

Thomas Jefferson Middle School

2016-2017 Faculty Handbook



Responsibility...be accountable for one's own actions



Kindness...treat others as you want to be treated

Respect...treat with value and worth



Fairness...promote equal opportunity

DIFFERENCE

Perseverance...complete every task



Honesty...be truthful and trustworthy

Self-Discipline...control one's behavior and emotions

Administrative Responsibilities

John Nathan, Assistant Principal

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Robin Atkins, Principal

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PERSONNEL RESPONSIBILITIES AND DUTIES

DERPARTMENT CHAIRS

Language Arts -	Jo Ann Jones
Reading -	Latonya Kelsey
Social Studies -	Cynthia Cadet-Smoak
Science -	John Sterling
Math -	Gina Harris
SPED -	Dawn Houston

TEAM LEADERS

6 th Grade -	Cynthia Cadet-Smoak
	Roxan Macajoux
7 th Grade -	Jo Ann Jones
	Meshonika Green
8 th Grade -	Tanya Clinch
	John Sterling

COACHES

Math -	Roxan Macajoux
Reading -	Latonya Kelsey

COUNSELOR

Luis Chiles

CSI

Eulalee Sleight

Employee Conduct

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

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

Willful violation of administrative rules or Board policies will lead to reprimand by the Superintendent and disciplinary action as may be recommended and approved by the Board.

Records and Reports

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

Reporting Crime and Disruptive Behavior

All employees of the Miami-Dade County Public School System are under an affirmative duty to report any criminal act and/or disruptive behavior occurring on School Board property to the administrator or designee to whom the employee is responsible. The responsible administrator has the obligation to conduct an immediate investigation of the allegation, and upon verification of a criminal act and/or disruptive behavior, report to the appropriate law enforcement authorities in a manner consistent with procedures established by the Superintendent of Schools.

Failure to Report

All law violations and incidents of disruptive behavior are to be reported in accordance with administrative procedures established by the Superintendent of Schools.

Personnel failing to report such occurrences to the responsible administrator and/or police agency and/or School Security Department will be subject to disciplinary action as determined by the region superintendent or divisional administrator.

Instructional Personnel

Instructional staff members of public schools are subject to the rules of the state and district boards. Instructional staff shall teach efficiently and faithfully, using the books and materials required. Instructional staff must follow the prescribed courses of study and employ approved methods of instruction as provided by law and the rules of the state board.

Professional Growth

Teachers should avail themselves to every possible opportunity to attend and participate in meetings of a professional nature. Teachers should keep 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 curriculum organization and should initiate recommendations for curriculum change at the school level.

Blank Forms and Reports

All personnel must, according to state law and regulations, and the Board of Public Instruction policy, keep all required records accurately and make reports from them promptly when scheduled.

School Day

The school day may begin and end at different times depending on the school. The secondary classroom teachers' normal workday will be seven hours and twenty minutes. This includes a thirty-minute, lunch period and scheduled planning time.

Faculty and Staff may be required to extend their duty day for the purpose of attending faculty meetings. Every reasonable effort will be made to limit faculty meetings to two per month. Recognizing the duties of teachers which require the expenditure of time beyond classroom duty hours, every reasonable effort shall be made to commence meetings promptly and to limit such meetings to a period of one hour.

On days preceding a holiday or vacations, the teachers' day shall end at the close of the pupils' day. Middle and senior high school teachers will be allowed planning time equivalent to a period of instruction.

Reporting to School – Signing In

All personnel will report for work promptly. The sign-in sheets are located in the main office near the teachers' mailboxes and must be used daily upon reporting to work. Full-time employees are required to sign in using their initials. Non-Instructional and hourly employees are required to sign in using the time they arrive and to sign out using the time they leave the school site. Failure to promptly and properly report your attendance may result in appropriate administrative action and/or unauthorized leave without pay.

Work Hours

Thomas Jefferson Middle School's instructional personnel work day is 7 hours and 20 minutes, **beginning at 8:30 a.m. and ending at 3:50 a.m.**

Whenever a teacher or staff member finds it necessary to leave school during the school day, he/she **must obtain permission from the Principal.** The sign-out book is available in Ms. Ham's office and must be filled out prior to departure. **The Principal's signature is required in the sign-out book.** Under no circumstances will a staff member leave the school site without prior approval from the Principal.

Article XIV Section 7

An employee shall be eligible to utilize sick leave for the purpose of medical and/or dental examinations. Such leave shall be deducted from accrued sick leave in half or full day units, provided, however, that no employee shall be compelled to utilize more sick leave than is required by the employee. Principals or supervising administrators may release unit employees for up to two hours without sick leave being charged against the employee for the purpose of medical and/or dental examination and, if deemed necessary, with verification upon return.

Planning Periods

Planning periods, as implied, are provided in order that teachers may have some time during the school day for such desirable activities as **preparing future lessons, correcting papers, reviewing data, contacting parents, etc.** **It is expected that most of the time during this period will be spent in this manner. Additionally, the workday for teachers who have first or third block planning is also 8:30 a.m. – 3:50 p.m.** In the event that there is a need for teachers with first or third block planning to report to work late or leave work early, the same process must be employed as teachers who do not have first or sixth period planning.

The common planning time (8:30 a.m. – 9:05 a.m.) will be used for team planning, meetings with parents, Professional Development, Common Planning and other team activities.

Absences

Occasional absences from the workplace are certainly understandable. However, excessive absences impact the instructional program, as well as the overall operation of the school.

If a staff member is to be absent or late, he/she must notify Ms. Ham, Substitute Locator as soon as possible. If an emergency arises in the morning, please call the school's voicemail at **(305) 953-5051** no later than 7:00 AM. In addition, teachers must notify the substitute locator as to whether they will return to work on the following day by 3:00 PM of the day of their absence. **Failure to notify the substitute locator will result in a substitute being hired for the following day for your classes.**

If you are aware of an upcoming absence, please inform the substitute locator so that we may pre-arrange substitute coverage for your classes.

If your absence is due to a workshop, you are required to submit a Workshop Request Form, which requires administrative approval prior to attending the workshop.

Immediately upon return from any absence, an employee must report to Ms. Ham, Principal's Secretary to complete and sign a leave card.

Cafeteria personnel must contact the Cafeteria Manager, and custodial personnel must contact the Head Custodian as well as the school's voicemail at **(305) 953-5051** whenever an absence from work is necessary.

Mailboxes

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

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

Appropriate Dress

Thomas Jefferson Middle School takes pride in having a staff that dresses in an appropriate manner for the school day. Attire that is acceptable for a business office is usually acceptable for school. **Remember that we are role models for our students and should dress accordingly. We should dress in a manner that is reflective of our profession.**

Injury-Employee

The Florida Workmen's Compensation Law states the following: "The injured employee shall not be entitled to recover any amount by him for such medical treatment or service unless he shall have requested the employer to furnish the same and the employer shall have failed, refused, or neglected to do..."

- If an employee is injured, he must obtain a "Notice of Injury" form from the Principal's secretary and return it to her within 24 hours.
- After completion of the form, it should be returned to the principal's secretary, at which time she will take whatever action is necessary -- referral to a doctor designated by the

school system, processing of a form, etc.

- If treatment is needed, the employee must obtain another form from the Principal's secretary in order for workmen's compensation to be in effect.
- All emergency cases and all cases requiring medical attention after office hours should be treated at the nearest authorized medical center, hospital, or doctor's office. Further medical attention for these emergency cases and all other injuries are to be treated by one of the doctors approved by the district.

Any matters that need further clarification may be referred to the Principal's secretary.

Injury - Student

- If a student is involved in an accident at school, his/her teacher or the employee who witnessed the accident must complete an "Accident Report" form, which may be obtained in the student services office from student services. After completion, the form is returned to Mrs. Ham.
- Ms. Ham will process the form and take whatever action is necessary.
- Injury during an athletic event must be reported to the Ms. Ham as soon as possible.

Accountability for Assigned Items

All personnel are responsible for the safe use, maintenance, storage, and return of all items assigned to them. Items include but are not limited to:

1. Keys to classrooms doors, file cabinets, closets and all areas requiring a key for entry.
2. Textbooks issued or utilized by you or your students.
3. Audiovisual materials and equipment from the media center or school building.
4. Classroom equipment, fixtures and furniture.
5. Any items not listed above for which you are assigned.

Staff is required to immediately report the loss of any school property. Do not loan or let anyone use your keys or other items in your care for which you are responsible.

Use of School Telephone

Secretaries have been directed to take and forward telephone messages to teachers. Messages will be placed in teachers' mailboxes. However, in case of an emergency call you will be notified immediately. No long distance calls should be made from school phones. If a long distance call concerning school business is necessary, it must first be cleared with the Principals' secretary, Ms. Ham, and be approved by the Principal. Telephones in the classrooms are for teachers to communicate with parents about student progress, not for personal or student use. Cell phones are not to be used during class time, unless an emergency arises.

Telephone use by students will be confined to emergency calls only. Student requests to use the telephone should be carefully screened.

Cellular telephones should be programmed to silence or vibrate during meetings and/or conferences.

Contractual Responsibilities of Staff Members

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

Announcements

Announcements are made during scheduled times. All announcements are limited to general information and must be signed by the teacher requesting the announcement. In order for an announcement to be made, the copy must have administrative approval (Mr. Nathan) no later than the school day before it is needed. Announcements will be made in the morning and afternoon.

Authority to Represent the School

Authority to represent the school resides with the principal of the school. He/she may delegate this authority to staff members for specific purposes that have received prior administrative approval. Staff members are NOT authorized to solicit school allies and/or community groups for support in the name of the school or school organizations without prior administrative approval.

Smoking, Food, and Beverages

Smoking is NOT permitted anywhere on campus. Food and beverages may be consumed by staff members in the cafeteria, teachers' lounge, and in workrooms. **Staff members should not eat in the classroom while in the presence of students. No students are permitted to bring food into the classrooms.**

Corridor Duty

All teachers are expected to remain in the corridor just outside the door of their classroom during the time when classes are changing. This is necessary before, during, and after school in order to facilitate and ensure a quiet, orderly flow of traffic in the halls. Teachers should be concerned with seeing that students are not unruly, loud, or disorderly in the corridors and on stairways. All teachers should stress a quiet dismissal at the end of the school day and should be in the corridors to ensure such a dismissal.

Student Lunch Arrival and Dismissal Procedures

Lunches are served in the cafeteria for students and school staff as well. Students who cannot afford to pay for their lunches are provided either free meals or reduced rates based on family

income. In order to ensure the smooth functioning of the cafeteria, teachers need to know the following:

- All students must be escorted to the cafeteria and seated at their assigned tables. Teachers must ensure that students have their school identification.
- At the end of the first lunch period, each teacher will pick up their students from the cafeteria and escort them to the classroom. Last lunch all students will be dismissed from the cafeteria
- Review cafeteria procedures with your students. All students must remain seated unless they are getting their lunch or have been given permission to use the restroom. They must raise their hands and gain permission from an administrator or Security Monitor to leave their seats.

Visitors

Teachers are to discourage all visitors from coming onto the school campus unless they have legitimate school business. For your safety and protection, you should never ask parents to come to your classrooms during the school day. Visits by former students or the friends of faculty members during school or working hours are not allowed. When arranging with persons to come into the building, request that they first report to the main office and obtain a visitors' pass.

All personnel are to direct anyone found in the building without a visitors' pass to the main office. In addition, notify the office when unauthorized visitors are in the building. **All visitors are to sign in at the front desk by the main entrance. You are to make every effort to avoid any physical confrontation with unauthorized visitors.**

Equipment/Property

It is extremely important to maintain and secure the school's property in order to ensure that the school's valuable equipment, materials, and supplies are always available to students and staff.

All of the school's property comes under the jurisdiction of the Office of Management and Compliance Audits, the school Media Center, and other authorized personnel at the school site.

Staff members are expected to check out items using authorized procedures, maintain reasonable care in their use, and return items when they are no longer needed. An annual furniture and equipment inventory is conducted at each school.

No equipment can be loaned, discarded, or removed from school grounds without written permission from the Principal on an Outgoing Controlled Equipment form (FM-1670 Rev/05-87).

Any staff member who wishes to temporarily use school property off the school site must receive prior written permission from the Principal on an Approval of Off-Campus Use of School Board Property form (FM-2380 Rev/05-95).

Money/School Finances-Internal Accounting

The State Board of Regulation specifies monies to be included in internal funds as “all monies collected and disbursed by school personnel within a school or a school sponsored activity.”

Club or activity sponsors are responsible for all money collected for their activity, regardless of who collects the money. All persons charged with the collection of monies must attend workshops and staff development activities provided by school staff on internal fund/collection of funds. Questions regarding this should be directed to Ms. Ham, the School Treasurer.

The following circumstances would require deposit of all receipts in the internal funds and preclude any other treatment:

1. All activities that involve a School Board employee handling or taking custody of monies.
2. All activities of school recognized student groups.
3. All activities which are considered as “extra class activities” such as field trips.
4. All merchandising activities, where the merchandise is purchased by or in the name of the school, shipped to the school or to a school employee or comes at any time into the direct custody of a School Board employee on school property.
5. See the activities director to secure a date and get an activities number, and the business manager before starting any type of sale or before the collections of any money. They will furnish you with the proper forms that must be used.
6. Purchase orders must be completed and approved by the Principal before any purchase.
7. No money is to be left in the building overnight.

Accounting Guideline For Sponsors Of Student Activities

In accepting any appointment as a sponsor or advisor to a student group or activity, a teacher has simultaneously accepted the responsibility for supervising the monetary transactions of the students. Your assistance is appreciated and a constant effort is being made to hold record keeping to a minimum consistent with Board and State requirements. For easy reference, we have listed below the basics of money handling for teachers.

The Manual of Internal Accounting for Student Activity Funds is the authority and reference source for all policies and procedures. The treasurer will make a copy available for your study if desired.

- **School Principal must approve fund raising activities.** Sales, which extend to parents and community, must be approved by the region office. Forms must be typed and sent to the North Regional Office at least two weeks prior to beginning the fundraiser.
- As monies change hands, a receipt or tangible item must change hands in return.
- Monies collected during school hours must be deposited with school treasurer before 2:30 p.m. the day collected.
- Disbursements must be by school check. Do not use cash from collections/sales for disbursements.

- School Principal must approve expenditures in advance.
 - Collections for performances, dances, or services rendered (car washes) must be controlled by tickets.
 - Responsibility for control of tickets or merchandise to be sold must be established by recording items distributed to sellers on a Distribution Sheet.
 - Tickets must be purchased from an outside vendor or authorized vocational production shop. **DO NOT CREATE OR DUPLICATE TICKETS.**
- a. Tickets must contain serialized control number and price.
 - b. A separate ticket series must be printed establishing one price for each level of admittance; i.e. adult, student, children, advance, door, etc.
 - c. Printed admittance price cannot be altered.
 - d. Vendor invoice must identify and document ticket series and ticket value (price).
 - Student Activity Operating Report will be completed establishing profit or loss at conclusion of all fund raising activities.
- a. Student officer may prepare operating report under supervision of club sponsor.
 - b. Club sponsor is responsible for accuracy of operating report.
 - Certificate of Loss form must be completed to explain missing merchandise, tickets, or cash.
 - Certificate of Loss statement will be completed by student seller and signed. Club sponsor will review student statement.
 - Certificate of Loss form will be reviewed by school principal who may initiate security investigation if loss is large or explanation of loss questionable.
 - Official fund raising records must be forwarded to school treasurer on a timely basis. Official records include:
 - a. Permission for Fund Raising Activity Form
 - b. Student Activity Operating Form
 - c. Distribution Sheet
 - d. Certificate of Loss
 - e. Any other pertinent documentation.
- School treasurer will retain all official fund raising records for audit by the Department of Management Audits.
 - Most collections are recorded on an official B.P.I. receipt. The School Treasurer furnishes pre-numbered forms in triplicate.

SIGN MANUALLY - NO STAMPS! NO ERASURES OR ALTERATIONS!

Field Trips

The Miami-Dade County School Board only authorizes field trips for students which have value in meeting educational objectives, are related to the curriculum, or are necessary to the fulfillment of obligation to the interscholastic athletic and activity programs. Therefore, the planning of all field trips must be pre-approved by the Principal. Under no circumstances should any student be denied the privilege of participating in a field trip because of financial need. Field trip objectives/purposes should be reflected in meaningful learning activities in lesson plans. Timelines for planning and submitting documentation for field trips must be strictly adhered to. Failure to submit appropriate documentation for field trips will result in requests being denied.

Homeroom Procedures

Homeroom teachers are responsible for taking accurate attendance during the homeroom period. This responsibility is **NOT** to be delegated to a student.

Classroom Care and Organization

The care of the classroom and the equipment in it is the responsibility of each and every teacher who uses that classroom. Classrooms should not be left unlocked, nor should students be left unattended in the classroom. If classroom management becomes a problem for any teacher, the problem should be discussed with the Assistant Principal in order to come up with a resolution to the problem. Damages to classroom furniture and equipment should be promptly reported in writing to the administration.

- All rooms should be clean and attractive.
- Bulletin boards should reflect students' work with corrective feedback.
- Classroom Library (see Reading Coach or Department Chairperson)
- Interactive Word Wall using the 55 words of the Common Core vocabulary.
- Data Wall of Baseline, Fall, Winter Assessments, PMRN (if applicable).
- Teacher workstation should consist of but not limited to:
 - a. Data Binder
 - b. Faculty handbook, access to the electronic grade book, lesson plan binder, and seating charts.
 - c. Contain student work folders with at least a weekly sample of students work, and corrective feedback. (These may be maintained in the file cabinet).

Book shelves should contain books and materials **relevant to the subject area**, not lost items of clothing, lost books, etc.

Student Supervision

Students are under a teacher's supervision at all times. A teacher's responsibility is assigned by Federal, State and County law. Students excused going to the library, restroom, office, etc., remain under the supervision of their teacher. The teacher should be sure to check the time dismissed and time returned. If students know the teacher will be checking on them, they are more likely to do what is expected.

If it is necessary for the teacher to leave the classroom, in the event of an extreme emergency, another teacher or security monitor must be notified and supervise that class. **UNDER NO CIRCUMSTANCES SHOULD A CLASS BE LEFT UNSUPERVISED, STUDENTS BE PLACED IN THE HALLWAY UNSUPERVISED, OR STUDENTS BE "KICKED" OUT OF CLASS.** In the event that a student violates a classroom rule or a component of the Code of Student Conduct, a referral must be written. Obviously, there are violations that will warrant immediate dismissal. In these instances, a security monitor should be informed, followed by an administrator. **Individual Pupil Classroom Folders**

Every student should have a personal folder in each class (this is a school board requirement). The contents of the folder should be carefully planned and should include materials from the following areas:

1. Dated written work which has been graded by the teacher and errors corrected by the student (include examination papers).
2. Materials to show evidence of pupil progress. Papers should include samples of each unit of work or specific skills being studied.
3. Record of books, articles, and other significant materials read by the student.
4. It is suggested that you update folders periodically and remove extraneous materials at your discretion. These folders should be retained throughout the school year and should document pupil progress during the school year.

A STUDENT'S CLASSROOM FOLDER SHOULD TELL A STORY OF THE LEVEL OF RIGOR AND ACADEMIC EXPECTATIONS.

Lesson Plan Policy

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

1. Classroom teachers are required to develop weekly lesson plans that shall reflect one or more objectives, activities, homework/home learning assignments, and a way of monitoring student progress. Principals may suggest but not require a particular format.
2. Teachers are required to maintain daily lesson plans for their daily instruction. Required lesson plan components may be kept through abbreviated notation and/or referencing techniques.
3. Continuing Contract and Professional Service Contract teachers are not required to submit lesson plans on a weekly basis to the principal or his/her designee except as stipulated below:
 - Lesson plans shall be available to the principal or designee during classroom visits and/or immediately prior to an official observation.
4. To ensure that the appropriate scope and sequence of the instructional program are maintained, all teachers shall retain their lesson plans for the current school year for review by the principal or designee upon request.
5. Emergency lesson plans for use by substitute teachers shall be prepared in accordance with reasonable procedures established by the principal.
6. Teachers of exceptional students shall be permitted to meet the requirements of this policy through regular lesson plans and written IEP implementation plans.

Emergency Lesson Plans

As per Article XI of the MDCPS/UTD Contract, teachers are required to maintain lesson plans. Please ensure that you have submitted three days of emergency lesson plans to Ms. Ham. Emergency Lesson Plans should be replaced with updated plans throughout the school year.

School Board Rule/Contract Provision Article XI

Good teaching results from realistic planning. Good **PLANS** are reflected in systematic and effective teaching.

Classroom teachers are required to develop weekly lesson plans that shall reflect one or more objectives, activities, homework/home learning assignments, and a way of monitoring student progress.

It is agreed that the manner in which these components are to be reflected in a lesson plan shall be left to the discretion of the individual teacher except as noted above. Teachers shall not be prohibited from reflecting required lesson plan components utilizing abbreviated notation and/or referencing techniques. For example: "K.111/2", as a notation, would reference a "lesson card" which would provide all necessary information required for appropriately teaching a vocabulary lesson. Similarly, a subject area reference would adequately indicate the component of a lesson, in social studies, science, or other subject area. The component need not be written out in its entirety. Lesson plans shall be available to the principal or designee during classroom visits.

MEMORANDUM

August 22, 2016

TO: Instructional Faculty
Thomas Jefferson Middle School

FROM: Robin Atkins, Principal
Thomas Jefferson Middle School

SUBJECT: CURRICULUM AND INSTRUCTION

The purpose of this memorandum is to provide you with a framework in which we will all work and achieve school wide uniformity. This framework will enhance how we facilitate classroom management and instruction on a daily basis. We are being called to task with Common Core, high stakes testing, stronger accountability measures, higher order thinking, data analysis, continuous improvement model, differentiated instruction, and the overall quest for “excellence.”

ACADEMICS & INSTRUCTION: Instructional time is “sacred.” If we are not **relentless** about education and **persistent** in high expectations, then we are not affording our students the best education we can offer. Therefore, teaching every minute of every period (bell to bell) is not just a slogan, it must be practiced. Students **must not be out of class** unless there is an emergency. **Running errands and participating in fundraising activities during instructional time are not considered emergencies.** Teachers must not leave students unattended or use instructional time to handle situations other than teaching. **Please avoid recordkeeping tasks, telephone conversations, free time, and email activities during instructional time.**

CLASSROOM VISITS: In order to effectively support teachers and the instructional program, visible presence by administrators and support personnel is a must. **Please be prepared to receive administrators and other visitors from the district and/or region levels at all times.** All administrators are called to the task of visiting classrooms on a daily basis and providing feedback.

A STUDENT CENTERED CLASSROOM consist of the following: **Word walls, daily agendas with benchmarks for the day, current lesson plans and grade books, student work displays, students actively engaged in learning tasks, differentiated instruction, teacher-to-student dialogue, and teacher monitoring of students with proximity.**

DAILY PLAN OF ACTION: Post your plan of action in the same area of your board **daily:**

1. Current Date
2. Standard for the day
3. Bellwork
4. Activity(ies) for the day
5. Home learning activity

Classroom Management:

Everything that you do in the classroom reflects your classroom management. The key to successful classroom management is organization, consistency, clearly defined lessons and classroom procedures. Please keep your lesson plans, grade book, data binder, parent conference log, and other components of teaching and learning UP TO DATE AT ALL TIMES. Lesson plans and grade books must be available for review at all times. Please be mindful of clearly documenting your methods and learning tasks in your lesson plans. If you need assistance on how to write your lesson plans, please speak with your department chairperson, coach, mentor teacher, or an administrator.

Teaching every minute of every day will help us to accomplish our goal of helping every student to reach and move beyond his/her potential. The time has come for us to show increasing student performance in our actions and by united strides toward academic excellence.

If you have any questions or concerns, please speak with me. As always, your cooperation is greatly appreciated.

Homework/Home Learning

The School Board of Miami-Dade County *Homework Policy*

The School Board of Miami-Dade County, Florida recognizes regular, purposeful homework as an essential component of the instructional process in Miami-Dade County Public Schools. Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular homework provides opportunities for developmental practice, drill, the application of skills already learned, and the development of independent study skills, enrichment activities, and self-discipline. Homework should provide reinforcement and extension of class instruction, and should serve as a basis for further study and preparation for future class assignments. In light of the major purposes for homework, it is not to be assigned as punishment for students for disciplinary reasons.

Secondary school homework assignments should recognize that more time and individual student initiative are expected in order to meet increased instructional demands. Homework assignments to exceptional students should reflect the special needs of such students.

In general, homework assignments will be completed for the following day; however, long-range assignments and/or special projects should provide students with an opportunity to develop and refine research and independent study skills and the ability to work independently. Teachers should review evidence of progress periodically before the student submits a long-range assignment.

Grading and Reporting Student Progress

The School Board of Miami-Dade County, Florida has taken major steps to establish standards for the school district for reporting student progress. The steps consist of the adoption of Board Rules 6GX13-SB-1.01 and 6GX13-SB-1.04, the adoption of the Code of Student Conduct, and the passage of the Pupil Progression Plan for the Miami-Dade County Public Schools. Specific guidelines for grading student performance and for reporting student progress are contained in the Pupil Progression Plan and are outlined below:

Grading Student Performance

A. ACADEMIC GRADES

By Board direction, academic grades are to reflect the student's academic progress. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject. Students performing at a level in the basic skills which meets the requirements for promotion specified in the Student Progression Plan should receive academic grades of A, B, C, D, or F, unrelated to the student's effort and conduct. Grades in all subjects other than the basic skills are to be based on the student's degree of mastery of the instructional objectives for the subject. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period.

- A – A grade of "A" (90-100%) indicates that the student has demonstrated excellent achievement in the subject and/or the skill areas. The student consistently performs academically at a level considerably higher than that of the typical student in the same program or course. The student has mastered skills well above those required for successful completion of the instructional program prescribed for the individual student and has demonstrated an understanding of an ability to utilize the content of the program effectively. An "A" student will have achieved and exceeded all of the instructional objectives established for the subject during the grading period.
- B – A grade of "B" (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the academic area. The student consistently performs at a level above that which is expected of the typical student in the same program or subject. The student has mastered skills in content beyond what is required for successful completion of the instructional program prescribed for the individual student. The "B" student will be progressing at a rate that will enable him/her to have achieved virtually all of the instructional objective/performance standards established for the subject being graded.
- C – A grade of "C" (70-79%) indicates satisfactory academic achievement. The student performs at an average level in terms of mastery of skills/performance standards and/or content of the program prescribed for the individual student. The student's rate of progress permits mastery of more than the minimal instructional objectives of the program.

- D – A grade of "D" (60-69%) indicates a minimal acceptable level of mastery of skills and other course content and indicates that improvement is needed to achieve satisfactory level of academic performance. The student's rate of progress is such that the minimal instructional objectives/performance standards for the program will be mastered.
- F – A grade of "F" (0-59%) indicates a level of academic performance that is unsatisfactory. Students functioning at this level are not mastering the minimal objectives required in the regular instructional program.

Letter Grade	Numerical Value	Interpretation	Grade Point Value
A	90-100	Outstanding	4
B	80-89	Good	3
C	70-79	Satisfactory	2
D	60-69	Minimal; Improvement Needed	1
F	0-59	Unsatisfactory	0

B. CONDUCT GRADES

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

- A – A conduct grade of "A" reflects excellent behavior on the part of the student. The student consistently demonstrates outstanding behavior consistent with classroom, school and district standards.
- B – A conduct grade of "B" reflects consistently good behavior. The student meets established standards for student conduct.
- C – A conduct grade of "C" reflects satisfactory behavior. The student's overall behavior is generally acceptable according to established standards of conduct.
- D – A conduct grade of "D" shows that improvement is needed in the student's overall behavior. The student does not consistently demonstrate behavior that is acceptable.
- F – A conduct grade of "F" reflects unsatisfactory behavior overall. The student regularly violates established classroom, school, or district standards of behavior.

C. EFFORT

- 1 - An effort grade of "1" indicates an above average effort on the part of the student.
- 2 – An effort grade of "2" indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. The student usually finishes assignments on time and usually stays on task. The student usually works at a level commensurate with his/her ability.
- 3 – An effort of "3" reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and /or on time or to completing them in a manner commensurate with the student's ability.

School Board Rule 6Gx13-5B-1.01, 6Gx13-5B-1.04, 6Gx13-5B-1.061, 6Gx13-6C-1.01, Contract Provision Article XX, Section 8

The School Board of Miami-Dade County, Florida, has taken major steps to establish standards for the school district for reporting student progress. The steps consist of the adoption of Board Rules 6Gx13-5B-1.01 and 6Gx-5B-1.04, the adoption of the Code of Student Conduct (Elementary, Secondary, and Adult) and the passage of the Pupil Progression Plan for the Miami-Dade County Public Schools.

Teachers are expected to be familiar with the standards and use them in reporting student progress. All grade changes must be approved in accordance with established district and state procedures. All overrides must be completed in accordance with established district procedures.

Electronic Gradebooks

The teacher's electronic grade book is a legal document 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. Emphasis must be placed on accuracy and consistency in recording. Designated persons will check gradebooks periodically.

All teachers are required to use the electronic grade book implemented through the school. Student academic grades, conduct and effort must be documented through the electronic grade book. Student attendance must also be documented through the electronic grade book. Records should be updated on a regular basis to ensure accuracy. The guidelines listed above should be adhered to when using the electronic grade book.

Notifying Parents

School Board Rules require that parents are to be notified **at any time during a grading period** when it is apparent that the student may fail or is performing unsatisfactorily in any course or grade level. Parents are also to be notified at any time during the grading period when it becomes evident that the student's conduct or effort grades are unsatisfactory. Student progress reports are distributed during the fifth week of each grading period. Teachers have the responsibility to notify

parents in writing any time a student's work falls below a "C" in the teacher's class. According to school board policy, an Unsatisfactory Progress Notice must be given to every student that is in danger of achieving a grade below a "C" or a "2" in effort. A failing grade for the marking period is not to be given if the above responsibility is not met.

Teacher – Parent Communication

The labor contract between the Miami-Dade County public Schools and the United Teachers of Dade (UTD) contains a provision in Article XX, Section 11, on the subject of Teacher-Parent Communication.

This provision illustrates the importance that The School Board of Miami-Dade County, Florida, management, and the Union attach to effective teacher-parent communication. The mutually agreed upon contract, or language, urges that teacher-parent conferences take place when students are in need of academic strengthening and when it is determined that the student possesses unique academic potential. The provision requires that teacher-parent conferences occur when students display a consistent pattern of disruption or demonstrate unacceptable academic achievement through failure to exert sufficient effort. It further requires that teachers afford the parents or guardians of every student an opportunity for a teacher-parent conference. (School Board Rule 6Gx13-IB-1.011.)

Emergency/Security Procedures

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

To avoid alarming the student body and to offer a rationale we will use the public address system to convey a prearranged signal notifying all personnel that an emergency exists and that they should assume assigned posts and/or actions. **(CODE RED/CODE YELLOW)**

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

Teachers (Other than those delegated specific duty(ies):

1. Close and lock your classroom doors.
2. Maintain calm and order within the classroom.
3. Do not permit students to leave your class - for any reason.
4. Listen carefully to all announcements - Do not dismiss students until advised by the principal or designee.

Custodians

1. Immediately lock all bathrooms.
2. Be prepared to lock and close all doors leading into the building.
3. Move throughout the building, collecting and disposing of any instruments, which might be used as weapons (bottles, boards, etc.)
4. Move into the cafeteria area and help cafeteria workers secure cafeteria against outsiders.
5. When disturbance is over, begin immediate cleanup of affected areas (**Once Authorized**).

Cafeteria Workers

Close and lock all doors and secure cafeteria against outsiders. Remain inside cafeteria office until emergency is over.

SPECIFIC DUTIES AND RESPONSIBILITIES WILL BE DISCUSSED AND DISSEMINATED TO ALL STAFF MEMBERS.

Security When Students are Not in Attendance

Teachers must notify the principal in advance when they find it necessary to return to school at night or on weekends. It is important that they be accompanied by at least one other person. Close and lock all outside doors and monitor entry into the main entrance of the building. Teachers should work in groups when possible. The public address system will be used to monitor teachers who must work in isolated classrooms. **No staff member may enter the building after hours without prior permission from the Principal.**

Anti-Discrimination Policy

Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.