

2014 - 2015 FACULTY HANDBOOK

Message from the Principal

Dear Faculty and Staff,

It is with great pleasure that I welcome all new and returning faculty and staff members to Carrie P. Meek/Westview K-8 Center. Every year presents challenges and opportunities, and the 2014-2015 school year will not be any different. What will, however, distinguish this year from years past is our willingness and commitment to teach each child and be responsible for his/her academic growth.

As I reflected this summer, the idea and vision that every child who enters our school and classrooms should be better off academically when they leave than when they arrived was solidified. I was reminded of the familiar educational motto: **“Each One, Reach One, Teach One”** and realized that we must embrace this mindset to ensure that every child is a successful learner. As educators this is our responsibility and purpose. We will accomplish this together with open and honest dialogue, continuous professional support/development, and data-driven planning and preparation.

Our theme for the 2014-2015 school year is, **“One Community...Leading Change Through Academic Success.”** In order to successfully navigate through this year, everyone must take charge and be accountable, and continue to set high expectations for students and ourselves. More than ever before, we must work as a team and continue to provide support for those in need, especially with new Federal/District mandates and teaching the Florida Standards.

I look forward to working with all of you and remember, there is no **“I”** in **TEAM**. Consistency is the **“KEY”** and would like to welcome both Dr. Philippe Napoleon and Ms. Sandra Smith-Moise, assistant principals to our team. Thank you for being a part of what I know will be an incredible adventure and educational journey for all stakeholders.

Sincerely,

Tracey D. Crews
Principal

PARENT INVOLVEMENT COMMITTEE

2014 – 2015

AUGUST	SEPTEMBER	OCTOBER
<ul style="list-style-type: none"> ➤ Welcome Back (8/14/14) ➤ Monthly Parent Newsletter & Calendar (8/27/14) ➤ EESAC (8/25/14) 	<ul style="list-style-type: none"> ➤ Open House (9/16/14) ➤ Monthly Parent Outreach ➤ Monthly Dade Partners ➤ Monthly Parent Volunteers ➤ Employee United Way Campaign ➤ Monthly Title I Parent Training(9/11/14) ➤ Second Cup of Coffee(9/16/14) 	<ul style="list-style-type: none"> ➤ Monthly Parent Outreach ➤ Monthly Dade Partners ➤ Monthly Parent Volunteers ➤ Monthly Parent Newsletter & Calendar (10/8/14) ➤ Second Cup of Coffee(10/14/14)
NOVEMBER	DECEMBER	JANUARY
<ul style="list-style-type: none"> ➤ Monthly Parent Outreach ➤ Monthly Dade Partners ➤ Monthly Parent Volunteers ➤ Monthly Parent Newsletter & Calendar (11/5/14) ➤ Monthly Title I Parent Training(11/13/14) ➤ American Indian Heritage Month ➤ Second Cup of Coffee (11/18/14) 	<ul style="list-style-type: none"> ➤ Monthly Parent Outreach ➤ Monthly Dade Partners ➤ Monthly Parent Volunteers ➤ Monthly Parent Newsletter & Calendar (12/3/14) ➤ Monthly Title I Parent Training (12/4/14) ➤ World AIDS Day ➤ EESAC/Second Cup of Coffee (12/19/14) 	<ul style="list-style-type: none"> ➤ Monthly Parent Outreach ➤ Monthly Dade Partners ➤ Monthly Parent Volunteers ➤ Monthly Parent Newsletter & Calendar (1/7/15) ➤ Monthly Title I Parent Training (1/22/15)
FEBRUARY	MARCH	APRIL
<ul style="list-style-type: none"> ➤ Monthly Parent Outreach ➤ Monthly Dade Partners ➤ Monthly Parent Volunteers ➤ Monthly Parent Newsletter & Calendar (2/4/15) ➤ Monthly Title I Parent Training (2/12/15) ➤ National African American Read-In Chain ➤ Family Math Night (2/26/15) ➤ Outstanding School Volunteer & Liaison 	<ul style="list-style-type: none"> ➤ Monthly Parent Outreach ➤ Monthly Dade Partners ➤ Monthly Parent Volunteers ➤ Monthly Parent Newsletter & Calendar (3/04/15) ➤ Monthly Title I Parent Training ➤ Parent Involvement Award 	<ul style="list-style-type: none"> ➤ Monthly Parent Outreach ➤ Monthly Dade Partners ➤ Monthly Parent Volunteers ➤ Monthly Parent Newsletter & Calendar (4/1/15) ➤ Monthly Title I Parent Training ➤ Take Your Daughters & Sons to Work Day (4/23/14) ➤ Family Fun Day (4/18/15)
MAY	JUNE	MEETINGS-2:20 P.M.
<p>Monthly Parent Outreach Monthly Dade Partners Monthly Title I Parent Training Literary Fair 5/20/15</p>	<p>Report Cards sent home via U.S. Mail Have a wonderful summer!</p>	<ul style="list-style-type: none"> ➤ 8/20/14 ➤ 10/1/14 ➤ 12/3/14 ➤ 2/4/15 ➤ 4/1/15

ACADEMIC COMMITTEE

2014-2015

AUGUST	SEPTEMBER	OCTOBER
<ul style="list-style-type: none"> ➤ Welcome Back(8/14/14) ➤ EESAC (8/25/14) ➤ Student of the Month ➤ Student of the Week ➤ Do the Right Thing ➤ Spot Success 	<ul style="list-style-type: none"> ➤ Contests (Oratorical, Title I, etc.) ➤ Student United Way Campaign ➤ Introductory/Title I Orientation Meeting (9/10/14) ➤ Hispanic Heritage Month(9/15/14) ➤ EESAC ➤ Reading Workshop (9/24/14) ➤ Monthly Student Attendance and Cafeteria Incentives (9/25/14) 	<ul style="list-style-type: none"> ➤ Contests (Oratorical, Title I, etc.) ➤ Student United Way Campaign ➤ Red Ribbon Week (10/20-23/14) ➤ Monthly Student Attendance and Cafeteria Incentives (10/22/14) ➤ United Nations Day Curriculum ➤ EESAC
NOVEMBER	DECEMBER	JANUARY
<ul style="list-style-type: none"> ➤ Contests (Oratorical, Title I, etc.) ➤ Reading Under the Stars (11/10/14) ➤ Quarterly Awards Assemblies ➤ EESAC ➤ Monthly Student Attendance and Cafeteria Incentives (11/20/14) ➤ American Indian Heritage Month 	<ul style="list-style-type: none"> ➤ Contests (Oratorical, Title I, etc.) ➤ EESAC ➤ KWANZAA /Holiday Program (12/16/14) ➤ Holiday Program (12/16/14) 	<ul style="list-style-type: none"> ➤ Contests (Oratorical, Title I, etc.) ➤ EESAC ➤ Monthly Student Attendance and Cafeteria Incentives (1/29/15) ➤ Quarterly Awards Assemblies (Week of: 1/29/15)
FEBRUARY	MARCH	APRIL
<ul style="list-style-type: none"> ➤ Contests (Oratorical, Title I, etc.) ➤ Paraprofessional of the Year ➤ Monthly Student Attendance and Cafeteria Incentives ➤ Black History Month ➤ EESAC ➤ Family Math Night (2/25/15) 	<ul style="list-style-type: none"> ➤ Family Math Night (3/4/15) ➤ Contests (Oratorical, Title I, etc.) ➤ National Women’s History Month ➤ Monthly Student Attendance and Cafeteria Incentives ➤ EESAC 	<ul style="list-style-type: none"> ➤ Contests (Oratorical, Title I, etc.) ➤ National Library Week ➤ AIDS Awareness Week (4/13-17/15) ➤ EESAC ➤ Blue Ribbon Month ➤ Family Fun Day (4/18/15) ➤ Monthly Student Attendance and Cafeteria Incentives (5/24/15)
MAY	JUNE	MEETINGS-2:20 P.M.
<ul style="list-style-type: none"> ➤ Contests (Oratorical, Title I, etc.) ➤ Quarterly Awards Assemblies (Week of: 4/27-5-1/15) ➤ Career Day TBA ➤ Monthly Student Attendance and Cafeteria Incentives (5/22/15) 	<ul style="list-style-type: none"> ➤ Have a Wonderful Summer! 	<ul style="list-style-type: none"> ➤ 8/20/14 ➤ 10/1/14 ➤ 12/3/14 ➤ 2/4/15 ➤ 4/1/15

SOCIAL COMMITTEE

2014-2015

Dates:

AUGUST	SEPTEMBER	OCTOBER
<ul style="list-style-type: none"> ➤ Welcome Back (8/14/14) ➤ Introductory Meeting 	<ul style="list-style-type: none"> ➤ Beautification (As Needed) ➤ Hispanic Heritage Month Begins (9/15/14) ➤ Monthly Teacher Recognition & Monthly Teacher Attendance Recognition (9/24/14) 	<ul style="list-style-type: none"> ➤ Beautification (As Needed) ➤ Monthly Faculty & Staff Birthdays (10/29/14) ➤ Hispanic Heritage Luncheon (10/29/14) ➤ Monthly Teacher
NOVEMBER	DECEMBER	JANUARY
<ul style="list-style-type: none"> ➤ Beautification (As Needed) ➤ Monthly Faculty & Staff Birthdays (11/19/14) ➤ Thanksgiving Baskets (11/26/14) 	<ul style="list-style-type: none"> ➤ Beautification (As Needed) ➤ Monthly Teacher Recognition & Monthly Teacher Attendance Recognition (12/3/14) ➤ Monthly Faculty & Staff Birthdays (12/17/14) ➤ Holiday Breakfast for Staff (12/17/14) 	<ul style="list-style-type: none"> ➤ Monthly Teacher Recognition ➤ Beautification (As Needed) ➤ Monthly Faculty & Staff Birthdays (1/28/15)
FEBRUARY	MARCH	APRIL
<ul style="list-style-type: none"> ➤ Monthly Teacher Recognition & Monthly Teacher Attendance Recognition (2/6/15) ➤ Beautification (As Needed) ➤ Monthly Faculty & Staff Birthdays (2/6/15) ➤ Black History Month ➤ Black History Program & Black History Luncheon (2/25/15) ➤ National School Counseling Week 	<ul style="list-style-type: none"> ➤ Monthly Teacher Recognition & Monthly Teacher Attendance Recognition (3/18/15) ➤ Beautification (As Needed) ➤ AFSCME & Office Employee of the Year 	<ul style="list-style-type: none"> ➤ Monthly Teacher Recognition & Monthly Teacher Attendance Recognition (4/1/15) ➤ Beautification (As Needed) ➤ Secretary's Week ➤ FCAT PEP Rally (4/16/15) ➤ Family Fun Day (4/18/15) ➤ Earth Day (4/21/15) ➤ Monthly Faculty & Staff Birthdays (4/29/15)
MAY	JUNE	MEETINGS-2:20 P.M.
<ul style="list-style-type: none"> ➤ Monthly Teacher Recognition & Monthly Teacher Attendance Recognition (5/06/15) ➤ Career Day TBA ➤ Literary Fair (5/20/15) ➤ Monthly Faculty & Staff Birthdays (5/27/15) ➤ Teacher Appreciation Week 	<ul style="list-style-type: none"> End of the Year Luncheon (6/3/15) ➤ Have a Wonderful Summer 	<ul style="list-style-type: none"> ➤ 8/20/14 ➤ 10/1/14 ➤ 12/3/14 ➤ 2/4/15 ➤ 4/1/15

ACCIDENTS

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

The supervising teacher is responsible for:

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

Injury Report Forms are available in the Main Office and completed forms must be given to Ms. Robinson within 24 hours of the incident. If the accident takes place during recess, an injury report must be completed and sent directly to an administrator. An incident report is completed by administration for injuries that occur during recess.

ARTICULATION

Articulation is the process of communicating with feeder schools and faculty about curriculum issues and subject selection procedures. It should be on-going throughout the school year. Articulation meetings in the feeder pattern will be held in the early spring of each year to review subject selection procedures. Articulation meetings will be held monthly on the 4th Wednesday of each month with Grade Level Chairs/Team Leaders and teachers to discuss curriculum.

ATTENDANCE - EMPLOYEE

Reasonable regularity of attendance is expected from all Miami-Dade County Public Schools employees in order to maintain efficiency and productivity. Both the school board rules and labor contracts contain provisions which address both good attendance incentives and excessive unauthorized absences.

- **Notification of Attendance Procedures**

Work site supervisors and principals are responsible for communicating attendance procedures to employees, including appropriate and timely procedures for reporting absences. Work site supervisors and principals are also expected to apprise all employees of good attendance incentives through faculty handbooks or similar staff guidelines, as well as by review in faculty and staff meetings.

- **Attendance Incentives and Benefits**

Good attendance provisions entitle eligible full-time employees to “cash in” sick leave days accrued each year at 80% of value, provided no more than three sick/personal leave days were used during the fiscal year and at least 21 accrued sick leave days remain after cash-in.

Terminal pay provisions reward employees who have maintained regular attendance by payment for accrued sick leave days upon resignation or normal retirement. (This benefit is paid to beneficiaries if services are terminated by death.) Under specific conditions set forth in each labor contract, and in school board rules for exempt employees, eligibility is initiated when an employee begins to accrue sick leave, and is maximized after twelve years of service.

A primary related benefit exists to assist employees in maintaining good attendance: the Employee Assistance Program (EAP). The EAP provides for services such as consultation, treatment, and rehabilitation to help employees prevent personal problems from negatively affecting job attendance and performance. The EAP is completely voluntary and is strictly governed by confidentiality of records.

- **Probationary Service**

Non-certified employees new to Miami-Dade County Public Schools are employed in probationary periods of varying lengths depending on applicable labor contracts; during this time, performance and attendance are monitored carefully. During the probationary period, employees may be terminated without recourse. After the probationary period, such employees are considered annual contract employees and are subject to annual reappointment.

- **Excessive Absences – Faculty/Staff**

All employees are governed by Chapter 231.44 of the Florida Statutes: school board employees who are willfully absent from duty without leave shall forfeit compensation for the time of such absence, and his/her employment shall be subject to termination by the school board.

Specific procedures by which each school district implements this law are enumerated in labor contracts and (for confidential and managerial exempt personnel) School Board Rules. Principals and work location supervisors are required to report absences properly and consistently on leave and payroll records. Documented communication should be held with employees whose attendance is irregular, in order to apprise such employees of the effects and impacts of their absences on the total school program and the continuity of operations at the work location. When absences become excessive and cause a detrimental impact upon program continuity, appropriate disciplinary action

should be taken. For members of the AFSCME and MDCSMEC bargaining units, definitions and procedures are cited in those labor contracts. For instructional, certified employees, attendance and punctuality are included among the Professional Responsibilities criteria (Standard 7 IPEGS – Individualized Professional Evaluation Growth System)

- **Teacher Work Day**

The employee workday shall be seven (7) hours and twenty (20) minutes for employees at the elementary level. The workday shall include lunch and planning preparation periods. Teachers are required to sign in upon arrival in the morning and sign out at departure. The established workday at Carrie P. Meek/Westview K-8 Center is 8:05 a.m. (Pre-K, Kindergarten, First and Sixth) and 8:20 a.m. (2nd, 3rd, 4th 5th and 6th) until 3:05 p.m. and 3:25 p.m. respectively. Faculty Meetings are scheduled on the 2nd and 4th Wednesday of each month. **With no exception, teachers are expected to arrive at school on time and to meet classes on time.** In case of serious emergencies, such as school-wide disruptions that affect the safety and welfare of the student body, employees may be required by the principal to stay longer than the ordinary workday in order to assist in supervising students. The principal shall make every effort to resolve the emergency as quickly as possible.

In the case of late arrival or early departure from the work location, an employee present more than one-fourth (1/4 1hour and 50 minutes) and less than three-fourths (3/4, 5 hours and 30 minutes) or more of the workday is considered as working one half (1/2) day; an employee present three-fourths (3/4, 5 hours and 30 minutes) or more of the workday is considered as having worked a full day, upon prior notification and approval by the principal or the designated supervising administrator.

- **Abandonment of Position**

After unauthorized absences by exempt personnel or members of AFSCME, UOPD, UTD, MDCSMEC, and FOP bargaining units for three consecutive work days, work location supervisors may after, having made reasonable efforts to contact the absent employee, refer the employee to the Division of Professional Standards and fill the position with a provisional replacement until a final disposition is determined.

- **Sick Leave**

Each full-time employee is entitled to accumulate one day of sick leave per month of employment. Such sick leave is to be accrued in the following manner:

Four days of sick leave will be provided to each employee as of the first day of employment of each fiscal year, and thereafter each person shall accrue one day

of sick leave for each month of employment creditable to the member at the end of the month.

- **Personal Leave**

Full time employees who are eligible to accrue sick leave may use up to a maximum of six days personal leave, with pay, per year.

- **Absences**

If it is possible to notify the Payroll Secretary/Substitute Locator of your absence in advance, you are encouraged to do so in order to allow adequate time to secure quality substitute coverage for your class.

If you know of an upcoming absence, before leaving school, please notify the Payroll Secretary/Substitute Locator in the main office.

If you need to report your absence after leaving school, please call the School Staff Absence Line at, **305-730-6257** and follow the prompts.

You may make suggestions as to which substitute you prefer, but **do not** secure the substitute yourself. Make sure all lesson plans are available.

When you are absent from work, you must notify the Substitute Locator by 3:00 p.m. whether you will report to work the following day. Failure to do so will result in the substitute being retained and you being charged for the day.

If it becomes necessary to leave the building when class is in session, please:

1. Notify the principal.
2. Notify the Payroll Secretary for payroll purposes.
3. Sign out in the sign out book located in the Main Office.

- **Sign In and Out**

All faculty members are required to “sign-in” at the start of the school day and “sign-out” before leaving at the end of the day. The roster is located on the bulletin board by the Principal’s office. Any blank spaces appearing next to a faculty member’s name will be recorded as an absence when the payroll is prepared.

If a teacher should need to leave the building during the school day, it is the teacher’s responsibility to inform an administrator and sign out on the log sheet located in the Main Office. Teachers must also sign in upon returning to the building.

□ **Temporary Duty Request Procedures**

1. Fill out the form completely, in ink. This should be done at least **one week** in advance. Attach any documentation related to the temporary duty request with substitute funding structure if available. Indicate also if NO substitute is required.
2. The form will then be forwarded to the principal for an approval signature and then returned.
3. If you require a substitute for temporary duty, please inform the Payroll Secretary/Substitute Locator as soon as possible. Do not wait until you receive the necessary approval signatures. If your temporary duty is NOT approved, or is cancelled for some reason, you should immediately inform the Payroll Secretary or you will be charged for the day.

ANNOUNCEMENTS

When school is in session, announcements related to school concerns will be made at designated times on the public address system and/or the television news broadcast. Times designated for announcements are: each morning during homeroom and afternoon dismissal. EMERGENCY ANNOUNCEMENTS may be made when necessary and only by authorized personnel.

ASSESSMENTS

Assessments are application-based and authentic. Regularly scheduled assessments for all students (K-8) must be presented in SAT/FCAT format as much as possible. Short answer responses and long answer responses must be used. Instead of making copies of the weekly assessments, a transparency should be made and used on the overhead projector. The assessments must be teacher created and completed for each subject area (Language Arts/Reading, Mathematics, Science & Social Studies). Remember that all assessments should follow the requirements of the Next Generation Standards. Additionally, use Reciprocal Teaching techniques, use cooperative grouping, use critical questioning, demand high expectations, and utilize all strategies as outlined in the School Improvement Plan (SIP).

FCAT Test Maker Pro will be utilized to create the Assessments in grades 2-8. Assessments are to be conducted from 9:00 a.m. – 10:00 a.m. No need to worry about scoring, the EduSoft answering machine will score the test for you. Kindergarten through second grade teachers will continue developing authentic Mini Assessments. The EduSoft answer sheets will be scored in the front office.

ATTENDANCE PROCEDURES

Absent and Tardy Policy

Recording Absences:

All classroom teachers will keep daily attendance in the Electronic Grade Book page titled "Homeroom." Attendance must be inputted in the Electronic Grade Book by 8:50 a.m. daily. All absences will be marked unexcused. If the student brings an excusal notice after his/her absence, send it to Ms. Young and she will change the "unexcused" absence to "excused" in the Electronic Grade Book. If a student arrives late, do not accept the student without a Tardy Pass; in the Electronic Grade Book record an "unexcused tardy" (see codes below).

A daily attendance bulletin will be issued electronically each morning. Teachers are required to check for accuracy and submit corrections to Ms. Young on a daily basis.

U/U2 Unexcused Absence	T/TU Unexcused Tardy

Tardy Policy:

Carrie P. Meek/Westview K–8 Center School’s Tardy Policy is established to comply with School Board Rule 6Gx13-5a-1.04, Student Attendance-Specific Responsibilities. Carrie P. Meek/Westview K–8 Center School’s tardy guidelines are as follows:

1. Daily announcements via morning exercise are made to encourage students to be on time. The administration speaks to the parents of tardy students, when possible, to encourage them to bring their children to school on time.
2. All students are required to be in their seats and ready to work at 8:20 a.m. (Primary) and 8:35 a.m. (Intermediate) Students reporting to school after this time will be sent to the office to pick up a tardy pass.
3. Tardy student’s name, teacher, ID#, and time reported to school are logged in the school’s daily tardy log and later entered on the attendance screen.
4. After the first unexcused tardy, a warning is issued.
5. After the third unexcused absence or tardy, the parent/guardian is contacted. Parents are sent a letter indicating the dates their child has been tardy and the total of unexcused late arrivals.
6. After the fourth unexcused tardy, the student will be referred to the principal or the principal’s designee, and the student’s conduct and/or effort grade(s) may be lowered.

Parent notification: Parents will be notified of school’s attendance policy during the opening of school parent orientation on September 11, 2014.

ATTENDANCE INCENTIVE FOR STUDENTS

In an effort to improve student attendance, we will be implementing an attendance incentive for the 2014-2015 school year. Each marking period, the class with the highest percentage of student attendance will be rewarded. Mr. Peguero will monitor student attendance and post results in the main office. During morning announcements, the class with perfect attendance will be announced. Teachers are urged to encourage students to attend school on time daily. Increasing student attendance will increase student learning.

Dismissal

Student dismissal should take place promptly at the sound of the bell. **Teachers are responsible for walking their students to the front of the building and then returning to their assigned post.** Any parent request for early dismissal must be made through the main office. No student will be released for early dismissal after 2:35 p.m. on Monday, Tuesday, Thursday, Friday and 1:20 p.m. on Wednesday. Students may not return to the building after dismissal to wait for friends or siblings or to visit other classrooms. Teachers may not retain students in the classroom after the sound of the bell without prior parental consent. Students who are kept after school must be supervised at all times.

Rainy Day Dismissal: Forms will be sent home for parents to give directions to their child to follow on rainy days. **The teacher will keep the forms on file.** Classes will be called to the cafeteria by grade groups. All staff must assist in supervising the students in the cafeteria in order to ensure a safe and orderly rainy day dismissal process.

BACK TO SCHOOL NIGHT ACTIVITIES

According to the M-DCPS/UTD contract, all teachers may be required to attend two evening activities (at no supplemental or hourly cost). **Open House-August 18, 2014** will serve as one of these required activities.

BELLS

The opening of school bell will ring at 8:10 a.m. (Primary) and 8:25 (Intermediate) Homeroom teachers are to pick up students by 8:10 a.m. (Primary) and 8:20 a.m. (Intermediate). The tardy bell rings at 8:20 a.m. (Primary) and 8:35 a.m. (Intermediate). Students who are not in their seats at the time of the tardy bell should be marked tardy. All tardy students must report to the main office for a tardy pass. The dismissal bell will ring at 1:50 p.m. and 3:05 p.m.

BOXES AND BULLETIN BOARDS

Documents such as: teacher notifications, announcements, Weekly Briefing, and other related documents will be placed in the teacher's mailboxes located in the main office. Teachers must check mailboxes each day, before and after school. Students should not be sent to the office to retrieve materials from teachers'

mailboxes as confidential records and notes are often placed in the boxes. Teachers are to also check the bulletin board (located by sign-in sheet), and district-email **daily** for important district and school-wide briefings.

In-Class Bulletin Boards

The teacher and his/her students are responsible for maintaining the bulletin boards in their classrooms. The students' work is to be displayed in a neat and attractive manner. You are encouraged to design original bulletin boards instead of using commercial (Get Smart, ACE, etc...) materials. According to the Fire Marshall Code, only 20 percent of the wall space may be utilized for original student work or commercial materials.

CAFETERIA PROCEDURES

Teachers are asked to adhere to the following cafeteria procedures:

- A. Display and discuss cafeteria rules with your students:
 - Talk softly and only to persons at the same table.
 - Stay in your seat at all times.
 - Food should go from your tray to your mouth.
 - Pick up your own trash and litter before leaving.
- B. Maintain strict adherence to lunch schedules.
- C. Students must be dropped-off and picked-up from the assigned class table. **Teachers should not wait for students at the cafeteria doorway.**
- D. Practice entering and exiting cafeteria procedures.
- E. Students who pay for lunch should do so at the beginning of the school week. All payments should be made during scheduled lunch times.

CERTIFICATION

Please submit a copy of your most current certificate to Ms. Robinson by Friday, **August 15, 2014** upon receipt of a newly issued certificate. Teachers are responsible for keeping their certificates current. Information concerning certification may be obtained by calling (305) 995-7200. For accurate information related to your Florida Educator's Certificate, please refer to the Miami-Dade County Public Schools Publication, "Your License to Teach."

CHILD ABUSE

Current Law and Practice

Section 415.504, Florida Statutes, requires mandatory reporting of all cases of child abuse. This statute applies to suspected or confirmed reports against any person alleged to be involved or any person who is alleged to have committed

any act of child abuse. School personnel are not exempted from mandatory reporting of child abuse even when a fellow employee is suspected or confirmed as the abuser.

When in Doubt, Report Child Abuse! Any person, including, but not limited to, physician, nurse, teacher, social worker, or employee of a public or private facility serving children who has reason to believe that a child has been a subject of child abuse, shall report or cause reports to be made to the Florida Department of Children and Families (DCF).

Knowing and willful failure to report or cause to be reported suspected or confirmed abuse, and knowing and willful prevention of another from making such a report is a crime punishable by up to two months in jail and up to a \$500.00 fine, Section 775.082 and 775.083, Florida Statutes. Once a report is made, the principal or appropriate school administrators are to be notified.

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

• Reporting Procedures

Anyone aware of child abuse, suspected or confirmed, shall immediately make a report by calling the Miami office of the Florida Department of Children and Families, Single Intake, (**Telephone 305-634- 4074**) or the State of Florida, Child Abuse Registry, Tallahassee, Florida (Telephone **1-800-342-9152**) - Toll Free.

Reasonable Force and Child Abuse. In some instances, a need may exist to differentiate reasonable force and child abuse. Florida Statute 232.27 provides that, subject to law and to the rules of the district school board, each teacher or other member of the staff of any school shall have such authority for the control and discipline of students as may be assigned by the principal or designee and shall keep good order in the classroom and in other places in which the teacher or other staff member is assigned to be in charge of students.

The statute further provides that: "Except in the case of excessive force or cruel and unusual punishment, a teacher, or other staff member, a principal or his designee, or a bus driver shall not be civilly or criminally liable for any action carried out in conformity with the state board and district school board rules regarding the control, discipline, suspension, and expulsion of students."

An administrator must report to the School Board Police Department (SBPD) all cases involving School Board employees where:

- excessive physical force or physical contact was greater than necessary.
- use of unauthorized School Board employee-initiated physical action, which results in an injury to a student.
- physical force is used against the student when the circumstances in School

- Board Rule 6Gx13-5D-1.07 (Corporal Punishment) are not present.
- a Board employee uses corporal punishment without explicit authorization by the principal. When child abuse is suspected from an outside source (non-School Board employee), an administrator must report within 48 hours. **REPORTS TO DCF OF SUSPECTED CHILD ABUSE FROM OUTSIDE SOURCES ARE NOT TO BE REPORTED TO THE SCHOOL BOARD POLICE DEPARTMENT.**

Reporting of incidents to DCF and/or SBPD is not prima facie evidence that child abuse has taken place. A subsequent investigation or administrative review will ensure protection for the School Board, the employee, and the student.

Should a Board employee or citizen report a suspected case of child abuse to the principal, it becomes the responsibility of the principal to make a report to DCF, based upon the information received. The principal, within 48 hours, shall confirm the oral report in writing to the local DCF office. The report should include the child's name, and other identifiable information, i.e., date of birth, ethnicity, sex, reporting date, and a very brief narrative of the alleged abuse. All written reports are confidential and shall NOT be placed in the student cumulative record folder. Also, the name of the person reporting child abuse or neglect shall in no case be released to any person other than employees of DCF responsible for child protective services.

The principal may elect to provide the Court Liaison Officer of the Miami-Dade County Public Schools with written notification of child abuse cases that are brought to his/her attention and which have been referred to DCF. A copy of the written report that is required to be reported within 48 hours may be used for this purpose. This report is optional.

When investigating child abuse cases, representatives of DCF or a law enforcement agency may come to the school for the purpose of conducting an interview with a student on school premises during the school day. Although DCF or a law enforcement agency may grant school staff members the right to be present at the interview, their presence is not mandatory. The right of school officials to be present at an interview applied only if:

- Representatives of DCF or the law enforcement agency believe that a school staff member could enhance the success of the interview.
- The alleged abused child requests or consents to the presence of the school staff members during the investigation.

School staff, in this context, does not include secretarial support staff. All information pertaining to child abuse cases is confidential, and no separate record shall be created and maintained by the school or school staff members during the investigation.

When it has been determined that an interview will be conducted on campus, it should be done in an area which ensures confidentiality and avoids embarrassment to the student. If it is determined that the student is to be removed from the campus, this shall be done in the most inconspicuous and expeditious manner.

Representatives of DCF may come to the school and take a child into custody when DCF personnel determine there are reasonable grounds to believe a child is suffering from illness, or is in immediate danger from his/her surroundings, and that the student's removal is necessary or the custodian of the child has violated a condition imposed by the courts.

School-site administrative personnel willfully failing to report, screen, prevent, or cause child abuse reports not to be made to DCF when brought to their attention may be subject to disciplinary action.

The Administrator, DCF, District XI, has been informed that all contact with school personnel by DCF representatives shall be with the principal or designee and under no circumstances shall a DCF representative proceed directly to a classroom or other portion of the school plant without the specific authority of the principal or designee.

SEXUAL BATTERY

It is imperative that all incidents of sexual battery be promptly reported to the appropriate police agency by the school teacher, school official, or other school personnel who initially receives the information. The school administrator must be made aware of the reported incident. Administrators and school employees who fail to adhere to this procedure may be subjecting themselves to criminal prosecution. Please follow the outlined procedures when information involving a sexual battery is received:

- The Division of School Police Resource officer, if assigned to your school site, must be contacted immediately.
- While awaiting the arrival of the police, preserve the entire scene. Isolate the victim from staff and other inquisitive individuals. **No one except the police is to interview or take statements from the victim or other individuals involved in the case.**
- Provide immediate and total cooperation to the responding police agency personnel. Abide by the recommendations and procedures of the police on the scene.
- School administrators should not conduct their own investigations.

The immediate response to incidents of sexual batteries, along with your total cooperation, will protect the School Board and you. It will also assure an expedient and thorough investigation of the incident.

EMPLOYEE ASSISTANCE PROGRAM

Miami-Dade County Public Schools recognizes that a wide range of problems not directly associated with an employee's job function can have an effect on an employee's job performance.

In most instances, the employee will overcome such personal problems independently and the effect on job performance will be negligible. In other instances, normal supervisory assistance will serve either as motivation or guidance by which such problems can be resolved so the employee's job performance will return to an acceptable level. In some cases, however, efforts of neither the employee nor supervisor have the desired effect of resolving the employee's problems and unsatisfactory job performance persists over a period of time, either constantly or intermittently.

The Employee Assistance Program is intended to help employees and their families who are suffering from such persistent problems as may tend to jeopardize an employee's health and continued employment.

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

• Program Objectives

To provide employees with the humanitarian viewpoint of behavioral/medical disorders and to encourage an enlightened attitude toward these health problems.

To help those individuals who develop behavioral medical problems by providing for consultation, referral to treatment, and rehabilitation to prevent their condition from progressing to a degree at which they cannot work effectively.

To provide supervisors with policy and procedural guidelines for the management of behavioral/medical problems affecting job performance.

To direct managers and supervisors toward prompt corrective action where deterioration in an individual's work performance is related to behavioral/medical disorders.

To identify, develop and implement the Wellness Program to promote physical and mental health for Miami Dade County Public Schools' employees.

□ **Program Services**

The Employee Assistance Program (305-995-7111) offers consultation to supervisors and employees through ongoing training programs and instructional materials. It provides diagnostic evaluation services for treatment and implements the Wellness Program to ensure ongoing strides to prevent employee's behavioral/medical health problems.

Appropriate measures will be taken to ensure the confidentiality of records for any person admitted to the program, according to established personnel guidelines and Board Rule (6Gx13 - 4D-1.11). These records are on file in the Board Office, the Citizen Information Center, and the Office of the School Board Clerk.

The Superintendent of Schools will report annually to the Board regarding the impact of the Employee Assistance Program. School Board Rule 6Gx13 - 4D-1.11

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. The victim should use any employer complaint mechanism or grievance system available.

When investigating allegations of sexual harassment, EEOC looks at the whole record: the circumstance, such as the nature of the sexual advances, and the context in which the alleged incidents occurred. A determination on the allegations is made from the facts on a case-by-case basis.

Under Title IX of the Education Amendments of 1972, no individual may be discriminated against on the basis of sex in any education program receiving Federal Financial Assistance. Sexual harassment of students is a form of prohibited sex discrimination.

Title IX protects any "person" from sexual discrimination. Accordingly, both male and female students are protected from sexual harassment, even if the harasser and the person being harassed are members of the same sex.

There are two types of sexual harassment:

1. Quid Pro Quo – a school employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, request for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo harassment is equally unlawful whether the student resists and suffers the threatened harm, or submits and avoids the threatened harm.
2. Hostile Environment – Sexually harassing conduct, such as unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, by an employee, another student, or by a third party, that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

• Liability of A School District for Sexual Harassment Of A Student By An Employee

A school district will always be liable for even one instance of quid pro quo harassment by a school employee in a position of authority, whether or not it knew, should have known, or approved of the harassment at issue.

A school district will also be liable for hostile environment sexual harassment by its employees if the employee acted with apparent authority or was aided in carrying out the sexual harassment of students by his or her position of authority with the school district.

In situations not mentioned above, the school district is liable for sexual harassment of its students, by employees, if the district fails to take immediate and appropriate steps to remedy known harassment.

Prevention is the best tool to eliminate sexual harassment in the workplace. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. They should clearly communicate to employees that sexual harassment will not be tolerated. They can do so by establishing an effective complaint or grievance process and taking immediate and appropriate action when an employee complains.

CIVIL RIGHTS AND DIVERSITY COMPLIANCE (CRDC)

The Civil Rights and Diversity Compliance Act (CRDC) performs a two-fold function: (1) to provide technical assistance to Miami-Dade County Public Schools personnel focusing on compliance with various federal laws, state statutes and regulations, and School Board rules regarding equal opportunity and access in employment and in the provision of educational services and programs; (2) to investigate complaints and/or charges of discrimination and harassment, including sexual harassment, filed against the District by applicants, employees, students and their parents.

If any student, employee, or applicant has a complaint of discrimination/harassment that **cannot** be resolved with the appropriate school system administrator, said complaint can be made to:

Civil Rights and Diversity Compliance, SBAB Annex: 1500 Biscayne Boulevard, Suite 234. The telephone number is (305) 995-1580. E-mail: eee@dcps/dade.k12.fl.us.

THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

School Board Rule # (s): 6Gx13-4A-1.01

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, and that principles of merit will be followed (see Americans with Disabilities Act).

The Americans with Disabilities Act (ADA) of 1990 prohibits employment discrimination against **“qualified individuals with disabilities.”** A **disabled** individual, under the ADA, is a person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

“Major life activities” include such things as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Other examples of major life activities include sitting, standing, lifting, and mental and emotional processes, such as thinking, concentrating, and interacting with others. The law requires employers to make “reasonable accommodations” to the

physical or mental limitations, known about by the employer, of a qualified individual with a disability unless doing so would impose an undue hardship on the institution or business. Additionally, under certain circumstances, applicants for jobs may also require reasonable accommodation in the application process. The District Consultative Committee (DCC) has been designated the responsibility of determining an individual's eligibility under the ADA and reviewing requests for accommodation from employees and job applicants.

All work site administrators are required to:

- Post in visible areas the "nondiscrimination" and ADA District Functions and Responsibilities posters disseminated by the Civil Rights and Diversity Compliance office;
- Refer employees seeking assistance under the ADA to the Office of Employee Support Programs, at 305-995-4650.
- Provide appropriate information, as requested, to facilitate the District Consultative Committee's assessment of the merits of the request. This may entail, but is not limited to, providing technical assistance to determine essential functions of a job, attending DCC meeting(s); and providing job performance information;
- Maintain confidentiality of medical records submitted to the site administrator.
- In order to file a complaint, call 305-995-1580 to request an Employee Complaint Package or a Student Complaint Package.

CLINIC

When a child comes to the main office because of illness or an accident, a pass describing the problem should accompany him/her. The supervising teacher and/or the office will contact parents or persons named on the emergency contact card. No medication or treatment may be administered by any school personnel. No child may bring or take any medication unless proper documentation is on file in the office, and then only under office personnel supervision. No child will remain in the office for more than thirty minutes.

COFFEE BREAK/EATING

Staff members who want to have a cup of coffee or consume food should arrive early enough to finish it before 8:05 a.m. (Primary) and 8:20 a.m. (Intermediate) (or before your scheduled reporting time). Coffee, food, and soft drinks should never be consumed in the classroom or in front of the students.

The cafeteria and the faculty lounge area are designated eating-places in the school. School personnel may not eat in their classrooms. Classes are not permitted to eat in their rooms, with the exception of special occasions as determined and approved by the administration. No personnel should walk through the school with food or drinks.

COLLECTION OF MONIES

- A. All money collected from pupils on school premises must be accounted for through the school's treasurer unless specifically exempted by the Board of Public Instruction, (e.g. Student Insurance Premiums). The main areas of collection of monies at Carrie P. Meek/Westview K-8 Center are school pictures, field trips, and lost library books and textbooks.
- B. Board Policy requires that an official MDCPS receipt be given when a Teacher or other MDCPS employee collects money from a student. Only the pre-numbered receipts assigned to our school are authorized. An exception is made in the case when a Recap of Collection is permitted. The recap listing must show the date of collection, the student's name (written by student) and amount paid by each individual.
- C. Monies collected and the Recap of Collection must be turned in to the Treasurer before 10:35 a.m. each day.
- D. Students must transcribe their own names on the Recap of Collection. Pre-K, K-1 students' name may be listed by the teacher.
- E. Teachers are not permitted to individually collect, hold and/or order books, or other materials for students.
- F. All money must be delivered to the school Secretary/Treasurer, counted and a receipt given immediately.

COMMITTEES

COMMITTEE RESPONSIBILITIES

The principal will be responsible for electing/selecting a chairperson. The chairperson will be responsible for setting the agenda, and setting the pace of the meetings. They must also make sure that the outcomes of the meetings are disseminated to the staff. The chairperson must make certain that the goals of the committee are being met. The committee will appoint a secretary who will keep minutes in a notebook as a record of ongoing activities.

**Academic Committee
Parent Involvement Committee
Social Committee**

COMMITTEE MEETINGS

All Committees have scheduled meetings at 2:10 p.m. These minutes should be typed and given to the assistant principal no later than the Friday following the meeting. Please refer to the tentative schedule of meetings:

Meetings – 2:20p.m.

8/20/14
10/1/14
12/3/14
2/4/15
4/1/15

COMMUNICATIONS OUTSIDE THE SCHOOL

No form letters or notices bearing the school's letterhead are to be sent to parents, agencies, organizations, or individuals within the school without being approved by the principal. Use of stationary without authorization by the principal is absolutely forbidden. Teachers and other personnel who send personal communications (without school's letterhead) i.e.: bulletins, flyers, circulars, home learning assignments, letters, notices, notes, progress reports, etc. home to parents via student(s) or by U.S. Mail are directed to proofread the written or printed material for grammatical errors, incorrect spelling and punctuation, and legibility before forwarding it to parents. Written assignments placed on the chalkboard should be scrutinized by the same aforementioned process in order to avoid criticism and embarrassment. Communications generated, displayed, forwarded and distributed to parents, agencies and the school/community should depict a positive image of our school.

CORPORAL PUNISHMENT

TEACHERS MAY NOT USE CORPORAL PUNISHMENT. Use of rulers, paddles, or other instruments to administer corporal punishment is prohibited. Restraining force may only be applied in order to prevent a student from injuring himself or others. Force used beyond restraining force is not allowed. Schools no longer utilize corporal punishment as a means of discipline in Miami-Dade County Public Schools.

CUMULATIVE RECORD FOLDERS

Each teacher is responsible for accurate and complete cumulative records for his/her students. They must be kept up-to-date at all times. Records for students who transfer to another location must be completed within one (1) day after the registrar informs the teacher of the student's withdrawal.

Cautions About Cumulative Records

1. The information in the cumulative record folder is confidential.
2. NO students, parents, volunteers or paraprofessionals (aides) are to handle cumulative records at any time.
3. Cumulative record folders must never be taken from the school grounds or left in the classroom overnight.
4. The cumulative record folders are located in the main office under the supervision of the registrar.
5. Items in the cumulative record folder should be organized according to the checklist received at the end of the school year.

6. Information contained within the cumulative records may be accessed by school employees who are actually involved in making an educational decision about a student.

DETENTIONS

Students in grades K-8 may be kept after school for detention. Make sure that a detention form is sent home and returned signed by the parent. Parents must be given twenty-four hours notice so that they can make special arrangements for transportation, if necessary. Students who are kept after school must be under a teacher's supervision at all times and should not remain more than 30 minutes. The office and administration should be notified of students serving a detention on a daily basis. Administrative detentions will be conducted on Wednesday and/or Saturday.

DISCIPLINE

The official discipline plan followed by Miami-Dade County Public Schools (M-DCPS) to manage student behavior in the Adult and K-12 program is the Code of Student Conduct. Staff is reminded that School Board rule 6Gx13- 5D1.07 prohibits the use of corporal punishment as a disciplinary measure. **In order to maintain a safe and orderly school environment, teachers are required to adhere to CPM/Westview K – 8 Center School's Discipline Plan Protocol.** (See Appendix)

CORPORAL PUNISHMENT

Corporal punishment is NOT to be administered by any staff member at Carrie P. Meek/Westview K – 8 Center.

DRESS CODE-EMPLOYEES

All persons employed by Miami-Dade County Public Schools are representatives of the school system, are highly visible examples to their students, and should dress in a manner, which sets a positive example and conveys to students that education is a serious and professional endeavor. Furthermore, all persons employed at Carrie P. Meek/Westview K – 8 Center, are expected to conduct themselves in a manner that will reflect credit upon them and the system.

DRESS CODE-STUDENTS

Carrie P. Meek/Westview K – 8 Center is a mandatory uniform school. However, if students are in hardship circumstances, they must not be punished for non-compliance. Incentives should be given to encourage students to wear uniforms.

DRUG FREE WORKPLACE

Drug abuse by employees interferes with the educational and work process, and compromises the safety and well being of staff and students. Employees are

expected to conduct themselves in a manner consistent with the following provisions:

- Employees on duty or on School Board property will not manufacture, distribute, dispense, possess or use illegal drugs, nor will they be under the influence of such drugs.
- Employees on or off duty will not influence students to use illegal or abuse legal drugs.
- An employee convicted, adjudicated guilty, or who has entered a plea of guilty for any criminal drug statute violation occurring in the workplace shall notify Miami-Dade County Public Schools within 48 hours after final judgment. Section 893.13, Florida Statutes, makes it unlawful for any person to sell, purchase, manufacture, deliver, or possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance, in/on, or within 1000 feet of a public or private elementary, middle, or secondary school.

DUPLICATING SERVICES

Each grade level has been assigned a specific day of the week to have copies made. This means that at no other time will you be allowed to get copies made. Approval from the assistant principal and principal must be secured before copies are made. Teachers in the 3rd through 8th grade are encouraged to make better use of the whiteboard and overhead projector as they plan for more application-based assessments. The schedule for duplicating services is as follows:

- | | |
|--------------------|--|
| ◆ <u>Monday</u> | Head Start, Pre-K & Special Areas |
| ◆ <u>Tuesday</u> | Kindergarten & First Grades |
| ◆ <u>Wednesday</u> | Second & Third Grades
Laminating-All Grade Levels |
| ◆ <u>Thursday</u> | Fourth & Fifth Grades |
| ◆ <u>Friday</u> | Sixth – Eighth Grades |

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL

The Educational Excellence School Advisory Council (EESAC) serves as a communication link between the administration, staff, students, parents, business organizations and community of Carrie P. Meek/Westview K – 8 Center. The EESAC assists in the preparation and evaluation of the School Improvement Plan (SIP). Additionally, the council is responsible for addressing all state and district goals and has the authority to periodically review the SIP and amend as needed. They may address issues that include curriculum, student discipline and safety, professional development and budget, as it applies to the SIP. The advisory council members are selected through a voting process within each grade level or employment such as teachers/school support, etc. The advisory council meets monthly to discuss various topics. Meetings are announced in advance.

EMERGENCY PROCEDURES

If a security risk to students or staff arises (CODE RED), the following announcement will be made over the public address system: ***The helicopter has landed!***

When this announcement is made the following steps should be taken:

School Personnel

1. Close and lock all doors.
2. Remain in a safe and secure area until an all clear is given.
3. No unauthorized person should be allowed in any room (keep doors locked).
4. Remain alert for announcements over the public address system.

Classroom Teachers

1. All students **MUST** remain inside of the classroom until an all clear is given.
2. If outdoors, move to the nearest classroom. (An administrator of personnel with a key will provide access.)
3. Close and lock classroom doors.
4. Remain alert for announcements over the public address system.
5. Keep students calm.

Teachers on Planning Time

1. Move immediately to an inside area. If inside of classroom, make sure the door is locked.
2. Remain alert for announcements over the public address system.

Special Area Personnel

Physical Education (P.E.) Teacher

1. If with a class on the P.E. field, move swiftly and quietly to the Media Center until an all clear is given.
2. Remain alert for announcements over the public address system.
3. Keep students calm.
4. If without a class, report to Main Office for directives.

Music & Art Teacher

1. If with a class, remain inside the classroom until an all clear is given.
2. Remain alert for announcements over the public address system.
3. Keep students calm.
4. If without a class, report to Main Office for directives.

Administrative Personnel

1. Principal will report to the area of the disturbance.
2. Assistant Principal will report to the area of the disturbance.

Custodians

1. Secure and lock all storerooms and custodial closets.
2. Secure and make certain that all exterior doors are locked.
3. Report any unauthorized person in the building to the Main Office.
4. Assist in any clean up as directed.
5. Remain alert for announcements made over walkie-talkie.

Cafeteria Personnel

1. Secure cash registers.
2. Close and lock doors.
3. If students are in the cafeteria, finish serving those inside.
4. Students will remain in the cafeteria until an all clear is given.
5. Remain alert for announcements over the public address system.

Media Personnel

1. Have students remain in their seats and have them continue their work.
2. Close and lock all doors.
3. No unauthorized person should be allowed in the media center (keep doors locked).
4. Remain alert for announcements over the public address system.
5. Classes will not change until an all clear is given.
6. Keep students calm.

EMERGENCY PROCEDURE – CODE YELLOW

1. Faculty member will alert the office.
2. Office staff will make necessary phone calls, alert the administration, radio security, and make the announcement, “CODE YELLOW, CODE YELLOW, CODE YELLOW.” (Potential known threat to students and staff exists within the community.)
3. All teachers will look outside their doors, pull any children in the hallway or the cafeteria into his/her classroom, and shut their doors.
4. The administration, resource personnel and security will walk hallways, campus and check for wondering children.
5. The P.E. teacher will quickly escort his/her class into the closest classroom.
6. An announcement will be made when the school is safe for everyone to return to their regular schedule. While in CODE YELLOW, the schedule will be interrupted and there is to be NO movement.

In an effort to alleviate confusion, chaos, and emotional uneasiness, it is imperative that all teachers continue teaching as normal and remain calm. We must maintain a quiet and safe learning environment, free from emotional distress for all our students.

EMERGENCY TEMPORARY INSTRUCTOR PLANS

Emergency Temporary Instructor Plans should be developed with five days of work for students. These are not regular plans that you would prepare if you knew you were going to be out. These will be used only in case of an emergency during your absence. Updated emergency plans should be kept on file with the assistant principal or designee. When making these plans, be sure to include a seating chart and a copy of your schedule. Do not depend on the emergency temporary instructor plans to teach, just to monitor students while students complete the work assigned by you. These emergency plans are to be submitted to Ms. Jenkins by Friday, September 5, 2014.

These plans should be placed in the Emergency Temporary Instructor Plans Folder provided to you. Also, the following items should be in place:

- Daily schedule, seating chart and other routine materials should be in plain sight.
- The instructional plan should be a self-contained series of assignments, which require no detailed study by the temporary instructor.

- Emergency Temporary Instructor Plans should be reviewed monthly by the teacher to monitor appropriateness of activities.
- Teachers must replenish plans as they are utilized by the Temporary Instructors.

EMPLOYEE-STUDENT RELATIONSHIPS

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

ENTRY INTO THE SCHOOL BUILDING AFTER THE SCHOOL DAY

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

ESOL

In order to stay in compliance with the English for Speakers of Other Languages (ESOL) program and to ensure equal access and success to English Language Learners (ELL) students, we must continue to service ELL students using ESOL strategies in our daily lessons. The following are examples of ESOL strategies you may use in your classroom. Evidence of ESOL strategies is required in your lesson plans. It is strongly recommended that you make a list of the strategies you implement the most and create a code for each strategy. Include the list in the front of your lesson plan books so that you or anyone may refer to the strategies and/or the codes when reading or writing your lesson plans.

- | | |
|--------------------------------|---|
| ◆ Chain Drills | ◆ Completion Drills |
| ◆ Vocabulary in Context | ◆ VAKT (Visual, Auditory, Kinesthetic, Tactile) |
| ◆ Simple Repetition | ◆ Whole Group to Individual Response |
| ◆ Cloze Techniques | ◆ Directed Response to Free Responses |
| ◆ Substitutions | ◆ Role Playing |
| ◆ Questions and Answers | ◆ Music and Rhythm |
| ◆ Language Experience Approach | ◆ Games |
| ◆ Controlled Composition | |

In addition, it is required for all teachers to be familiar with all of the ESOL students they service and their levels. Therefore, we are requiring you to identify all of your ESOL students by writing down the ESOL levels (I, II, III, IV) beside the student's names in your grade book. Each homeroom teacher will be given a class list with current ESOL levels, this list will also be available to all special area teachers.

In order to maximize the overall ESOL level and quality of services to our ELL students, we need to comply with these requirements. If you have any questions or concerns, please refer them to the administration.

SPED PROCEDURES

- Conferences will be held on a regular basis between the classroom teacher and the resource teacher.
- Cumulative Records of all exceptional students will be pulled by the resource teacher and filled together in the office.
- The resource teacher will provide each classroom teacher with a student schedule. Consideration of the classroom schedule will be foremost in planning; however, some flexibility will be necessary. Classroom teachers should inform the resource teacher of any changes to their schedules e.g. Music, Art, Spanish, and P.E. The exceptional education schedule is also subject to change dependent on the student's progress and/or changes in class size.
- Report card grades in the basic skills taught in the resource class will be provided by the resource teacher. Any changes in these grades will necessitate a teacher conference. All other grades (e.g. science, social studies, etc.) will be reported by the classroom teacher and must reflect the correct coded comment.
- Please notify the resource teacher of any classroom activities i.e. speakers, films, field trips, etc. so that the student is not deprived of participation in these events.

FACULTY MEETINGS

Faculty meetings will take place on the second and fourth Wednesday of every month. Staff members are expected to comply with all directives regarding required meetings. Whenever necessary, staff is required to attend all emergency faculty meetings.

FIELD TRIPS

Field Trips for students are permitted if they have value in meeting educational objectives, are directly related to the curriculum, or are necessary to the fulfillment of obligations to the interscholastic athletic and activity programs. Central Region Office will approve all in-county and out-of-county field trips; therefore, it is essential to plan accordingly. Additionally, please do a check and balance to ensure funds are collected to cover the cost of the field trip and transportation before submitting approval from the administration to attend the field trip.

FILMS/ EDUCATIONAL TELEVISION

Teachers are encouraged to plan for the use of educational films and educational television programs. All films and television programs must be cleared through an administrator before being shown to students. These films should be previewed prior to their use with the students. The educational objective(s) should be clearly identified on your lesson plans. Films and/or educational television programs are never to be used as busy work. Only "G" rated films may

be shown. Submit your film request form to Dr. Hollinger at least one week prior to planned showing.

FIRE DRILLS

Carrie P. Meek/Westview K – 8 Center will conduct at least ten scheduled fire drills. (See Appendix) Teachers should practice evacuation procedures with the class prior to an actual drill. The following procedures must be adhered to:

- Evacuation route maps must be posted in each room.
- The teacher is required to take attendance cards and the grade book with them during a fire drill.
- A audible signal and strobe lights will be the notification signal for evacuation of the school.
- Students should proceed to the area designated for their classroom as indicated on evacuation map. Classes should proceed in a quiet, orderly manner.
- The teacher should make a quick check of the classroom to be certain that no students remain.
- The students should remain outside in quiet lines until the principal and/or the assistant principal give visual indication that they should return to their classrooms, or until the all clear signal sounds.
- NEVER allow furniture, room dividers, etc. to block exits. There must be 36” clearance at all doorways.
- Do not block vision of fire extinguisher or fire exit signs.

FIRST WEEK ATTENDANCE PROCEDURE

All teachers must prepare to accept students on Monday, August 18, 2014 no later than 7:45 a.m. On the first day of school, please be visible in the corridor near your classroom until 8:35 a.m. to assist students in locating their classrooms. All special area teachers, paraprofessionals and any staff member who does not have an assigned class (excluding office personnel) must assist in the hallway and with the registration process.

FOOD SALES

In keeping with Board policy, no food, drinks, candy, etc., may be sold in the courtyard or classrooms during school hours. Sales before and after school are acceptable. You can avoid problems by simply adhering to District policy. Also, sales must be school sponsored: no sales for outside agents. **All food sales must be approved as listed below under Fund Raising.**

FUND RAISING

Fund-raising activities must be approved by the principal. Any projects involving fund raising in the community, the principal must submit a written request to the Regional Office for approval of the activity. Operating reports must be filed immediately after the activity is completed.

FOOD AND BEVERAGE

Staff members should not eat food or drink water, coffee, soda, etc. in front of students at any time other than in the cafeteria or the teachers' lounge. Also, food and beverages are not allowed in the classrooms due to the pest infestation. In addition, let us maintain our high level of professionalism and refrain from sending students to the cafeteria or teacher's lounge to purchase food, ice, beverages, etc. for us. Teachers are not to carry hot coffee, tea, or beverages in the halls or have it in the classrooms.

GRADES

A student's academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Students have the right to receive a conduct and an effort grade consistent with their overall behavior and effort.

All grades must be accurately annotated. Social Studies and Science should have a minimum of nine recorded grades per grading period. All other subjects should have a minimum of eighteen recorded grades per reporting period. All grades should be annotated with the date and subject of the grades; other pertinent information, such as the specific assignment, should be noted.

Teachers are responsible for implementing M-DCPS grading criteria and requirements as stated in the Student Progression Plan located in the Miami-Dade County Public Schools Electronic Staff Reference Guide.

Kindergarten

Instructional personnel should use the Excelsior Electronic Grade Book to communicate individual student growth and development without student comparison to the progress of others.

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

Code of Development

E= Excellent Progress

Code "E" indicates that in the teacher's judgment, the kindergarten student has demonstrated mastery of instructional objectives appropriate for the kindergarten program. The student consistently performs at a level above that which is expected in the kindergarten program.

S= Satisfactory Progress – Progressing toward grade level expectations

Code “S” indicates that in the teacher’s judgment, the kindergarten student has made satisfactory progress in mastering instructional objective appropriate for the kindergarten program. The pupil is performing at a level, which will permit him/her to successfully complete the essential objectives of the kindergarten program.

N= Needs additional reinforcement to meet grade level expectations

Code “N” indicates that in the teacher’s judgment, improvement is needed. The kindergarten student has not mastered instructional objectives at an appropriate rate.

N/A= Not assessed this reporting period

The letters “N/A” indicate that assessment is not appropriate at this time.

Kindergarten
Effort

Effort grades are utilized to convey both to students and their parent(s)/guardian(s) the teacher’s evaluation of a student as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student’s potential, study habits and attitude. The symbols (/ = satisfactory, X = needs improvement) are used to reflect effort in kindergarten.

/ = An effort symbol of “/” 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.

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

Kindergarten
Conduct

Code “E” indicates excellent conduct on the part of the pupil. The student consistently behaves in a manner acceptable for kindergarten age children and in accordance with classroom, school and District standards.

Code “S” indicates satisfactory conduct. The student’s overall conduct is generally non-disruptive and within acceptable range in regard to classroom, school and District standards.

Code “N” reflects pupil behavior that needs improvement. The student consistently behaves in a manner unacceptable for kindergarten age children in accordance with classroom, school and District standards.

GRADES

Grades 1-8

Academic grades are to reflect the student’s academic progress. The grade must not be based upon the student’s effort and/or conduct. The grade must provide for both students and parents a clear indication of each student’s academic performance as compared with norms, which would be appropriate for the grade or subject. The academic grades of “A”, “B”, “C”, “D”, or “F” are not related to the student’s effort, conduct, attendance or tardiness. Grades in all subjects are to be based on the student’s degree of mastery of the instructional objectives and competencies 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 the grading period.

IF A STUDENT IN GRADES 1 THROUGH 8 IS FUNCTIONING BELOW GRADE LEVEL IN LANGUAGE ARTS/READING, THE HIGHEST GRADE THAT STUDENT CAN RECEIVE IS A “D”.

In grades 1 – 5, a common report card grading system is to be used. Academic grades for students shall be “A”, “B”, “C”, “D”, or “F”. A brief explanation of the grades used in grades 1 – 5 follows:

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

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

C – A grade of “C” (70 – 79%) indicates average progress. The student performs at an average level in terms of mastery of skills/performance standards and/or

content of the program. The student's rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.

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

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

Grades 1-8 **Effort**

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

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

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

Grade 1-8 **Conduct**

A – A conduct grade of “A” reflects excellent behavior on the part of the student. The student consistently demonstrates outstanding behavior consistent with classroom, school and District standards.

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

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

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

F – A conduct grade of “F” reflects unsatisfactory behavior overall. The student regularly violates established classroom, school and District standards of behavior.

Remember to:

- ◆ Date each week for the nine-week grading period.
- ◆ Record at least two grades per subject per week (letter or percentile grades, do not use + or --).
- ◆ State the skill representing each grade (comprehension, main idea, multiplication, etc.).
- ◆ Record final grades in grade book each nine week period for each subject as follows: B 2 B (B = academic grade, 2 = effort, B = conduct grade)
- ◆ All assessments (tests) should correspond directly to the grades in the grade book.
- ◆ An assessment (test) grade should be entered for each subject each Friday.

The following guidelines are to be observed:

- ◆ First and last names of students and their identification number.
- ◆ Attendance page, using the above notations.
- ◆ Academic subject areas should parallel the report card exactly.
- ◆ Date grades were given.
- ◆ ESOL Level
- ◆ Keep a copy of the ESOL strategies in your grade book.

GRADE BOOK

- ◆ Excelsior Electronic Grade Book will be fully implemented in grades K-8. Every 2 weeks, a summary of grades will be submitted to Ms. Joseph, Grade book Manager for accountability purposes.

GRADE LEVEL CHAIRPERSON/TEAM LEADER

The primary goal of the grade level chairperson/team leader is to provide leadership in the development of quality instruction for students. The grade level chairperson will assist teachers with strategies, which facilitate improved student achievement.

Additionally, the grade-level chairperson/team leader shall be assigned one or more of the school-level responsibilities listed below to the extent release time and duty free time permits:

- Serve as a curriculum leader by assisting in the review of lesson plans, and in the development of curriculum, goals, and philosophies.
- Assist teachers with the development of strategies to improve instruction, classroom management techniques, and serve as a resource person in remediation unacceptable areas as cited by the administrators on observation forms.
- During each learning community meeting, complete and return the Grade Chairpersons/Team Leader Minutes Form.

- Provide guidance and assistance in the maintenance of required diagnostic/prescriptive profiles, records, and classroom folders.
- Assist temporary instructors.
- Serve as a communication liaison between the teachers of the grade level/team, the principal, and other school groups.
- Assist in the evaluation, selection, distribution, and inventory of textbooks, materials, supplies, and equipment. They should be available to assist teachers in the interpretation of administrative directives.
- Help to administer tests, analyze test results, and develop strategies for improving instruction.
- Meet with building administrators to facilitate articulation and eliminate duplication of services.
- Cooperate with appropriate personnel in the recommendation, placement, and assignment of students to levels and special programs.
- Assist in the implementation of new programs.
- Make classroom visitations during the school year as deemed necessary by the principal. When a deficiency is noted, the grade-level chairperson/team leader notifies the principal. The grade-level chairperson/team leader provides timely support and assistance.
- Coordinate activities with the Leadership Team to facilitate the implementation of content area performance standards, instructional objectives and interdisciplinary planning units.

GUESTS/GUEST SPEAKERS

Approval

Before making any arrangements for guest speakers, resource persons, or anyone visiting the school, consult with the administration. Decide upon possible times and dates, which would be acceptable. Let the administration know the speaker's name and subject.

Contact

Contact the speaker and be ready to give him/her the following information:

- + Your reason for the invitation;
- + The age level and the number of students for the presentation;
- + The appropriate length of time available for the presentation;
- + What audiovisual equipment will be available to him/her;
- + The name, address, and phone number of the school;
- + Your name and room number.

School Calendar

Notify an administrator of the time and date the speaker is expected so that the information can be placed on the school calendar.

Introduction

The teacher who extended the invitation should greet and introduce him/her to the other teachers. The teacher should be prepared to formally introduce the guest to the students.

GUIDANCE

Students are encouraged to see their school guidance counselor. The counselor may assist students with school adjustment issues, Florida Comprehensive Assessment Test (FCAT) interpretation, decision-making, character education, personal issues and all other duties directed by the principal.

The procedures for making an appointment to see a counselor are as follows:

- Complete a classroom Needs Analysis Form. The Needs Analysis Form will determine the groups that need to be developed by the counselor. **Due Friday September 5, 2014.**
- As needed, complete a Counselor's Referral Form. This form will be used to provide individual counseling to students who exhibit 'out of character' behaviors

The above mentioned forms will be used to determine the type of guidance counseling services rendered to students. Teachers must complete the form in order for students to receive guidance counseling. (See Carrie P. Meek/Westview K-8 Center School-wide Discipline Protocol.)

GUIDELINES FOR PARENT CONFERENCE WITH TEACHER

According to the *Student Progression Plan* and the *UTD Contract*, the teacher has the responsibility to communicate with the parent about the student's progress in school.

As per the *UTD Contract*, teacher-parent conferences shall occur when students begin to display a consistent pattern of disruption or when students are demonstrating unacceptable academic achievement through failure to exert sufficient effort.

Teachers should make every effort to ensure that teacher-parent conferences are well-planned, fruitful experiences that adhere to the highest professional standards. In order to provide consistency in implementing these provisions, please adhere to the following protocol:

- Teachers are to complete a Parent Teacher Conference Record (PTCR) Form, log parent-teacher conferences in their official grade book and specify whether such contact was in person, by telephone, or through written correspondence (MANDATORY). As deemed necessary, parent-teacher conferences should be entered into the student case management system (SCM) under Code C6. Attach the pink copy of the SCM to the PTCR.

- Where required parent contact is not achieved, evidence of attempts to contact parents should be recorded in the grade book and referred to the Community Involvement Specialist (CIS) via the Home Visit Request Form for follow-up.

HALL PASSES

In order to provide ongoing safety to all students at Carrie P. Meek/Westview K – 8 Center, teachers must provide students with a yellow hall pass whenever they leave the classroom. The hall pass must include: teacher’s name, classroom number, and student destination.

If students are stopped in the hallways without a hall pass they will be sent back to class.

HEADING OF STUDENTS’ PAPERS

Student’s Name (First and Last Name)
Teacher’s Name

Date (Spell out month)
Subject

HOLIDAYS

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

HOME LEARNING POLICY

Regular, purposeful home learning is an essential component of the instruction process. Home learning is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular home learning provides opportunities for developmental practice, drill, the application of skills already learned. Home learning 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 home learning, it is not to be assigned as punishment for students for disciplinary reasons. The requirements for Home Learning are listed below:

Grade Level	Frequency of Assignments	Total Daily Average (All Subjects)
Kindergarten and First	Daily (5 days per week)	30 minutes
Second and Third	Daily (5 days per week)	45 minutes
Fourth and Fifth	Daily (5 days per week)	60 minutes
Sixth, Seventh and Eighth	Daily (5 days per week)	75 minutes
All Grades	Daily (5 days per week)	Reading for 30 minutes

IMPORTANT DATES AND INFORMATION TO REMEMBER

- ◆ Comer Committee Meetings –
Committee minutes/attendance due on the Friday following the meeting to Ms. Crews.
- ◆ Faculty Meetings – 2nd Wednesday (2:20 p.m.)
Professional Development/Technical Assistance- 4th Wednesday (2:20 p.m.)
- ◆ Educational Excellence School Advisory Council Meetings (EESAC) –
EESAC minutes/attendance due on the Friday following the meeting to Ms. Crews.
- ◆ Leadership Meeting with the Principal – Fridays at 12:00 p.m.
- ◆ Grade-Level/Team Meeting/Department Planning-Weekly
Minutes/attendance due each Friday to Mrs. Crews.

INTERNET/COMPUTER USE/SUPPORT

Teacher & Student Applications

All classes, grades Pre-K-8 will have access to the computer lab during scheduled times. Students must be engaged in instructional technology programs that support their educational growth. Students can not use computer/Internet access as a means to play games. Teachers are to monitor and assist students while in the lab. Teacher use of computers is warranted, however; first priority is given to the class scheduled to be in the lab. Teachers and students are to adhere to MDCPS Acceptable Use Policies when using the Internet.

Teachers are to access District-email daily, and adhere to the policies that govern District-Email use. All passwords are synchronized through P-Synch, which allows for a single password for multiple systems (i.e. Intranet, District-email, District-Online Gradebook, etc.) New Teachers must create an email account and profile, which will eliminate the need for assistance in resetting passwords.

All technology support requests are to be addressed through Employee Portal-Self Service (HEAT TICKET).

INTER-SCHOOL COMMUNICATION

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

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

JOURNAL WRITING - SCHOOL WIDE

Journal Writing should take place every day using the following format:

- ◆ All students engage in writing for a set period of time.
- ◆ The teacher writes in his/her journal along with the students, daily.
- ◆ After journal writing stops, students are asked to read their entries to themselves.
- ◆ Next, students share their entries with a partner (the teacher shares with a partner also).

JURY DUTY

Notify Ms. Robinson when you are summoned for jury duty. The temporary instructor will be hired for the necessary days. Be sure to notify Ms. Robinson by 2:00 p.m. to let her know if you are returning to work the following day. If she does not hear from you, the temporary instructor will be retained for the next day and you will be charged accordingly.

KEYS

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

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

LEAVING CAMPUS DURING THE SCHOOL DAY

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

LEAVE CARDS

Leave cards are to be filled out upon return from being absent. Illnesses, personal leave, or workshops all necessitate a leave card being filed with the Payroll Department.

LOCATION OF POLICY MANUALS

A copy of all policy manuals is available to staff members in the professional library and/or principal's office. M-DCPS School Board Rules are online and also available in the media center. Please see an administrator if you are unable to locate a needed manual. Each staff member will receive (signature acknowledgment) and the electronic faculty handbook. It is the responsibility of each staff member to read and act in accordance with rules and regulations in the M-DCPS Electronic Staff Reference Guide 2013-2014.

LUNCH APPLICATION PROCEDURES

- + Each child is to receive a lunch application.
- + When your students return the lunch applications, you must;
 1. Record the student's ID# at the top of the form
 2. Write your name (teacher's name) in the appropriate place.
 3. Check for adult signatures (if this section is blank, do not collect the application from the student; send the application home, indicating that the signature is missing).
- + Please send all completed lunch applications daily to the main office with your attendance. Incomplete applications will be returned to your mailbox the following day.
- + Remind students daily to return their lunch application as soon as possible.

LIBRARY/MEDIA CENTER POLICIES AND PROCEDURES

A. Philosophy

The goal of the library/media program is to support, compliment, and expand the instructional program at Carrie P. Meek/Westview K – 8 Center. Library/media services and resources permeate the entire curriculum and strive to meet the needs of students and teachers. It provides a learning environment that promotes inquiry, creativity, self-direction, and communication of ideas through both print and non-print.

B. Access

The library/media center will operate on a modified classroom schedule basis. (Kindergarten-Second grade has been scheduled and third – sixth grade should schedule a time with the Media Specialist during Flexible Access. See individual teacher schedule for time and date/Open Library Time)

C. Circulation Procedures

Teachers are encouraged to check out as many media materials as needed for personal and/or classroom use. Books circulate on loan for the faculty. Be sure to check with the media specialist for the length of the loan. Audiovisual materials circulate long-term basis. To maximize circulation, it is requested that instructional materials be returned as soon as possible after use. Students should be made aware that classroom library books do not go home. Student book circulation is for two (2) weeks. Kindergarten and first grade may check out ONE

book. Second through fifth grade may check out TWO books. Books may be returned before the due date. If time beyond the due date is needed, books can be renewed. Current issues of magazines and reference books are available for overnight circulation and must be returned the NEXT school day.

Students are liable for lost or damaged materials checked out in their names. Overdue library book notices will be sent to the classroom for distribution to student.

D. Audiovisual Materials and Equipment

The media center at Carrie P. Meek/Westview K – 8 Center has a variety of audiovisual materials (records, filmstrips, maps, science kits, etc.) that can be used to enhance instructional delivery. All materials are listed in the catalog by author, title, and subject. Materials are shelved by the Dewey Decimal System in the library/media center workroom. Below are helpful reminders when checking out audiovisual materials from the media center:

- The teacher must sign and date the blue audiovisual card and give card to the media specialist.
- Arrangements can be made for classes to view videos broadcasted from the media center. The teacher must complete a Media Center Request for Video Use Form.
- Teachers are responsible for all equipment assigned to them.
- Other equipment (i.e. calculators, language masters, slide projectors, microscopes, etc.) may be requested as needed.
- Projector bulbs, audiotapes, and language master cards are available from the library/media center.
- Damaged equipment should be promptly returned to the library/media center with an indication of the problem. A replacement will be given if available.
- Students will not be permitted to remove or return audiovisual equipment.
- All equipment should be stored in a dust/chalk free environment.
- Missing equipment should be reported to the media specialist immediately.
- Equipment is to remain in school. It cannot be removed from the building unless an “Off Campus Use of Property” form has been completed and approved by the principal ONLY.

End of Year Procedure for Audio-Visual Equipment

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

E. Instructional Services

1. Information Literacy Skills

Reference and Research skills are important for students to become independent and knowledgeable users of media materials. During scheduled library times, the media specialist, with the assistance of the classroom teacher will provide additional reference and research instruction.

2. Reserve Collection

Print and non-print materials may be placed on reserve in the library/media center for specific student projects. Two-day notice should be given so that resources may be ready for use. Students may check-out materials for overnight use.

3. In-service Workshops

The media specialist may offer in-service workshops throughout the school year. Topics include equipment handling and usage, production of instructional materials, and software fairs. (See Professional Development)

4. Production

The media specialist will assist, as needed, with morning announcements and all other production related events.

5. Study Aids

Computers and printers are available for student and teacher use throughout the day. During scheduled media center times, students will be permitted to use computer assisted instructional tools to further enhance grade appropriate academic goals.

6. Professional Library

An extensive and current collection of books, periodicals and audiovisual items dealing with curriculum and professional issues is housed in the

library/media center. Teachers are encouraged to browse and check out these resources.

F. Computing Policy

In order to meet the school's programmatic needs, a variety of computer software is available. The library media center has computers for students, parents, and teachers to use within the center. All persons requesting the use of software must adhere to copyright laws. Students are allowed to use the Internet in conjunction with class assignments. **Users of the Internet are held responsible for adhering to the provisions stated in the M-DCPS Acceptable Use Policy (See Appendix). A copy of the policy is included in the teacher handbook or can be accessed through the M-DCPS home page at <http://www.dadeschools.net>.**

G. Copyright

The Library Media Center at Carrie P. Meek/Westview K – 8 Center has computer software and videotapes that can be used to supplement and reinforce the curriculum. Instructional Television (ITV) and Teacher's Choice also offer many educational programs. The library media center has a photocopy machine, computers, and video recorders. When using these resources, all faculty and staff are expected to adhere to the United States Copyright Law and Fair Use Guidelines. A copy of the copyright law is included in the teacher handbook. In addition, videotapes from outside the school's collection are discouraged because the school does not own the distribution rights, it may not meet curriculum guidelines, and videos shown for reward or entertainment are in violation of the copyright law.

H. District Services

WLRN Instructional Television Services

WLRN's Instructional Television Services department (ITV) provides educational media services and support to the students, teachers and staff of Miami-Dade County Public Schools through the Video & Film Library, Teacher's Choice, and Distance Learning opportunities.

Teacher's Choice

WLRN's Teacher's Choice is a video on demand system that allows all M-DCPS teachers to order educational programs for classroom use through the Internet. Teachers can select and schedule the programs that will be televised directly into their classrooms through a closed circuit TV system. Schedules are continuously listed on School Channel 41.

Video & Film Library

The Division of Media Programs maintains a Video & Film Library at 7003 S.W. Fourth Street. This is a lending library that provides video resources to M-DCPS teachers and administrators. An online catalog and booking system is available at webmax.dadeschools.net. Video order forms are available in each school's library media center, online, or from the Video & Film Library. In order to ensure the availability of materials requested, it is suggested that requests are done at the beginning of the semester. Teachers will be responsible for placing the films/video in the school mail bag by the return date on the confirmation notice.

I. Collection Development

The library media center at Carrie P. Meek/Westview K - 8 Center will contain a comprehensive collection of teaching and learning resources that enable students and staff to use information and ideas effectively.

J. Funding

The principal is responsible for providing an annual library media collection budget from the school's discretionary funds. Other sources such as district matching funds, donations, and fundraising projects may supplement the discretionary allocation. In order to assist the principal in making responsible funding decisions, the library media specialist will inform the principal of library media center activities and concerns throughout the year and prepare an annual library media center budget proposal.

INSTRUCTIONAL PLANNING

Good teaching results from realistic planning; good plans are reflected in systematic and effective teaching. Classroom teachers are required to develop a weekly instructional focus calendar (reading/language arts and mathematics), which shall be individualized for each teacher's class to include differentiated instruction groups.

The Florida Continuous Improvement Model will be monitored and discussed during instructional planning in order to implement effective instruction. Grade levels (K-8) will conduct professional learning community meetings to discuss and revise, when necessary the instructional focus calendar. Each member of the grade group is responsible for maintaining and having readily accessible (classroom visitations and official observation) weekly lesson plans that correlate with the grade level pacing guide and instructional focus calendar.

MASTER CALENDAR

Each staff member will be issued a school-wide Master Calendar to be used for informational purposes throughout the school year. Changes of dates cannot be made without permission of the principal.

PERSONNEL FILES

Personnel files are located in the principal secretary's office and are available for viewing upon the request of the staff member. A 24-hour advance notice is required to view personnel files.

PHYSICAL EDUCATION

Physical Education (P.E.) provides students the opportunity to attain their optimal level of fitness while participating in a continuous carefully planned program of physical activities. These physical activities are essential for developing physical, mental, emotional and social skills for every student. Through participation students develop interest and skills that promote and encourage lifetime fitness for daily living. Carrie P. Meek/Westview K – 8 Center has developed the following procedures to meet District requirements:

- All classes, grades K-8, are required to have physical education instruction. Classroom teachers who teach physical education to their own students are strongly urged to use organized games and activities and **not permit unstructured "free play"**.
- Teachers must escort classes to and from the P.E. field. Students are not permitted to walk to P.E. by themselves.
- Teachers may not deprive students of P.E. due to misconduct.
- Physical exemption cards are available for students who need be excused from P.E. because of a physical disability or chronic illness. A note from home will excuse a student from participating in P.E. due to illness or minor injury.
- When inclement weather arises, P.E. classes will take place inside of the classrooms.

POLICY MANUALS AND HANDBOOKS

All staff members will receive an electronic copy of the faculty handbook. The faculty handbook includes policies and procedures that govern Carrie P. Meek/Westview K – 8 Center and the Miami-Dade County School Board. It is the responsibility of each staff member to read and act in accordance with rules and regulations therein.

A physical copy of Miami-Dade County Public Schools (M-DCPS) Board Rules can be found in the media center and the Main Office. The M-DCPS Electronic Staff Handbook can also be found online at www.dadeschools.net.

PROFESSIONAL DEVELOPMENT/TECHNICAL ASSISTANCE

Carrie P. Meek/Westview K - 8 will reserve the fourth Wednesday of each month to offer Professional Development/Technical Assistance to staff. Professional Development (PD) delivers rigorous research based, field-tested learning experiences, programs, and resources for teachers, principals, administrators, and support personnel in order to increase student achievement. These

opportunities help staff succeed in their job, stay current on latest research in their field, and prepare for advancement.

Teachers who attend scheduled off-site Professional Development/Technical Assistance trainings are required to share 'Best Practices' with colleagues. This process will take place during faculty meetings and/or grade level learning community meetings.

PUPIL WORK FOLDERS/PORTFOLIOS

A folder must be kept for each student in all courses. Each folder should be marked with the teacher's name, the student's name, and the course. The contents of the student folders should, in general, reflect the nature and quality of authentic teaching and planning. They should reveal student progress to the teacher, the student, and the parent. A variety of work samples and assessment items are to be included in student folders. Some examples include:

- Classwork
- Homework (labeled as such)
- Corrected work rewritten by students
- Laboratory reports
- Project documentation
- Tests, quizzes, exams

Portfolios are a reflection of students' academic growth over a period of time. The selection of work contained within the portfolio should be a cooperative effort between the teacher and the student. The content of a portfolio is described in the Competency-Based Curriculum competencies. Portfolios may accompany the student from one academic year to another. Student Portfolios to document good cause exemption #4, which if the student is successful, would provide an exemption from mandatory retention in grade 3 are described in the *Student Progression Plan*.

REPORTS AND RECORDS OF PUPIL PROGRESS

Pupil Work Samples

Samples of student classwork should be sent home on a regular basis. This provides an excellent means of communication from school. All papers should be accurately graded. Indications of improvement techniques or suggestions should be added.

Report Cards

All students enrolled at the school must receive an official report card. The coded comment, "Insufficient Attendance" can not be noted if a student is in attendance ten (10) or more school days. Comments and grades should be consistent and verifiable (Student work). A drop in letter grade due to academics or behavior must be noted by a coded comment on the report card.

Unsatisfactory/Interim Reports

These reports are sent home at the middle of each nine-week grading period for every student. These reports should reflect the child's progress or lack of progress. No student can receive an academic or conduct grade of D or F or 3 in effort unless this was indicated on the Interim Progress Report previously sent home to the parent by the homeroom or the special area teacher. In addition, a parent conference must be held and recorded in your parent log before a student is issued grades of D and/or F in any subject, or given a 3 in effort. Progress reports are an integral part of the instructional program. The purpose of issuing progress reports is to notify both students and parents regarding the academic and behavioral performance of students.

Additionally, teachers may be called upon to issue daily or weekly progress reports in order to accurately assess the progress of students during the grading period.

MANDATORY REPORTING OF CHILD ABUSE

All school board employees are mandated by Statute 827.07 to report any suspected or confirmed cases of child abuse. There are no exceptions. Failure to do so can result in criminal or civil liability.

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

At any time, if a staff member has suspicion that a student has been abused or is a victim of neglect, contact DCF at **1-800-342-9152**. Share your concerns with student support service staff and/or administration.

Real or suspected child abuse must be reported. See the counselor or an administrator if you have any questions or concerns.

Safety is our number one priority. Do not hesitate to report any situation that appears to be unsafe.

PARENT LOG

- ◆ Obtain address, home phone, and emergency contact number and parents' names from students or office to keep for personal use.
- ◆ Log each contact (phone, conference, letter) made to parents. (Requirement of IPEGS)
- ◆ Maintain a Parent Log inside the grade book.
- ◆ It's a good practice to contact all parents during the first few weeks of school, on a positive note, to introduce yourself to parents. Later, when you have to make contact regarding a problem, parents may be more receptive.
- ◆ At the end of the school year, all parent logs must be turned in with the grade book.

PLANNING TIME

Classroom teachers are entitled to planning time during music, art and physical education. Planning periods are exactly as the term implies. Teachers must receive administrative permission to leave campus during planning times.

POLICY MANUALS

The M-DCPS Board Policy and Rule manuals are in the Teachers' Workroom for school personnel review. New policies and/or rules are updated in the manuals as they are received. Compliance with all M-DCPS Board Rules and Policies is expected of each staff member.

PRAYER IN THE CLASSROOM

Staff is not permitted to read or have read parts of religious text as part of an inspirational activity. "A moment of silent meditation" is acceptable.

RESTROOMS

Teachers in classrooms not having restroom facilities are to develop procedures for the orderly routing and emergency use of the restrooms in the main hallway. A student should never be sent to a restroom unaccompanied. A "buddy" system should be established so that students are sent to the restroom in-groups of 2.

RETENTION

Parents are to be notified during the school year of the prospect of retention. Formal Retention Conferences will occur in January with the promotion in doubt letter and subsequent parent meetings as outlined in the retention plan. The school counselor and an administrator must be included in all retention meetings. Three notification letters are available to notify parents during the school year of unsatisfactory progress, which could lead to possible retention. All letters are to be filed in the cumulative guidance record after parent signature is obtained.

ROOM APPEARANCE AND CARE

The way a classroom looks sets the tone for instruction. An attractive, uncluttered room inspires children to learn. Children should be encouraged and trained to develop an attitude of personal responsibility for careful use of their "home" at school. It is important to stop working sufficiently before the end of the school day not only to evaluate the day's work, but also to tidy up the instructional areas and to prepare for the next day. Chairs and instructional materials must be removed from the floors to enable daily cleaning. Each child is responsible for his/her immediate seating area. Furniture must not be written on or defaced in any way. Cleanliness of classroom computers is also important.

SAFETY RULES (UNDER SUPERVISION OF TEACHER)

All students who arrive at school before 8:10 a.m. (Primary) and 8:25 a.m. (Intermediate) must wait for their teacher at their designated line-up area. Students are not to enter the school building without permission. Only students attending breakfast or being supervised by an adult may enter the building before 8:00 a.m.

In the Classrooms:

- Teachers are not to leave students inside of their classrooms unsupervised.
- The classroom should be arranged in such a way as to provide freedom and ease of safe movement.
- There should be a 36" clearance of furniture and dividers at all doors. Aisles should be kept free of any obstruction. Space should be made available to store lunch boxes and supplemental books.
- The use of matches, sparklers, candles, etc. is prohibited.
- Aerosol sprays can not be stored in the building. All flammable materials must be stored in a special flammable storage box by custodial staff.
- Electrical appliances, coffee pots, hot plates, must be kept in teacher work rooms/lounge.
- Exit doors must stay free and clear from all blockages.

In the Hallways, Bathrooms and Resources Rooms:

When moving to other areas throughout the school, students should line up, keep to the right, and walk in a quiet and orderly manner. Consideration of others is an important part of a good citizenship program. Teachers must accompany students, all the way, to and from destination until teacher exchange is made.

On the Playground

- Students **MUST** be supervised at all times.
- Physical contact games are not allowed.
- Both physical education teachers and classroom teachers should emphasize safe play, good sportsmanship, and a healthy awareness of possible dangers.
- Teachers should not sit in-groups during Recess. Close supervision of students is required at all times.

SMOKING

As of July 1, 1991, smoking on all M-DCPS property is strictly prohibited.

SOLICITATION AND SALES

Solicitation and sales of products, goods, materials, or service is prohibited on school grounds.

STANDARDS OF PROFESSIONAL BEHAVIOR

Public Relations

- Strive to answer all correspondence from parents, whether phone calls or written notes, promptly.
- Don't let an unpleasant encounter with a parent result in loss of composure on your part. Arrange a conference with the parent and give him/her an opportunity to voice frustrations. Your patience and understanding in such cases will usually result in the parent working with you rather than against you.
- All communication sent home by the teacher and/or grade level must be submitted to the principal for approval.

STUDENT SERVICE GROUPS

Student service groups include library aides, student council, 5000 Role Models, and safety patrol members. Teachers are to permit students to attend meetings.

STUDENT SUPPORT

The following steps are an outline of the procedures that will be utilized during the SST process:

1. The teacher describes the general class expectations for all students in his/her class (Class Description Form).
2. A description of student's strengths and weaknesses is elicited from the teacher (Student Inventory).
3. The student's skills are systemically compared with the class expectations at the SST meeting. When a student has a weakness in an area, which is a teacher expectation for the class, the item becomes a possible target problem to be addressed.

The teacher chooses one or two problem areas that he/she would like to address. SST members, including the teacher, develop alternative strategies to address target areas. **Interventions must be completed with fidelity.**

Strategies are generated from the experience of SST members, as well as from other resources such as Beyond Maladies and Remedies.

4. The alternatives selected from the student are implemented. These same alternatives may also assist other students in the classroom with the same problems.

SUPPLIES/MATERIALS/COPY REQUESTS

To request instructional supplies, teachers must complete a Supply Request Form and place in Ms. Jenkins' mailbox. Copy requests are to be turned in 48 hours prior to need and will be returned 24 hours after request (or on your scheduled copying date) is made.

SUPERVISION OF STUDENTS

All employees responsible for supervision of students and student activities are to take precautions to protect the life, health and safety of every student. Safeguards to reduce or eliminate accidents and injuries should be in place at all times. Any accident or injury should be reported to the administration immediately. A student accident report must be completed by the supervising adult within 24 hours.

Students must be supervised by designated school personnel at all times throughout the school day and at all pre-approved events. Teachers are responsible for walking students to and from Art, Music, the Media Center, and Physical Education. In instances where a teacher must leave his/her assigned students, the teacher must make provisions for supervision by designated school personnel prior to leaving the room.

TAKE HOME WEDNESDAY

All parent communications will be sent one day during the week. The designated day will be Wednesday. All flyers, letters, interim progress reports, newsletters, monthly parent calendars, quarterly newsletters, etc will be sent home on this day.

TELEPHONE USAGE

Telephones are available for staff to facilitate home-school communication. Staff members will use the telephone in designated areas. Personal calls should be limited to five minutes. Instructional time will not be disrupted for incoming telephone calls. The office staff will take a message and place it in the teacher's mailbox. In the event an emergency arises coverage will be provided.

Telephone use by students will be confined to emergency calls only. Student requests to use the phone should be carefully screened. If teachers feel it necessary for a student to use an office telephone, a hall pass should be completed and brought by the child to the Main Office. Staff members must

secure authorization from the principal or designee before placing a long distance call or sending facsimile transmissions.

Cellular telephones and beepers should not be used for personal reasons during instructional time.

TEXTBOOKS

Teachers are to adhere to the following procedures for issuing and accounting for student textbooks:

- The teachers must keep a record of the number of the books assigned to each pupil. Submit a copy to Mrs. Smith-Moise or Dr. Napoleon by Friday, September 5, 2014.
- Teachers are to encourage students to develop responsibility for the textbooks and supplementary materials assigned to them.
- Deliberate damage, such as marking on the edges of a book, tearing out or removal of pages for personal use, should be penalized by payment of full price for a new book.
- Students must pay for lost or damaged textbooks. All money collected by a school is credited to its textbook account for the following year.

TOBACCO-FREE WORK PLACE

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

TUTORING

Tutoring of students for a fee on school property is prohibited.

USE OF SCHOOL FACILITY

Anyone staff member who wishes to use the school facility after hours must complete the Application for Temporary Use of School Facility form and submit it to the school. The application must be submitted at least 20 days before the requested date.

VISITORS

Carrie P. Meek/Westview K – 8 Center welcomes all visitors. Visitors must stop by the Main Office for a visitor's pass prior to proceeding to any classroom. When possible, you will be notified when groups of visitors are expected in the building. All visitors are expected to observe the no smoking policy and fire regulations.

VOTING LEAVE

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

WEEKLY BRIEFING

The dissemination of information to faculty and staff will be placed on a Weekly Briefing. Be sure to read your bulletin that will be placed in your mailbox each Monday. Important information, guidelines and procedures will be placed there.

APPENDIX