

Section 3

POLICIES AND PROCEDURES

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

TEACHING CONTRACT

The registration of adult education students is on going throughout the trimester. Students are, however, encouraged to register prior to the opening of a trimester in order to achieve maximum benefit from the classes they select to attend.

Each trimester students already registered in classes are given the opportunity to pre-register for the next trimester during in-house registration arranged the last month of the term. Teaching agreements list a tentative schedule. Nothing in this communication should be either implied or suggested as a contract of employment.

RESIGNATION OF INSTRUCTOR/COMPLETING THE TRIMESTER

When a teacher is hired by this center, the instructor is expected to complete the entire trimester for which he or she is hired. Employment is for that trimester only. The center maintains the right to schedule classes and teachers as it determines necessary. If a part-time teacher breaks the teacher contract 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.

ON-CAMPUS

High school, GED, and vocational students, who wish to register are first seen by the center's counselor for appropriate placement. All other students may register at the front desk. Staff in the registration office determines which registration form, "long" or "short", the student completes. At the counseling session, a schedule of classes is organized and a registration form is completed. The student receives a copy of the registration receipt/course schedule. Errors on student registration forms should be noted and the form returned to the registration office. High school students must present a credit certification form signed by the high school principal prior to being registered.

OFF-CAMPUS

The registration process at the off-campus locations is the responsibility of the instructor. The completion of the registration forms is handled by the off-campus instructor. All registration forms are to be returned to the adult education office.

New students - complete the "long" registration form. Students are required to enter all information on the form, including the class reference number, day, time and location. Students previously registered at the American Adult and Community Education Center - complete the "short" registration form with the student's name, i.d. number, course reference number, and the appropriate intent.

Registration fees are handled by the **cashier** at all American Adult and Community Education Center campuses. In the event fees must be collected off the main campus, the following procedures will be adhered to:

1. The designated employee will sign the School Board (BPI) Receipt Book received from the treasurer.
2. A numbered receipt will be completed and the white copy 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 Thursday of the week the money is collected.-A numbered receipt will be completed.
3. A site is not to hold monies. Monies from off-campus classes are to be turned in to the center treasurer daily, Monday through Thursday 2:00 - 8:30 P.M. Utilization of a "Recap of Collections" form is essential. The assigned assistant/vice principal is to also sign the recap form.-When registrations with cash are brought into the office, the employee will be given a receipt by the cashier.
4. All registrations with monies will be placed in the cash register. The cashier will prepare the deposit and will issue a receipt, which will be stapled to the last BPI receipt received with that recap.

SECURITY

There are security monitors and police officers assigned to each school center to ensure the protection of staff, the student body, and the general safety of the facility.

Your cooperation with these persons assigned to ensure your security will permit them to perform their jobs more effectively.

PARKING

Lighted parking facilities are available for faculty and students. Security aides are posted at the entrances on each side of the building as additional protection for vehicles and personnel.

STUDENT I.D. CARDS

Each person registering as a student at American Adult and Community Education Center, the Barbara Goleman campus, or the Miami-Carol City campus purchases an I.D. card. These cards are to be worn in full view on the person of the student or must be exhibited immediately upon the request of adult center personnel, including faculty members. Security aides check to see that students entering the building wear an I.D. card.

INSTRUCTORS' RESPONSIBILITIES:

1. Be punctual at the beginning and ending of class as well as break time.
2. Maintain a valid teaching certificate in the appropriate teaching fields.
3. Never change the hours or days that a class operates. Make-ups are not permitted.
4. Accurately complete and submit neat bi-weekly attendance reports. Remember: blue ink, no whiteout, or erasure on the attendance rolls. If you make an error, draw a single line through the error and initial it.
5. Keep bi-weekly attendance reports up to date and cross check them against the computer class lists provided. Submit the completed rolls immediately following the last class meeting of the reporting period.
6. Never project attendance on your bi-weekly attendance report for an upcoming day.
7. Keep the bi-weekly attendance report with you when you are in your class. Attendance is to be taken directly on the bi-weekly attendance report during class time. The report is not to be completed after the fact.
8. Sign-in on the electronic hand punch machine prior to the start of class and sign-out after the end of class. Do not project hours worked for an upcoming day on the payroll sheet/card.
9. On the payroll reporting sheet/card, report your hours accurately, being sure the hours reflect the **ACTUAL** hours worked within the established official class hours.
10. The State Board of Education Rule 6B-1.006, FAC, is the August 10, 1992, states: Teachers shall not submit fraudulent information on any document in connection with professional activities. Violations of any of these principals shall subject the individual to the revocation or suspension of the individual educator's certificate, or other penalties as provided by law.

These include:

- a. Falsifying attendance
 - b. Falsifying payroll
11. Develop, maintain and follow weekly lesson plans, which effectively reflect state and/or county objective(s) and activities for the course. Lesson plans need to be available at all times.
 12. Maintain file folders with pretest(s), progress sheets, completed assignments, post-test(s) and other monitoring and evaluation measures that accurately reflect each student's progress in class.
 13. Comply with, and provide support for all school level and district policies and procedures, e.g., develop emergency lesson plans and keep them in the designated place.
 14. Above all, provide classroom experiences to insure reasonable success to each student enrolled.

Off-CAMPUS INSTRUCTORS

- Submit the payroll cards and sheets on the day and by the time designated on the back of the payroll card.
- All registration forms must include the correct reference number. They must be signed and logged in by both the teacher and the office staff.
- If a student's name fails to appear on the bi-weekly attendance report two weeks after you have submitted the registration form, call the registrar. It is possible that the registration was not processed due to a lack of information or a conflict within the student's schedule.
- For students who have moved, been released, or died, do not continue to carry that person on your bi-weekly report. You are to indicate a "W" and the withdrawal code number for the reporting day on the bi-weekly report.
- Anytime you are in the main office, please check your file folder/mailbox for any documents left for you.
- Use the sign-in log upon arrival at the site. Sign out upon departure. It is not permitted to sign in and out at the same time.
- Take attendance 30 minutes after class begins and again 30 minutes before class ends.

- Students cannot register for more than 25 hours per week.
- Instructors must not help move or push resident's wheelchairs

ATTENDANCE REPORT

The attendance report is an integral part of the funding and budgetary process of American Adult and Community Education Center. It is the means by which the Miami-Dade County Public Schools (MDCPS) is funded by the State of Florida, and the means by which American Adult and Community Education Center is funded by MDCPS. It is part of an audit trail, which is periodically reviewed by the state and by the school system's auditors in order to determine proper utilization of funds (232.021). Consequently, the ability of our center to serve is dependent on the proper management of attendance report procedures. It is a fact that teachers' certificates and jobs have been lost because of attendance report falsification (232.023).

Accurate maintenance of attendance reports is crucial. This attendance report becomes a legal record that could be audited at anytime. Teachers' grade books and attendance records have been subpoenaed for court inspection.

ATTENDANCE REPORTS - RECORD KEEPING

Attendance must be completed the end of each class period, not "at home" after the class. Attendance must be taken at each class meeting after the first thirty minutes of class. Names on the attendance roster must be called out to insure the student is present. A student presents the white registration receipt. **NEVER ENTER THE NAME OF A STUDENT WHO DOES NOT PRESENT THE WHITE REGISTRATION RECEIPT.** If his/her name is not pre-printed on the Attendance Report, enter the last name first, then the first name and the ID number. 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 blue ink must be used. No whiteout may be used.**

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. Record an N until the student appears for the first time. **If the student does not appear for three consecutive class meetings withdraw "W" the day immediately after the 3rd N (No Show), even if this day is not a day the class meets.**
2. Record an E/P for the FIRST CLASS meeting or the first time a student reports to class. For vocational and high school completion classes record E/# hours representing the length of time in hours that the student attended class (i.e. E/3,

E/2, E/1.5, etc.). When students do not attend complete class sessions, class hours are recorded in half hour increments.

3. Record a P for PRESENT following the initial entry, if the student is present. For vocational and high school completion classes record the number of hours present, representing the length of time in hours that the student attended class (i.e. 3, 2, 1, etc.). Students should be present and participating a minimum of 30 consecutive minutes before being considered present for the class period.
4. Record an A1 for ABSENT. If the student continues to be absent, simply increase the number next to the A until A4 is reached, at which time the student should be withdrawn effective the following day, e.i. (A1, A2, A3, A4, then W the following day), even if it is a day the class does not meet. Absences are counted CONSECUTIVELY. If a student is absent 2 days, returns one day and is then absent, record the attendance as follows: A1, A2, P, A1 (not A3). Absences are counted CONSECUTIVELY. Withdraw the student after following the proper procedures. **Do not** continue writing W in the attendance report. Record number of absences or no shows in pencil to the right of student's name on the new attendance report using information from previous attendance report. It will avoid mistakes from happening and will give you the right sequence of absentees.

** If a no show student comes to class after being withdrawn, enter the student in your attendance as E/P.

5. Read carefully the top part of the attendance report. It includes: TERM, REF. NO., COURSE NO., SECTION, DEPARTMENT, INSTRUCTOR FULL NAME, COURSE TITLE, DAYS/TIME, DATE STARTED, DATE ENDS, REPORTING PERIOD, ROOM NO., CURRENT ENROLLMENT, VACANCIES AND TOTAL HOURS TAUGHT. If you find any discrepancy related to the class you are teaching report it to the school registrar immediately. Verify the following:

- Official Course Title - use this title even though the name, for publicity sake, may be different.
- The course number (9 digits).
- The reference number of the course.
- The department number, i.e.:

62 General Adult Education Secondary (GED, Spanish)

61 General Adult Education Elementary (ABE and ESOL)

52 Business Education (accounting, typing, computers)

65 General Adult Education Community (9048-Senior Citizens)

99 Student Fee-Supported Course (Babysitting Services. All Community Education Classes)

- Time - which must be translated into military time (for example 1:00 p.m.

= 1300 hours)

- The day(s) of the week the class meets.

6. Record the number of hours you taught for the reporting period on each page. It appears on the top section of your attendance report labeled.

TOTAL HOURS TAUGHT. EXAMPLE: a class that meets 2 hours daily, 6 times during the reporting period will be recorded as 12.0.

7. If additional blank sheets are needed to accommodate registered students, **fill in the same information printed in the top of the computerized attendance report.** Accuracy is crucial because the CAR is an official document.
8. Check all students' schedules and fee receipts looking carefully at the reference number and year-term section to make sure you enter the student in the right class.
9. Teachers must turn in and pick-up the attendance rosters on the report period deadline date.
10. If a student moved to another class, indicate it as W/29. If a student went to the hospital, indicate it as A1, A2. If a student is transferred to another class or floor, indicate it as TR/W. High school credit instructors must not give grades to students that withdraw.
11. **Sign your name clearly on the CAR,** in blue ink, including the date you completed the attendance for the reporting period. Sign your name in each page that shows Instructor's Signature. The designated assistant/vice principal will review each roster and sign it bi-weekly.
12. If a teacher is absent, (Off Campus) and no CAR is available the substitute will take verbal attendance writing the participating student names on an 8 1/2 x 11 paper. The center's aide will assist the substitute teacher (if possible) to identify the students registered in the class.

The substitute will sign and turn in the hand written roster to the school registrar who will in turn forward it to the teacher of record. Then, he/she will transfer this information to the CAR marking each student with the appropriate code.

If a teacher is absent (On Campus), the substitute will record the attendance directly in the CAR. In addition sign in sheets will be provided to the students each time the class meets. These sign in sheets will be attached to each teacher attendance report.

13. Read, read, read making sure you have followed all the procedures indicated above. If in doubt, talk to the school administrator to minimize number of errors.
14. Teachers who do not follow the established procedures will be asked to redo the attendance report before turning it in to the registrar.
15. Off Campus Teachers NOTE: Present "somewhere in the facility" students cannot be marked present in a class. Students must be physically present in the class for a minimum of thirty (30) minutes.

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 FALSIFICATION OF ATTENDANCE RECORDS: PENALTY:

"The presentation of reasonable and satisfactory proof that any teacher, principal, any school personnel or school office, 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. On the following week, the teacher will receive newly printed attendance reports for the upcoming two-week period and a copy of the attendance report for the previous two weeks. Attendance Reports are to be completed in blue ink. No whiteout may be used. Cross out and rewrite if you make an error.

PROCEDURES FOR THE WITHDRAWAL/ATTENDANCE REPORT

1. The registrar will enter the withdrawals from the attendance report at the time the CARS are checked in. Administrators will monitor the sites for which they are responsible.
2. The data input specialist/registrar will input into VACS the withdrawal code information on a bi-weekly basis checking to see that what is written on the CAR matches what is on the Attendance/Withdrawal report.
3. The Attendance/Withdrawal report will be given to the input clerk by the registrar/data input specialist by the Friday following the week the CARS are due. The input clerk will be responsible for receiving, inputting and filing by teacher in folders the hard copies of the Withdrawal/Attendance Report. Flavia Cabral and the high school registrar will make follow-up calls to teachers who have not submitted their reports.

Teachers must leave their computerized attendance reports (CAR) in the assigned mailboxes at the close of every class. Do not remove the computerized attendance report (CAR) from the building at any time.

INITIAL CLASS INFORMATION

During the first class of a trimester instructors should review with students the following information:

- A. Registration Receipt - Verify the reference number on the registration receipt to ascertain if the student is in the correct class. Do not admit students whose names are not on your roll sheet unless they present a registration receipt.
- B. Attendance Rosters - Verify student's name on the attendance roster. If the name does not appear on the pre-printed roster, add the name and social security number to the sheet. Do not add the name of any student who does not present a registration receipt.
- C. If applicable, Student Agreement forms and Attendance Contracts should be reviewed, signed by the student, and placed in the student's folder.
- D. Announcements:
 1. Observe the official beginning and ending times for classes. Students must not be dismissed early.
 2. Bookstore hours are Monday through Thursday 2:30 P.M. - 4:30 P.M. and 5:30 P.M.- 8:30 P.M. All sales are final. No refunds or exchanges are allowed. Cash only unless the

site accepts credit cards.

3. Eating or drinking in classrooms or halls is prohibited. The classroom must be maintained for use by other classes. Parties are not permitted. Students and teachers must dispose of cups, cans and trash in hallway containers prior to entering the classroom as no food or beverage is permitted in classrooms.

E. Textbooks - If a textbook is required in class, the students must know the exact title and level. Book sales will begin the first week of each trimester. Tell students all sales are final, no refunds. At American Adult and Community Education Center, Barbara Goleman Campus, and Miami-Carol City Campus we issue "book forms" for all ESOL and ABE classes. Teachers are provided with a set of forms to be distributed to their students. These forms indicate the name of the course, the instructor, and the book(s) that the student needs to purchase for the course. Teachers are to complete the book purchase slip for their students indicating the name of the text to be purchased. Students take their forms to the bookstore to purchase the required book(s). This procedure avoids confusion and the possible purchase of an incorrect book. Please be advised that all students must purchase a textbook for your class, and that no student will be allowed to purchase books without a book form.

Below please find a sample of the book form:

American Adult and Community Education Center

Name of Class: _____ Days of Class: _____

Teacher's Name: _____

Name of Book: _____

Student's Name: _____

(Print Name)

F. School Regulations - No smoking is permitted on the campus. American Adult and Community Education Center, as a Miami-Dade County Public School, is an officially designated "Tobacco-Free Work Place".

G. Code of Student Conduct - The Adult Learner Code of Student Conduct defines district violations as identified by principals, teachers, students, and community members and represents those acts, which frequently cause disruption of the educational process. Review with students the Code and disciplinary actions. High school students are governed by the MDCPS School Code of Conduct.

CLASS ENROLLMENT REVIEW

A class enrollment review is done at the beginning of, and continues throughout, the trimester. Classes with insufficient student in attendance may be closed or combined. The class enrollment and attendance figures will be monitored continuously. **Employment depends upon enrollment** and the actual numbers of students attending. Teachers are requested to contact students after two absences and encourage their return to class.

INSTRUCTOR PUNCTUALITY

Instructors are encouraged to allow 10-15 minutes leeway to prepare for and to greet the students. Students must be kept actively engaged in classroom activities for the full class time.

INITIAL CLASS ACTIVITIES

Provide a short overview of the material to be covered in the course. It is important that the instructor conducts 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. All students who enter the classroom any time must wear the school issued ID. If they don't have it, send the student to the office.

DUPLICATING SERVICES

Teachers are not permitted to use the Xerox machine in the main office at American Adult and Community Education Center. Copies must be requested a minimum of Forty-eight (48) hours in advance by using the official copy request form.

THE INSTRUCTIONAL USE OF VIDEO RECORDINGS IN MIAMI-DADE COUNTY PUBLIC SCHOOLS

Miami-Dade County Public Schools (M-DCPS) encourages and supports the use of a wide variety of instructional materials to engage students in teaching and learning. It is important; however, that instructional staff selects material that is already corrected to the lesson plan. Use of a DVD/VCR request form is required.

REQUEST FOR VIDEOS AND/OR TV/VCR COMBO

Below please find a sample of the form to be used for requesting videos:

REQUEST FOR VIDEOS and/or PB (Piggyback) - TV/VCR Combo

Requests Need To Be Submitted To:

Ms. Sandy Stein, Assistant Principal

All video presentations used in classrooms must have prior administrative approval. Instructors must submit this form each time they show a video in class. Allow two to four days for the form to be signed and returned via your school mailbox. Extra copies of this form are available from Ms. Watson in the main office or in the media center.

Instructor: _____ Room#: _____ Hours: _____

Date Submitted ___/___/___ Date Equipment Is Needed ___/___/___

*TITLE OF THE VIDEO TO BE SHOWN _____

***GIVE THE SPECIFIC PERFORMANCE OBJECTIVE THAT RELATES TO THIS VIDEO. (New requirement)**

ALL MATERIALS USED FOR INSTRUCTION MUST RELATE TO SPECIFIC PERFORMANCE OBJECTIVES THAT ARE WRITTEN DOWN IN THE TEACHERS' LESSON PLANS.

I follow the district policies on using videos in the classroom and I understand the teacher's responsibility with regard to the Copyright Laws.

It is the teacher's responsibility to comply with the United States Copyright Laws as written in the M-DCPS Electronic Staff Handbook. (www.dade.k12.fl.us/district/handbook)

Approval Granted _____ Approval Denied _____ (Please See Administrator)

Teacher's signature _____
(not initials)

Administrator's Signature _____

STUDENT SIGN-IN SHEETS

Many teachers like to keep sign-in sheets to support their formal records. This is permitted. However, sign-in sheets do not replace attendance taking by teacher.

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.

SUPPORT SERVICES - STUDENT SUPPORT PERSONNEL

The American Adult and Community Education Center has one full-time guidance counselor and extra part-time counselors to assist students in all areas - from academic to personal counseling. The counselor is available from 2:30-9:00 p.m., Monday through Thursday and 9:30-3:00 p.m. on Fridays. Part-time counselors are available at the Miami-Carol City campus and the Barbara Goleman campus.

TELEPHONES

Telephones in the adult education office are not for use by students except in extreme emergencies such as when a student is called from the classroom to the office by a staff member.

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. The following tips have proven successful in maintaining good classroom discipline:

1. Have only a few rules. Be sure everyone knows what he or she is. 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 progress than it is to tighten up.

6. Stop the little things. It is easier to put out a match than 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, the lowest form of humor, and ridicule has no place in the classroom.
14. Remember that, since the ultimate goal of all discipline is self-discipline, you, above all, should exemplify it.

CODE OF STUDENT CONDUCT

The *Code of Student Conduct* for secondary students/or the Code of Conduct for Adult Learners 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.

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

A major consideration in the application of the *Code of Student Conduct* 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, have the authority to take additional administrative action if, in their opinions, 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. Those parties who are directly involved with the incident shall be informed of the reason(s) for requesting the waiver.

UNSATISFACTORY PROGRESS

An unsatisfactory notice of progress must be issued to a student any time the work is not satisfactory. The student should sign receipt of this notice in the log given to each high school teacher. The teacher turns the log in to the guidance department at the end of the trimester.

REPORTING CHILD ABUSE PROCEDURES-BOARD RULE 6Gx3-5A-1.062

"An abused child is defined as any person under 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."

Any person, including, but not limited to, a physician, nurse, teacher, social worker, or employee of a public or private facility serving children, who has reason(s) to suspect or believe that a child has been subject to child abuse, shall report or cause reports to be made to the Department of Health and Rehabilitative Services (HRS), Single Intake, or the State of Florida, Child Abuse Registry, Tallahassee, Florida. Florida law protects those reporting such abuse in two ways - confidentiality and immunity from liability.

All alleged report 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 HRS. Miami-Dade County Public School Police will be responsible for reporting these incidents to HRS.

Personnel willfully failing to report or cause a report of a complaint of child abuse to be brought to the proper 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) 230.38.8(c); 232.17; 232.19; 232.25; 232.26; 232.275; 232.28; 120.52; 120.57; Chapter 450, part 2 FS

EMPLOYEE ASSISTANCE PROGRAM

The United Teachers of Dade (UTD) and the Miami-Dade County School Board recognize that a wide range of problems not 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. The number for confidential personal assistance is 305-995-7000.

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.

THE EMPLOYEE ASSISTANCE PROGRAM OBJECTIVES ARE AS FOLLOWS:

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

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 American Adult and Community Education Center and its satellite campuses.

CLASS VISITATION

Regular classroom visitations will be made by administrators using a classroom visitation form. Full time instructional staff is assessed with the PACES system. Below, please find a copy of the official visitation form:

AMERICAN ADULT AND COMMUNITY EDUCATION CENTER
CLASS VISITATION FORM FOR PART-TIME INSTRUCTORS

TEACHER'S NAME: _____ LOCATION: _____

DATE OF VISITATION: _____ TIME ARRIVED: _____ DEPARTURE: _____

CLASS/ REF #: _____ MASTER SCHEDULE CLASS HOURS: _____

General Information

1. Did class start on time? Yes ___ No ___ N/A ___
2. Was class schedule consistent with master schedule? Yes ___ No ___
3. Was class roll available? Yes ___ No ___
4. Number of students enrolled in class _____
5. Number of students present on roll sheet _____
6. Number of students in class _____

Instructional/ Management Procedures

1. Were lesson plans available and current? Yes ___ No ___
2. Did classroom activities coincide with lesson plans? Yes ___ No ___
3. Was the classroom atmosphere conducive to learning? Yes ___ No ___
4. Were all students engaged in learning activities? Yes ___ No ___

Techniques of instructor: List methods used, other than lecture. _____

Summary

Does the observer consider this to be a satisfactory observation? Yes ___ No ___

Comments of administrative observer: _____

Teacher's Signature: _____ Date: _____

Administrative Observer Signature: _____ Date: _____

CUSTODIAL REQUESTS

All members of the custodial staff have assigned a schedule of duties they are to perform on a daily, weekly, and/or monthly basis. To improve over-all custodial services at American Adult and Community Education Center and its satellite campuses, 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 American Adult and Community Education Center should be directed to one of the administrators.

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. Forms are available in the main office. The approval for the field trip should be made by the principal before a firm commitment is made to the students. Plans must be made and approved well in advance and demonstrate an instructional lesson tied in to the content objective.

TEACHER EDUCATION CENTER

The United Teachers of Dade (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.

INSTRUCTIONAL PERSONNEL - RULES OF THE STATE DEPARTMENT OF EDUCATION

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

PROFESSIONAL GROWTH

Teachers are encouraged to 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.

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:

A. 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 6B1.006 Florida Administrative Rules, 1992.

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

The Professional Assessment and Comprehensive Education System (PACES): Domain VII, Professional responsibilities.

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

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:

1. Instructional Objective
2. Activities to achieve the specific objective, including page numbers and workbook exercises
3. 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.

AMERICAN ADULT AND COMMUNITY EDUCATION CENTER PROFESSIONAL EXPECTATIONS

- Accurate record keeping
- Attendance report schedule for every term of 2007-2008
- Emergency lesson plans
- Weekly lesson plans
- Course syllabus including grading criteria as indicated in the Student Progression Plan 2007-2008. Students must attend 80% of the scheduled classes. Also, they must pass the final examination before earning credit.
- Recording weekly grades (grade sheets)
- Attendance and Punctuality
- Retention strategies
- Daily payroll attendance sheet (do not sign in/out at the same time)
- Teacher/student professional rapport
- Student folders a must (include competency, checklists, samples of work, quizzes, final test)
- OCPs and LCPs
- Class visitations
- Procedures if you are going to be absent

GENERAL GUIDELINES FOR FACULTY AND STAFF

1. Completed day school authorizations are to be brought to the adult education office from 2:30 p.m. to 9:00 p.m. Counselors should keep a duplicate copy of the authorization from to compile a list for day school administrators of those co-enrolled students from their site.
2. Any form not properly completed will be returned to the student. It is important that course forms be complete. Comments such as “any elective: will not be accepted. The student, parent, counselor, and day principal must sign the form.
3. Students who do not show up for three days will be withdrawn as “No Shows”. **LATE REGISTRANTS MUST BE AWARE THAT ANY CLASS SESSIONS MISSED DUE TO LAST REGISTRATION WILL BE COUNTED AS AN ABSENCE!**
4. Students are responsible for purchasing their assigned textbook within the first week after he/she registers. Failure to purchase the assigned textbook will be cause for removal from class. Students who do not accept this responsibility will not be authorized to participate in adult education. Extenuating circumstances should be brought to the attention of an assistant principal immediately. Students must bring a textbook purchase

form from the classroom teacher in order to purchase the correct textbook.

5. All students will be required to purchase an identification card which must be worn on campus and which will be valid through July 2008. The card cost is \$4.00 and the ID must be purchased within one week of the student's registration. Teachers should ask to see the students' identification cards and advise them that class attendance requires an ID. The identification card remains the property of American Adult and Community Education Center.
6. Students who are withdrawn from day school must pass at a 9.0 grade level on the Test of Adult Basic Education (TABE) and attend an orientation before they can register for credit classes with adult education. Please make sure students are aware of this prior to withdrawal from day school. Many students who enroll in adult basic education classes are not able to continue credit towards graduation until they attain 9.0 in reading, math, and language.
7. Students should complete class work within the trimester. Students failing to meet these requirements must re-register for the entire course.
8. Student grades must be maintained in a manner consistent with the Student Progression Plan. At least one grade per week should be recorded in the teachers' grade book. Final examinations will have a weighted value of 20% of the total course grade.
9. Each teacher will follow the Competency Based Curriculum/Sunshine State Standards with FCAT goals for his/her subject. A Competency checklist and the final examination should be submitted to an Assistant Principal. Lesson plans must be available for review by administration. Materials will be filed for audit purposes.

It is our hope that these guidelines and procedures will aid the articulation process between programs. If you have any questions or concerns, please contact an assistant principal.

STUDENT CHECKLISTS FOR ABE AND GED

All ABE and GED teachers must maintain a folder containing a monitored checklist for each individual student. The checklist will be formatted directly from the state website. A copy of any checklist applicable to your teaching assignment is available for you to copy from your students. The student's checklist will be reviewed at the end of the trimester by the appropriate coordinator or administrator. A copy of the checklist will be submitted at the close of the trimester as documentation of student progress.

As always, a daily lesson plan should be available at all times in order to direct and

encourage student learning as much as possible. Those plans should reflect the checklist objectives.

If you have questions or concerns, please contact an assistant principal. Thank you for adhering to this important professional responsibility.

ADDITIONAL RESPONSIBILITIES

1. To complete and submit computerized attendance reports (CAR) on pay days and other dates as request.
2. To meet all deadlines.
3. To keep students informed of important calendar dates
4. To be informed by reading all memoranda and sharing information with students when required
5. To notify the appropriate administrator of his/her designee in advance if you are unable to meet your class or are unable to arrive on time.
6. 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. Classes with low attendance may be canceled at anytime.
7. Grade sheet reports for high school completion students must be submitted to the counselor in a timely manner. Vocational Education teachers only are required to complete and turn in final class reports.

TEACHER MAILBOXES

Each teacher, including those off-campus, has an individual mailbox or folder in the main office. New attendance reports are placed in the files every two weeks. Main campus and 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 for copies.

CLASSROOM SUPPLIES AND EQUIPMENT

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

LOST AND FOUND

Lost and found articles are to be turned into the office. The loss or damage of articles is to be reported to the office immediately. A report will be made at that time.

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.

COLLECTING MONIES

No monies are to be collected unless approved in writing by the principal. The United Way Campaign is supported by the school district.

BOOKSTORE

The bookstore operated by American Adult and Community Education Center, Barbara Goleman, and Miami-Carol City campuses play an important role in serving students. The following details bookstore procedures.

Bookstore Operating Hours

American Adult	Barbara Goleman Campus	Miami-Carol City Campus
2:30 pm - 4:30 pm, and 5:30 pm - 8:30 pm MTWR	2:00 pm - 7:00 pm MTWR	3:00 pm - 7:30 pm MTWR

Sales Procedures

American Adult	Barbara Goleman Adult	Miami-Carol City Adult
Cash, ATM Debit cards, or Master Card and Visa only.	Cash, ATM Debit cards, or Master Card and Visa only. No checks or money orders.	Cash only.

1. All retail sales of books to students, teachers, and staff are subject to sales tax. Authorized charge sales to teachers and students on federal or state financial aid programs are tax-exempt.
2. The retail sale of books will be at twenty (20) percent (cost by 1.2). Shipping,

delivery, and handling charges will be included when computing cost.

3. If the cost of new stock changes, all stock on hand will be sold first and depleted before the new stock with new prices are sold.
4. A price-look-up (PLU) number must be assigned to all books.
5. All sales will be recorded on the cash register, including authorized charge sales on those cash registers providing a charge function. An Authorization for Charge Fm# form will be utilized to authorize charge sales for students and teachers. The authorization form is signed by the teacher, student, bookstore clerk, and the supervising administrator prior to issuing the book to the student or teacher. The Authorization for Charge form will be validated in the cash registers. The form will have the cash register tape receipt attached.

NOTE:

- a. The bookstore clerk at American Adult and Community Education Center main campus will price out textbooks for all sites.
 - b. The full-time treasurer at American Adult and Community Education Center will double check and review pricing of all textbooks.
 - c. Each bookstore site will run a tape giving the price at the end of each month in preparation for taking inventory.
 - d. A copy of the invoice will be sent to the Barbara Goleman Campus and Miami-Carol City Campus, along with the breakdown of charges and the textbooks.
 - e. The profit margin is to be no less than 16 percent and no greater than 20 percent at the end of the month. The price of each book must be calculated at 20 percent profit at all times.
6. Customers must be provided with a cash register receipt at the conclusion of each sale.
 7. All sales are validated and recorded at the end of each transaction and a copy of each validation form is kept for bookstore records.
 8. Books are entered in the cash register by price look-up number (PLU).

Daily Closing Procedures

- 1) The cash register will be closed at the end of each workday.

- 2) A cash report will be produced daily when the cash register is closed. Attach the report tape to deposit documents.
- 3) The journal tape displaying individual transactions will be removed daily and attached to deposit documents.

NOTE:

Specific daily procedures for closings will vary for each location.

Barbara Goleman Campus

Original collection forms (recap for photo ID, book sales recap, validated student schedules, and the Authorization for Charge form Fm#) are completed and forwarded nightly to the treasurer at American Adult and Community Education Center main campus.

The Recap of Collections form Fm#, daily cash report tape, journal tape, cash deposit log, a duplicate of recap for photo ID, book sales recap, validated student schedules, deposit slip, and deposit ticket are faxed to the treasurer.

All faxed sales, photo ID sales, material fees, and tuition fees are recorded nightly on the bookstore daily collection log.

All cash sales are reviewed and confirmed for bank deposit by a supervising administrator.

Miami-Carol City Campus

Preparing the recaps to be sent to the treasurer at American Adult and Community Education Center.

Prepare two envelopes. The first will contain the money collected for the day and the deposit slip (yellow and white copies only). The face of the envelope should have the following information:

Date, Amount \$, Dep. #

The envelope with the deposit for the day, and the deposit slip should be placed in the Brinks bag after the money has been counted and checked by another person who has been assigned by the Assistant Principal. This person will initial the deposit slip, the bag, and the daily collections logbook. The bag is kept in the vault, and taken to the Senior High the next day before 2:30 pm for the Brinks driver to pick up.

The front of the second envelope should have the following information

Date, Amount \$, Dep. #, From, To

This envelope should contain the cash register tapes, bank deposit slip (pink copy), and stub from Brinks bag.

- Completed recap forms

One recap form is needed for each account used. For example, Bookstore, sales tax, ID fees, tuition, etc. See chart of accounts for account numbers.

Bookstore recap should include PLU #, book name, quantity of that particular book, and the price with out taxes. This is important because it will later be used to work the perpetual inventory. A copy of the bookstore recaps should be kept in the office along with the Recap form and copy of deposit slip.

ID fees recap should show the student's social security number, name, and amount paid.

- Information for the Treasurer at American Adult

Included in a file folder should be the copies of student schedules printed during the day, the Recap of Collections form, recap forms, and the second envelope already prepared with its contents.

A Recap of Collections form along with a copy of the deposit slip is then faxed to American Adult each night. Then all should be placed inside a file folder to be taken to American Adult the next day.

- End of Month Closing Procedures

American Adult and Community Education Center, the Barbara Goleman and Miami-Carol City Campuses each do their own monthly closings.

The cash register is set on "Z" mode and the "MONTH TOTAL" key is pressed to obtain the monthly cash report tapes. One cash report tape is forwarded to the treasurer at American Adult and Community Education Center. The other tape is stored in the bookstore record file. The cash register is set on "X" mode with the "P" key to obtain the PLU inventory tape.

An on hand inventory figure is then verified with the figure on the PLU inventory tape.

The monthly cash report tape, PLU inventory tape, bookstore daily collections from the month for all sales, and the perpetual inventory lists are faxed to the treasurer at American Adult and Community Education Center at the end of closing.

A physical inventory is done at the end of each month, counting the books in the cash register separately from the ones in stock (meaning those that are not yet entered into the cash register). The person in charge of the bookstore and another staff member (as assigned by administrator), individually count the books for accuracy.

A report is then given to treasurer at American Adult and Community Education Center,

which includes:

1. Cash report tape
2. The PLU inventory tape that is run at the end of the month
3. The bookstore daily collections for the month of all sales and the perpetual inventory list
4. The numbers of each of the books on the tape should equal the amount of each of the books in physical inventory.

NOTE:

A certificate of loss must be completed for missing texts. Class sets of textbooks cannot be co-mingled with sale books.

Closing Cash Register Activities

1. The cash register will be closed at the end of each workday.
2. A cash report will be produced daily when the cash register is closed. Attach the report tape to deposit documents.
3. The journal tape displaying individual transactions will be removed daily and attached to deposit documents

Deposit Procedures (Bookstore)

1. Balance collections to the daily cash report tape.
 - a. Count and prepare a listing of coins, bills, checks, and credit card charges.
 - b. Total the Authorization of Charge forms.
 - c. Compare cash, checks, and credit card charges and Authorization for Charge forms with a daily cash report tape.
 - d. If collections do not balance to the daily cash report tape, the treasurer will post overage or shortage to Cash Over/Short account #802. If Charge forms do not balance to the cash report, review the journal tape carefully to locate the error. Make note of the necessary adjustment on the daily cash report tape. The treasurer and cashier will initial the journal tape when differences occur.
2. Prepare a Recap of Collections forming duplicates for each on-campus account having cash collections. Separate recaps are required for each campus center account.
3. Distribute the Authorization for Charge forms.
 - a. File the bookstore copy with the inventory records.
 - b. The Business Office and Agency/Financial Aid copies will be filed.
4. Forward collections and deposit documents (recap of collections forms, Authorization for Charge forms, daily cash report tape, and journal tape) to the

treasurer/cashier.

- a. The treasurer/cashier will enter the collection in the registration cash register and validate the recap of collections forms.
- b. Retain one copy of each validated recap of collections form for the bookstore records.

Internal Funds Recording Procedures (Bookstore)

1. Cash sales will be recorded daily by the school treasurer in the Bookstore and sales tax accounts.
2. An internal transfer will be made from the Fund 9 account to the Bookstore and/or supply account to cover the cost of teacher books and supplies. Authorization for Charge forms will document the transfer.
3. Agency payments will be entered in the registration cash register on the Bookstore department key and recorded in the specific internal fund agency account. An internal transfer will be made from the agency account to the Bookstore and/or supply account in the amount of the payment.
4. Charge forms will document the transfer.

Obsolete Book Procedures

1. To avoid accumulating large numbers of obsolete books, care should be taken when purchasing stock to project sales realistically. When obsolete books are identified, remove them from inventory by one of the following methods:
 - a. An attempt may be made to sell discontinued books to another adult center that might have use for them.
 - b. Identify books that could be utilized in the classroom by teachers and students as reference books. Prepare an Authorization for Charge form, listing at cost, those books identified. Initiate a transfer from the Fund 9 account to the Bookstore Account to cover the cost of such books.
 - c. A book sale may be conducted to sell obsolete books at a reduced price. Determine the percentage of reduction (20 percent to 50 percent, etc.) and complete an Authorization to Discount Obsolete Textbooks Fm. If the cash register has a discount key, utilize this key when entering the sale. If the cash register does not provide a discount function, change the PLU sales price. In either case, make note of the sales price reduction on the inventory record.
 - d. Obsolete books may be sent to Stores and Distribution, utilizing the Stores

and Distribution Used Textbook Control Inventory form. When using this procedure, the price of each book listed must be included. A portion of the textbook title column may be used for this purpose. The price of the book must be the same as the cost listed on perpetual inventory records.

- e. At the discretion of the vendor, books that become obsolete when a new edition is published may be returned. Contact vendors for information on their return policy.
2. Copies of all forms documenting disposition of obsolete books are attached to the Fiscal Inventory and Operating Statement forwarded to the Region Directors.

Inventory Procedures (Bookstore)

1. A perpetual inventory record must be maintained for each item stocked.
 - a. The PLU Report may be produced as frequently as desired, but must be produced at the close of business on the last workday of each month. Sales figures must be posted to inventory records each time the PLU Report is produced.
 - b. New or replenishment stock purchased must be posted to inventory records upon receipt of goods.
2. An on-hand inventory figure must accompany any purchase request to replenish stock. The on-hand figure should be verified by an employee other than the bookstore clerk and signed by the principal or his/her authorized designee.

An Operating and Inventory report must be submitted to the Region office by the end of the fiscal year, June 30. A copy of the report must be retained by the center for audit purposes.

Credit Card Procedures

A. General Information

1. Credit cards currently accepted are VISA and MASTERCARD.
2. All credit card transactions should provide triplicate receipts:
 - a. White – (Original) Deposit Packet
 - b. Yellow – (Duplicate) Customer copy

B. Processing Credit Card Transactions

1. Upon Approval from the credit card company, the cashier must verify the

cardholder's identification (valid driver's license, state picture ID, passport, military ID).

2. Print on the receipt the student information pertaining to the transaction.
3. Per credit card company policy, only the authorized cardholder may utilize his/her card (i.e., spouse/children may not use authorized cardholder card).
4. The cashier will ring up sales in the cash register, using the credit card key, in order to distinguish the various sales payment transactions.

C. Refunds and Corrections

All credit card transactions subject to refunds may only be refunded by way of credit card credit. No cash (checks) refunds are allowed on credit transactions.

D. Daily Credit Card Closing

1. All daily transactions performed will be compiled in a batch detail report. Batch detail reports will list per item all sales, customer credits, and corrections performed.
 - a. The total number of items (transactions performed) per batch detail report will correspond with the daily number of individual original receipts generated during the day.

NOTE: Corrections are not printed out and must be reconciled.

- b. The grand total dollar amount will correspond with the number of total original receipts and credit card sales per cash register tape receipt.
 - c. All customer credits and corrections with administrative approval should be performed prior to the batch settlement report (electronic deposit). A recap of Collections will be compiled to support the batch settlement report.
2. The Batch Settlement Report is the final transaction performed to close daily credit card activity. The settlement report is an electronic deposit, which is credited to the credit card checking account within twenty-four (24) hours of settlement.

NOTE: Transactions performed on the last day of the month will be a reconciling item.

E. Credit Card – Checking Accounts

1. All monies received must be directly transferred from the merchant bank into this checking account.
2. Pre-numbered checks will be secured through the banking institution. The phrase “Void After Six Months” must be printed on all checks.
3. The treasurer issues a check made payable to the school site for the previous month’s credit card activity

PURCHASING

All items must be purchased by purchase order. No reimbursements are to be made unless there is a purchase order signed by the principal prior to the purchase.

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

These items are available to further clarify and questions or concerns in regard to these matters:

- Manual of Internal Accounting
- Personnel Files
- Documentation
- School Board Rules
- Florida Administrative Code
- Student Progression Plan
- Code of Student Conduct
- Salary Handbook
- Procedures Manual of Adult Education
- Procedures Workbook for Community
- Labor Contracts
- AIDS Information Packet
- Florida Right-To-Know Law (dangers of toxic substances)

VISITORS

Only registered students may attend class on a regular basis.

Children coming into the main office adult must be supervised by an adult at all times. All persons on campus are expected to abide by the rules of the center.

Staff members are not to provide addresses or telephone numbers to anyone. Send inquiries for such information to the main office. Office staff or security monitors will assist with requests to locate students.

HOUSEKEEPING PROCEDURES

Teachers are asked to assist in the following ways:

1. Never permit smoking on the campus or in classrooms. Smoking **MUST** be confined to off school grounds.
2. 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.
3. 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.
4. 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.
5. Turn off the lights and lock the door at the end of the evening. Do not leave students unattended in the classroom during break time.
6. Do not leave your materials in the classroom unless you have a locked cabinet.
7. 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 this problem to the administration.
8. When you enter your classroom, and it is out of order, make a report to the assistant principal.

CLASSROOM CARE

The off-campus instructor must pay special attention to the classroom care requirements of the facility director at the location assigned. This is necessary to maintain a harmonious relationship with the host facility. The American Adult and Community Education Center instructors are in a guest position. Any disputes concerning room

usage should be communicated to the off campus assistant principal.

PROMOTION OF CLASSES

Each trimester this center publishes a brochure, advertising all of the classes operated under its auspices. In addition, from time to time, special efforts to promote certain programs or individual classes are made through press releases issued through our office.

If a teacher wishes to make special effort to bring his/her class before the eyes of the public, he/she certainly may do so. However, it is requested that any publicity or advertisement be cleared with the principal in advance, so that it can be determined that it is in keeping with the regulations of the school system.

OFFICE STAFF TERMS AND CONDITIONS OF EMPLOYMENT

PAYROLL POLICY/PROCEDURES

PAYCHECKS

Checks are issued on Fridays (bi-weekly) between 11:00 A.M. - 4:00 P.M. in the adult education office. Checks cannot be issued to a person other than the employee and cannot be mailed because the employees' signature is required on the check distribution roster. Pay checks/stubs not picked up within one month will be returned to the payroll department. This is according to School Board policy. Any conflict in working hours or paycheck error is to be reported immediately to the payroll clerk and, if not corrected, to the principal.

LEAVING THE CAMPUS DURING WORKING HOURS (Office Staff)

In case of early departure from the work location, the employee must obtain prior approval in writing from the principal or the supervising administrator when the principal is not on campus. There is a sign-in, sign-out log that is to be used when any employee leaves the work location for any reason. The log is to be used for departure during the mealtime. In the event of doctor's appointment or emergency, obtain permission from the administrator to leave the work site. Sign out when you leave and sign in when you return.

Office employees are expected to dress in a business-like manner. A professional business-like atmosphere should be set and maintained in the office at all times. It is recommended that casual clothes such as shorts and bare back or low cut front be reserved for after business hours.

When an employee will be absent from work due to illness or injury or due to a personal reason, he/she shall notify the payroll clerk, currently Mrs. Margarete Dragon or, the

alternate substitute Mrs. Flavia Cabral as soon as possible, but no later than two hours before the start of the scheduled work day. When an absent employee does not notify as stipulated herein, and where there are not extenuating circumstances as determined by the principal such employee will have leave without pay-either authorized or unauthorized as determined by the principal. Vacation leave must be approved in advance by the principal.

FULL-TIME OFFICE STAFF SCHEDULE

Full-time office employees are scheduled for 40 hours each week with a 30-minute mealtime plus two 15-minute breaks. One hour for mealtime with no breaks can be arranged if requested by the employee.

TARDY ARRIVAL

All employees are expected to be at work on time and to remain on site during work hours. If delayed, the employee must notify the principal as soon as possible, but at least two hours prior to the start of the workday.

EARLY DEPARTURE

In case of early departure from the work location, the employee must obtain prior approval in writing from the principal or the supervising administrator when the principal is not on campus. Otherwise a leave card must be signed prior to departure from the work location. If this does not occur, the leave card must be signed the day the employee returns to the work.

OFFICE PROCEDURES (FOR THE CLERICAL STAFF)

1. No food or beverage at desk. A spill can damage a computer.
2. Answer the phone before third ring. State the school name, your name and say, "May I help you?" Beep the person before putting the call through. Maintain a friendly tone of voice during each phone call.
3. Notify the principal's secretary, or, in her absence, the back up secretary of your location if it is necessary for you to leave the office. Use the sign in/out log whenever leaving the work location including mealtime.
4. Refer calls regarding payroll (absence or lateness) to the payroll clerk or the back-up payroll clerk or designated administrator. Do not take a message unless none are in the office. If you take a message, be sure to notify the payroll clerk and designated administrator immediately.
5. The work area should be kept clean and orderly.
6. The use of Miami-Dade County School's computer system information is only for authorized purposes. Do not give your password to anyone else.
7. The administrator in charge will authorize the use of emergency procedures. (911, rescue, security, etc.)
8. Appropriate business attire should be worn at all times. Low cut (front or back)

attire is not business attire.

9. Clerical staff is instructed to help employees from the opposite side of the counter. Non-employees should not stand/sit in the cashiering/registration area.

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. Business attire should be worn. Bare Back clothing and low cut fronts are not considered business attire. Unsuitable conduct or the use of abusive, sarcastic, and/or profane language in the presence of students or other staff members is expressly prohibited.

THE PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN FLORIDA

State Board of Education Rule 6B-1.006, FAC

- 1) The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
- 2) Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
- 3) Obligation to the student requires that the individual.
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonable restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

- f. Shall not intentionally violate or deny a student's legal rights.
- g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- h. Shall not exploit a relationship with a student for personal gain or advantage.
- i. Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.

4) Obligation to the public requires that the individual:

- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- c. Shall not use institutional privileges for personal gain or advantage.
- d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
- e. Shall offer no gratuity gift, or favor to obtain special advantages.

5) Obligation to the profession of education requires that the individual:

- a. Shall maintain honesty in all professional dealings.
- b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organizations.
- c. Shall not use institutional privileges for personal gain or advantage.
- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or

which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

- e. Shall not make malicious or intentionally false statements about a colleague.
- f. Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.
- g. Shall not misrepresent one's own professional qualifications.
- h. Shall not submit fraudulent information on any document in connection with professional activities.
- i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. Shall provide upon the request of the certificated individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- m. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.
- n. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.
- o. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- p. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.