to complete the trimester for which he/she is hired and resigns in the middle of the term, this center will not guarantee future placement of that teacher in the event he/she requests to return to his/her former position.

10. *PAYROLL REPORTING*

Accurate payroll reporting is essential. Any conflicts in working hours or errors in paychecks are to be reported immediately to the principal.

11. CLASSROOM SUPPLIES AND EQUIPMENT

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

12. ELECTRICAL FAILURE

If there is an electrical failure, please ask your students to remain quietly in their seats. If the electricity does not return within 15 minutes, someone will come to your room with a flash light and direct the students out into the corridor.

13. LIGHTING

In case any of the lights in your classroom are not functioning properly, notify the office IMMEDIATELY. If the problem cannot be remedied, you will be assigned to another room.

14. COLLECTING MONIES

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

15. BREAK TIME

There is no assigned break time for off-campus classes. Teachers' schedules should include the break to conform to the state's requirement: 3 hour class - 15 minute break. All others - will be notified by the Registrar

16. HOUSEKEEPING PROCEDURES

Teachers are asked to assist in the following ways:

- a. Never permit smoking on the campus or classrooms. Smoking **MUST** be confined to the street only.
- b. Do not allow food or beverages in the classroom. Parties are permitted only with administrative approval. Please notify an administrator of plans to use your classroom for a party.
- c. If you rearrange the furniture in your classroom, please be sure that it is returned to its original position at the end of the class. Erase the chalkboard that you have used before leaving the room at the end of your class.

- d. If "Do Not Erase" or "Save" is written on the chalkboard next to some material, make every effort to avoid erasing the material. If this request is excessive or you do not have any space to use, notify the administration.
- e. Turn off the lights and air conditioner at the end of the evening. Do not leave students unattended in the classroom during break time.

Do not leave your materials in the classroom unless you have a locked cabinet.

- f. Always try to leave your classroom in a better condition than when you entered it. If you repeatedly find your room in an unacceptable condition, report your finding to the administration.

1. ADDITIONAL RESPONSIBILITIES

- a. To complete and submit computerized attendance reports on paydays and other dates requested.
- b. To meet all deadlines
- c. To keep students informed of important calendar dates
- d. To be informed by reading all memoranda and sharing information with students when required
- e. Vocational teachers are required to complete and turn in final class reports at the end of the term.
- f. To notify the appropriate administrator of his/her designee in advance if you are unable to meet your class or unable to arrive on time. Lesson plans for on-campus teachers are to be kept in teacher's mailboxes.
- g. Your assignment of classes is contingent upon initial enrollment of 25 students and your ability to maintain an average minimum enrollment. The administration reserves the right to make any necessary changes and/or cancellations.

W. MEDIA CENTER

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

- a. HOURS - the media center's hours are Monday through Thursday from 6:00 p.m. - 9:30 p.m.

- b. LIBRARY BOOKS - All library books are available for your use. Teachers *personally* must check out books for their own use.
- c. AUDIO-VISUAL MATERIALS AND EQUIPMENT - Teachers should request audio-visual materials and/or equipment at least one day in advance of planned use. Films must be ordered through the *Miami-Dade County Audiovisual Materials Catalog* well in advance of the date requested. Teachers may obtain order blanks from the media specialist. All requests for A/V equipment must be made 24 hours in advance.

X. TEACHER MAILBOXES

Each teacher, including off-campus, has an individual mailbox or file folder in the main office. New attendance reports are placed in the files every two weeks. Off-campus teachers receive their students' official (white) copies resulting from computer input and printing. Important memos and notices are routinely placed in the teachers' mailboxes. In addition to the individual mailboxes, common boxes are used to pick up forms, and to deposit the completed attendance reports.

Y. LOCATION OF POLICY MANUALS, HANDBOOKS, ETC.

The following items which pertain to policies and procedures of school, district, and state are located in the main office or may be found on the M-DCPS' web site.

NOTE: All policies and handbooks may be accessed through the Internet at <http://ehandbooks.dadeschools.net>

Z. VISITORS

All visitors to your class must have a visitor's pass signed by the office and for the current date only.

Information about students will be given in the office ONLY. You are not to provide addresses or telephone numbers to anyone. Send inquiries for such information to the main office.

PALMETTO ADULT'S WEB SITE: Be sure to visit our school's web site: <http://palmettoad.dadeschools.net> to get a complete look at the entire program.