



Bunche Park Elementary
2014-2015
Faculty Handbook



“Shifting to ‘A’ New Gear”

Mrs. Yesenia M. Aponte, Principal
Mrs. Marie Dugas, Assistant Principal

TEACHER WORK DAY

The employees' workday shall be seven hours and five minutes for **8:05 a.m. - 3:05 p.m. for Prekindergarten through first grade teachers and 8:20 a.m. – 3:25 p.m. for grades two through five teachers.** The workday shall include a lunch and planning/preparation period. In case of serious emergencies, such as school-wide disruption, which affect the safety and welfare of the student body, employees **may be required** by the principal to stay longer than the ordinary workday in order to assist in supervising students. The principal or supervisory administrator shall make every effort to resolve the emergency as quickly as possible. Staff must make every effort to schedule all appointments after the end of their respective work day.

ARRIVAL AND DEPARTURE OF STAFF MEMBERS

1. All staff members are required **to be punctual** to work. There may be rare instances where a teacher will arrive late to school. He/she is to notify/call Ms. Mitchell, secretary/treasurer and notify her of the intended time of arrival. Immediately upon arrival the employee must sign in and notify **Mrs. Dugas and Mrs. Mitchell of their arrival before reporting to the classroom.** **The employee may be requested to take half a day leave depending on the time of arrival.**
2. Staff members must secure permission from the building administrator to leave the campus during the regular school day except during their half an hour duty free lunch period. Staff members are required to **sign-out prior to leaving the building and must sign-in upon arrival. The Staff Sign-In/Out binder is located in the main office.**
3. If an appointment (i.e. medical, dental, etc.) would make it necessary to leave early, **permission in writing must be obtained from the principal at least 24 hours prior to the scheduled appointment.** The same is true if an appointment necessitates arriving late. Please complete the Request to Leave Early form that is located in the main office and submit to the principal for approval. **Note that staff maybe required to take half a day, since there is no one to cover classes for late arrival or early departure.**
4. All employees are required to initial the payroll sheet upon arrival **by 8:05 or 8:20 a.m. as appropriate.** Employees who are taking half-day leave is to initial the appropriate box on the payroll sheet indicating which half of the day they are present. **An employee is not to sign-in or out for another employee.** The payroll sign-in sheet is a legal document and must be maintained as required by M-DCPS guidelines. **All staff must complete a leave prior to taking leave except in emergency situations.** Please obtain a leave card from Ms. Mitchell, secretary/treasurer prior to your absence or immediately upon your return. Complete the card, sign and then return it to Ms. Mitchell.
5. Part-time (hourly) employees must **sign in on arrival** indicating the beginning time of workday and **sign out at the end of the workday. Under no circumstance should an hourly part-time employee sign in and out at the same time.**

ABSENCES – STAFF

If it is necessary for a teacher to be absent, the following procedures are required:

1. When an employee for whom a temporary instructor must be employed will be absent from work due to illness or injury or due to personal reasons, he/she shall notify the supervising administrator (or designee) as soon as possible, **but no later than one hour before the start of his/her scheduled workday** in order that a temporary instructor can be employed.
2. The employee shall notify the supervising administrator (or designee) prior to the end of the work day on which they were absent as to whether or not he/she will report to work on the next workday. If the employee has not notified the supervising administrator (or designee) of the return date, a temporary instructor shall be retained to work on the next day and the absent employee shall have the option to utilize personal leave or leave without pay.
3. Teachers are required to notify Ms. Mitchell, temporary instructor locator, prior to leaving the building if they are aware that they will be absent the following day, to allow adequate time to obtain a temporary instructor. In the event of an emergency, the teacher/paraprofessional may call Ms. Mitchell in the morning between 6:00 a.m. – 7:00 a.m. or before 10:00 p.m. the night before at **305-430-3131. You must leave a clear and detailed message. Ms. Mitchell may be contacted at the school at 305- 621-1469** after 7:30 a.m.; please be reminded that it is extremely difficult to obtain a substitute after 7:30 a.m.

4. Each teacher is required to prepare **five days** emergency lesson plan and forward to Mrs. Dugas in a folder by Friday, August 29, 2014. It is the teacher's responsibilities to keep the lesson plans up-to-date and to make sure that all information is current and will be of academic benefit to students.
5. Plans should include the schedule, bus list, lesson plan, health precautions as appropriate and specific guidelines and instructions for the temporary instructor. It is important that the work that students are required to do is aligned to the standards/benchmarks that are being taught for the time period, and is adequate for the teaching period. Plans should be written in a clear and concise manner to allow the Temporary Instructors to understand so that the students will benefit.

TYPES OF ABSENCES - STAFF

1. **Sick Leave:** An employee accrues sick leave at the rate of one sick day per month of employment, with a total of ten days per year. **Sick days may not be used prior to the time it is earned.**
2. **Personal Leave Chargeable to Sick Leave:** Full time employees may use up to a maximum of six days personal leave with pay per year that is charged to accrued sick leave. **This personal leave is not cumulative.**
3. **Temporary Duty:** A teacher may be granted temporary duty for attendance at professional conferences and conventions approved by the principal. Any teacher who attends professional development or conference without prior consent from the principal will be charged personal leave for the absences.
4. **Jury Duty and Subpoena as a Witness:** When an employee is summoned to jury duty, the employee must inform Ms. Mitchell in writing of the date of the jury duty. The employee must give the payroll secretary, Ms. Mitchell, a copy of the jury summons or the subpoena.
6. Any district school board employee who is 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 as outlined in Chapter 231.44, Florida Statutes.

ACCIDENT REPORTS - STAFF

Employees are covered by Workers' Compensation for injuries suffered when actively engaged in school assignments. All injuries must be reported within **24 hours** to the principal or assistant principal as well as to the secretary/treasurer, Ms. Mitchell, for her to prepare the necessary paperwork, obtain the required signatures, and forward the information to meet the mandatory 24-hour time frame. If necessary, the employee will choose a doctor from the approved Workers' Compensation List and complete all forms.

ACCIDENT REPORTS - STUDENTS

Protecting the physical and emotional well-being of students is of paramount importance. Each instructional staff member shall maintain the highest professional, moral, and ethical standards in dealing with the supervision, control, and protection of students on or off school property.

A. Staff members shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.

B. Staff members shall provide proper instruction in safety matters.

C. Staff members shall immediately report to a building administrator knowledge of threats of violence by students.

D. Staff members shall not send students on any non-school related errands.

E. Staff members shall not inappropriately associate with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol, or tobacco.

F. Staff members shall not engage in unacceptable relationships and/or communications with students. Unacceptable relationships and/or communications with students include, but are not limited to the following: dating; any form of sexual touching or behavior; making sexual, indecent or illegal proposals, gestures or comments; and/or exploiting an employee-student relationship for any reason. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

G. Staff members who have knowledge of or have reasonable cause to suspect that another Board employee is engaging in unacceptable relationships and/or communications with a student shall immediately report such information to a site or region supervisor. Failure to do so shall constitute a violation of this Board policy.

H. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly certified, licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

I. Staff members shall not transport students in a private vehicle without the approval of the principal.

J. Students shall not be required to perform work or services that may be detrimental to their health.

When a child under employee supervision is injured **in any way**, an accident report must be completed immediately by the supervising Miami-Dade County Public Schools employee in charge. Accident reports are available in the main office. Once the report is completed, **the supervising adult and an administrator must sign the form** and submit to Ms. Walker for data input. **The supervising adult must also contact the parent and report the accident. If you are unable to reach the parent by telephone, after several attempts, then a letter must be written to the parents explaining the nature of the injury and the details.** Have the child sign the bottom of the letter to acknowledge receipt, make a copy, and attach it to the accident report. Serious injuries must be reported to an administrator.

EMPLOYEE CONTACT INFORMATION

All employees must complete the emergency contact form, provided with updated information by the **second day** of school, August 19, 2014 and submit it to Ms. Mitchell in the main office. Please notify her immediately of any changes during the year.

ADDRESS - STUDENTS

Teachers are to obtain from students/parents their addresses and check them against those stated in the cumulative records or in the Student Profile section of the Employee Portal for verification. **Emergency contact information is a necessity.** Please see that at least two emergency contact numbers are current and on file in the office. Any changes of students' contact information must be reported to main office as soon as possible.

ANNOUNCEMENTS

Announcements will be made immediately after the opening exercises at 8:35 a.m. and if necessary at 2:40 p.m. in the afternoon. Any person wishing to have an announcement made must complete an Announcement Form and place it in **CCTV mailbox 24 hours** prior to airtime. Staff must make every effort to avoid last minute announcements as it disrupts the morning broadcast. Permission to use the public address system must be obtained **from the principal or assistant principal.**

ARRIVAL AND DISMISSAL OF STUDENTS

All teachers are directed to monitor the arrival and dismissal of students. Students who walk or ride to school should be discouraged from arriving before 7:30 a.m. with the exception of those students who have breakfast at school. Dismissal should take place promptly at the designated time. At dismissal, students who ride the bus must be accompanied to the waiting area and supervised until they board the bus.

All kindergarten and first grade SPED students must be taken to breakfast by 8:10 A.M. and return to the classroom by 8:25

A.M. Second through fifth grade must be taken as soon as they disembark from the bus. Teachers are not to have students wait for late buses before taking them to breakfast. Paraprofessionals may wait for the buses or the drivers/aides will take them to the office. The classes will view and listen to morning announcements from the cafeteria if necessary. Note that breakfast must be finished by 8:45 a.m. and students must return to the class room immediately. A teacher or paraprofessional is to remain at the bus unloading area until 8:40 for late buses. After 8:40 a.m. **the gates will be locked** and it will be the responsibility of the drivers/aides/parents to bring the students to the main office. Parents are to be informed that SPED students must arrive on time according to their grade level. **Students who arrive five minutes after their required arrival time must be marked tardy.**

Teachers are to escort and monitor the students as they progress down the halls and ensure a safe dismissal from school premises. Teachers are to identify, early on, the students who walk home, ride M-DCPS buses, or who are picked-up by parents/guardian.

Under no circumstances should children be kept after school for disciplinary or any other purpose **without** a signed consent from parents and the consent of an administrator. Children who are kept after school must be under a teacher's supervision **at all times** and should not remain more than 30 minutes.

Dismissal Times: Grades Pre-K-1 Grade (1:50 p.m.), and Grades 2-5 (3:05 p.m.). Grades Pre-K-5th Grade (1:50 pm) on Wednesdays. All teachers **must** escort their students out of the building at dismissal time. Special area staff members, paraprofessionals, and other support personnel will adhere to their assigned post to assist with arrival and dismissal of students. Please refer to the attached memorandum with specific instructions. **Children may not return to the building to wait for friends or siblings, nor should they visit other classrooms.**

The following dismissal rules are to be enforced by all staff members to ensure the smooth dismissal of students:

- a. Walking in the halls.
- b. Walking on the sidewalks.
- c. Remaining outside after dismissal.

All teachers are required to walk their students out of the building and supervise them until they safely leave the campus after dismissal. After escorting students out of the building, teachers are asked to assist in clearing the hallways.

ASSEMBLIES

Teachers are to accompany their classes to assemblies and remain with them and assist in orderly seating, ensure attendance, and maintain courteous behavior. Students are to remain seated until dismissed, and are to leave in an orderly manner. Special area teachers will supervise their scheduled classes. **At no time should a teacher deny students from attending assemblies that is for their grade level.**

ATTENDANCE – STUDENTS

On or before the first day of school, each teacher would have all students entered into their Electronic Gradebook system.

E - First day student entered class.

/ - Unexcused Absence

X - Excused Absence

∅ - Unexcused Tardy

⊗ - Excused Tardy

Student attendance must be entered into grade book by 8:50 a.m. for all grades. All students who enter the classroom later than five minutes after their required arrival time, must have a late pass and be marked tardy by the attendance clerk. **Each homeroom teacher must complete a SCM for any student who accumulates five or more tardies in a nine week period and submit to the assistant principal who will refer the student to the counselor and/or social worker for follow up with the parents.**

***Note: If a child has been absent for three days the teacher is to contact the home to determine the reason for the absence and expected date of return. Additionally, each homeroom teacher must complete a Student Case Management Form (SCM), for those students who have been absent for 5 days or more. All Parents, including parents of students with disabilities, are required to send a note from home indicating the reason for a student's absence. The teacher will then determine if the absence is excused or not. If the parent does not send a note the absence is unexcused.**

The SCM must be submitted to the Mrs. Dugas with such comments "Excessive Absences: List dates absent __, __, __, __, & __, as well as the dates when the parent was contacted after the first 3 absences."

All homeroom teachers must contact parents on the students' third absence.

The daily attendance bulletin will be posted by the sign-in sheet by 10:15 A.M. It is the responsibility of each teacher to check and initial the bulletin daily for accuracy. It is suggested that you check the bulletin when you escort your students to lunch. If there are any discrepancies notify Ms. Walker, attendance clerk by writing the necessary corrections on the appropriate section of the bulletin.

As per M-DCPS guidelines, the teacher's grade book is a legal document which must be retained at the school for three (3) years. Input the attendance daily in the electronic grade book. Absences and tardies must be noted in the teacher's grade book (including Special Areas) as either excused or unexcused. Please refer to Board Rule: 6Gx13-5A-1.04, concerning the method to determine if an

absence is excused or unexcused. The tardy slip will indicate if the tardy is excused or unexcused. **It is imperative that teachers maintain an accurate and clear attendance record in the grade book**, as it will be a source document for auditors.

AUDIO-VISUAL EQUIPMENT AND MATERIALS

The teacher is responsible for all audio-visual equipment and materials that are checked out to him/her and must return them after use at the time determined when the items were checked out. Some materials will be assigned to a grade level or individuals as appropriate. In the event that a piece of equipment is needed elsewhere in the building, arrangements should be made in advance and proper plans should be made for the safe transportation of the equipment. All equipment must be checked **out** and checked **in** with the Library Clerk, Mrs. Smith, during the time that she is not working with students. Films and Videos are to be ordered on Film Requisition Forms and given to the Library Clerk. All projectors and AV equipment requests, including those for repairs, must be submitted to the Library Clerk. This procedure also applies to requests for videos and other audio visual materials.

Televisions, projectors, and other media items are to be solely transported by adults. Any videos or films used in the classroom must be part of the curriculum and **identified** in the lesson plans and selected from the approved list produced by M-DCPS.

AUTHORITY: The Miami-Dade County Public Schools holds the principal responsible for the functioning of the school. In the absence of the principal the authority is vested in the assistant principal. In the absence of the principal and the assistant principal the authority is vested upon the designee. All of these individuals are ready and willing to offer assistance whenever necessary.

BELLS

8:05 a.m. Prekindergarten through first grade Teachers/Paraprofessionals sign-in

8:20 a.m. Second through fifth grade teachers and paraprofessionals sign in

8:10 a.m. Prekindergarten through first grade teachers pick up their students from cafeteria/buses, take attendance and begin instruction promptly.

8:25 a.m. Second through fifth grade teachers pick up their students from the cafeteria

8:35 a.m. Opening Announcements (Televised on channel 8/12 or via P.A) for all grade levels

1:50 p.m. Dismissal – Grades: Pre-K, Kindergarten, and first grade

3:05 p.m. Dismissal – Grades: 2-5 (1:50 p.m. on Wednesdays)

CAFETERIA

It is imperative that students demonstrate appropriate conduct in the cafeteria. All teachers are to include expectations of cafeteria behavior during instruction of appropriate school behavior. Additionally, teachers are asked to do the following things in order to allow for an excellent cafeteria program:

1. Students are to be taken to the cafeteria and picked up promptly at the scheduled time.
2. Discuss cafeteria rules with students each and every day prior to lunch. Display the rules in the classroom and incorporate them for all classroom procedures and routines.
3. Discuss the importance of controlled behavior in group situations: appropriate behavior in the classroom, at a school assembly, moving from class to class, etc.
4. Provide time for students to prepare for lunch: **wash hands, use the bathroom**, and get to the cafeteria on time for lunch.
5. Provide time for regrouping after lunch. Address any inappropriate cafeteria behavior with students when they return to the classroom.
6. Select cafeteria helpers who are responsible students with the ability to do a good job of monitoring peer behavior and of cleaning up at the end of the lunch period.

Cafeteria Rules:

1. Enter the cafeteria quietly and in an orderly fashion
2. Follow the directions of the lunchroom monitors and other adults
3. Talk softly and only to persons at the same table
4. Stay in your seat and raise your hand if you need anything.
5. Keep food and utensils on the trays or the lunch boxes.
6. Leave the eating area clean: tables, seats, and floor space.
7. Leave the cafeteria quietly and in an orderly fashion (under the supervision of a teacher).

CERTIFICATION

Each teacher is to provide the principal with a copy of the most current certificate by end of the second week in September. Teachers are responsible for keeping certificates current and on file with M-DCPS. A copy will be kept in each teacher's personnel file in the principal's office.

CHILD ABUSE

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, regardless of occupation, who is 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. Therefore, when in doubt, report the suspected child abuse. The Department of Children and Family telephone number is **1-800-962-2873**. It is suggested that once a report is made, the principal or appropriate school administrator must be notified.

CLASSROOM MANAGEMENT

Teachers are required to maintain discipline in the classroom. Teacher preparation and planning are indicators that determine the classroom atmosphere for the period or the day. Teachers should be ready to begin the instructional day at promptly. It is important that each teacher set the tone and establish procedures for the students in the classroom. Under no condition should children arrive in their rooms before the teacher. Once students arrive in the classroom they should be provided with an educational activity to prepare them for instruction. Directions should be clear and precise. If a definite routine is established the first days of school, and is consistently utilized, it provides students with what to expect on a daily basis. Once the students are in class they should **never** be left unsupervised. .

CLASSROOM MANAGEMENT SUGGESTIONS

DO:

1. Become familiar with the **Code of Student Conduct** and instruct your students about their rights, responsibilities and the consequences for their behavior. The Code of Student Conduct is available on M-DCPS website. Also discuss with your class the school wide rules and your expectation for their behavior.
2. Make your first call to parents a positive one, even to introduce yourself and explain that you are prepared to assist their children in the learning process
3. Share your classroom disciplinary plan with parents during the first week of school
4. Provide the administrators with a copy of your discipline plan to enable them to support your efforts
5. Include students in the development of your discipline plan and solicit their suggestions for consequences for behavior, both positive and negative
6. Be consistent in disciplining students
7. Post copies of each set of rules in a permanent, conspicuous place where they can be referred to easily.
8. Contact parents prior to referring students to an administrator
9. Document your efforts to encourage positive behavior
10. Use the emergency button to notify the office if a student walks out of the class without permission and follow up with on referral on a SCM form.

DO NOT:

- Hit, touch, or shout at students
- Send a child to stand outside the classroom without your supervision
- Humiliate, ridicule a student
- Call students derogatory names
- Administer group punishment of any kind.
- **Send a distraught child out of the class alone, since he may never arrive at the specified destination.**
- Send a child to the office to sit or to complete his/her schoolwork.

Referral to an administrator must be documented on a completed (Student Case Management) form to the appropriate administrator. Please use your planning period to contact the student(s)' parents to discuss any inappropriate behavior. All teachers are to submit their discipline Plan to Mrs. Aponte by Friday, August 29, 2014.

STUDENT CASE MANAGEMENT (SCM)

A SCM is used as documentation for recording specific student behaviors. A complete description of the words and actions of the incident must be clearly described. Do not use general terms. **A child should not be sent to the office without a properly completed SCM referral form indicating the steps that have been taken to address inappropriate behavior, including parent contact.** The SCM must include the student's ID number, time of incident, etc.

PERSONAL CELL PHONE USE

Inform students on the first day of school that their cell phones must be kept out of sight and are not to be used during the school day. Parents should not be contacted during instructional time as this interferes with the teaching and learning process.

Staff members are discouraged from using cell phones to contact parents. This allows parents to have your number and will allow them to contact you at anytime. The use of cell phones by staff is prohibited during the contractual work time, with the exception of lunch and individual planning times. Phones should be placed on vibrate or turned off and checked during non-teaching periods. Cell phones should not be used during grade level or other school related meetings during the contractual school day.

CLINIC

Any student who is ill and is being sent to the clinic must be escorted preferably by an adult. If someone other than the teacher escorts the students, the supervising must send a written explanation as to why the child is being sent, see attached form. It is against state law for any staff member to issue any medication, including aspirin, to a student. Students taking medication in school must have an Authorization for Medication form completed by their physician and the prescription must be sent in the original prescription bottle. The Health Connect Nurses will keep all medication in a locked cabinet and will administer the prescription. In the absence of the nurses, only staff who have been trained are to administer medication.

CODE OF ETHICS

All persons employed by the School Board of Miami-Dade County, Florida, are representatives of the M-DCPS. As such, they are expected to conduct themselves in a manner that will reflect credit upon them and the school system. The Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct for the Education in Florida are to be read and understood. (See handout)

COLLECTION OF MONEY

The responsibility for the collection of money lies with the treasurer. Teachers may supervise the completion of the **RECAP OF COLLECTIONS** form listing all students' names and the amount of money given by each student. Students must place the money in the envelope provided. The RECAP form should equal the amount of money for students. Teachers are to keep a copy of the recap form. Students are to be sent to the treasurer with the recap form in the envelope provided.

COMMITTEES/TEAMS

The State and District require that each school has the following teams: Reading/Literacy Leadership Team, Response to Intervention (RtI), Crisis Team, School Safety and a Wellness Team. It might be necessary for the principal to form other committees to ensure participation of all staff in school wide activities. Staff is encouraged to become members of at least one committee during the 2014-2015 school year.

COMMUNICABLE DISEASE CONTROL INFORMATION

Teachers should be on alert for any evidence of illness throughout the day. Children who are obviously ill must be sent to the clinic and a Health Connect Nurse will contact the parents/guardians. These children will be sent home to minimize the spread of the illness and to protect the child from developing complications from the illness. Teachers should report all cases of fever or other illnesses to the main office. A copy of the Communicable Diseases Guidebook, including a listing of applicable illnesses and procedures for dealing with them, is available in the main office. Also, see the handout on H1N1 Virus which contains information to limit the spread of the flu. It is imperative that students are reminded to cover their noses/mouth when sneezing/coughing and to wash their hands especially after using the bathroom and prior to eating.

WRITTEN COMMUNICATIONS

No letters or notices bearing the school's name or on the school's letterhead are to be sent to the parents, agencies, organizations, or individuals within the school without being approved by the principal. Teachers and other personnel who send regular communications (without school's letterhead) e.g. flyers, assignments, letter, notices, notes, progress reports, etc., home to parents via student(s) are

encouraged to have a second person proofread the written communication to detect grammatical errors, incorrect spelling and punctuation, illegibility, accuracy of information and poor appearance before forwarding it to parents and or the community. These documents should, whenever possible, be reviewed by the assistant principal or principal's designee.

COMPREHENSIVE READING PLAN

Miami-Dade County Public Schools is committed to the teaching of reading and the belief that every child should learn to read early and at grade level before entering grade three. Each child will read independently for at least thirty minutes daily and have thirty minutes of daily reading for home learning. Every student will:

- Receive reading instruction which reflects the best teaching practices; be assessed regularly in order to plan for instruction
- Receive appropriate intervention and tutoring services
- Independently read a required minimum number of books each grading period and summer
- Learn strategies for reading content area texts
- Improve in performance in reading and state mandated tests.

PARENT CONFERENCES

The administrative staff encourages the involvement of parents in problems their children are having in school. If there is an academic or disciplinary problem in a particular class, teachers are to contact the parent involved for a conference. A telephone conference may solve the problem at hand. Parents who contact the school will be instructed to leave a message with the office staff for. If parents wish to arrange a meeting with a particular teacher or all of the child's teachers, they are to complete a conference request form to arrange a conference date and time. In addition, teachers are required to maintain a Parent/Community Communication Log.

COPY MACHINE

The copy machine is a valuable tool that allows staff the needed flexibility to enhance the curriculum being taught. However, the state adopted textbooks and workbooks are the primary instructional tools to be utilized in the classroom. It is important that we keep in mind copyright requirements (copyright laws may not be violated). **Materials to be photocopied should be directly related to classroom instruction, noted in lesson plans and condensed as much as possible (i.e. an original created rather than submitting the book). Request forms are in the Appendix as well as in the copy area in the office. They are to be placed in your corresponding box prior to your scheduled photocopy day. We have a limited staff to make copies, therefore 48 hours notice must be given for copies to be made. Grade levels will be assigned a schedule indicating their copying days.**

COPYRIGHT LAWS

Educators at all levels of instruction now have ready access to equipment for photocopying and videotaping a variety of worthwhile instructional materials. To avoid any legal problems staff should be aware of the circumstances that lead to possible infringements of federal copyright laws. Fair Use: Basically, the strict protection of traditional copyright law has evolved to permit certain limited uses of copyright material without the permission of the copyright owner. The term "fair use" refers to the privilege in someone other than the owner of a copyright to use the copyrighted material in a reasonable manner without consent notwithstanding the monopoly granted to the owner. Fair Use was recognized by the Copyright Act of 1976 for purpose such as "criticism, comment, news, reporting, teaching (including multiple copies for classroom use), scholarship or research." Teacher Responsibilities: The teacher has been given protected status and must make a "good faith" effort to stay within the fair use guidelines. Multiple copies for classroom use: Multiple copies (never to exceed more than one copy per pupil) may be made by or for the teacher for classroom use or discussion. Copying shall not:

- (a) Substitute for the purchase of books, publishers' reprints or periodicals
- (b) Be directed by higher authority
- (c) Be repeated with respect to the same item by the same teacher from term to term

Guidelines for Copying Computer Software and Other Electronic Storage Media

1. **Permissible Uses:** One backup copy of a computer program, software or other electronic media is authorized to the registered owner of the computer program, software or program unless otherwise noted by the publisher/owner of the software.
2. **Prohibitions:** More than one working copy has the original software or program, installation on more than one computer or installation on a computer network. When in doubt, contact the technology coordinator for specific information regarding all legal implications.

CORPORAL PUNISHMENT

TEACHERS MAY NOT USE CORPORAL PUNISHMENT

Use of paddles, rulers, or other instruments to administer corporal punishment is strictly prohibited. Restraining force may only be applied in order to prevent a student from injuring himself or others. Force used beyond restraining is not allowed. Schools no longer utilize corporal punishment as a means of discipline. **Any violations of the above will be reported to the Special Investigative Unit for the Office of Professional Standards, and the Department of Children and Families.**

CUMULATIVE RECORDS

1. Cumulative records are confidential and are to be treated accordingly.
2. No students, parents, volunteers, or paraprofessionals are to handle cumulative records at any time.
3. **CUMULATIVE RECORDS MUST NEVER BE TAKEN OFF THE SCHOOL GROUNDS OR LEFT IN CLASSROOMS OVERNIGHT**
4. Information contained within the cumulative records is not to be shared with anyone, without authorization from the principal.
5. Each teacher is responsible for accurate and complete cumulative records for his/her students. These records will be located in the main office. **You must sign-out all cumulative records with an office staff before removing them from the office.** Teachers must sign-in the records when they are finished using it.
6. LEGAL NAMES OF STUDENTS, AS LISTED ON THEIR BIRTH CERTIFICATE, ARE TO BE USED ON STUDENT RECORDS. **DO NOT USE NICKNAMES.** If a parent is requesting a name change, they must provide documentation (court order, legal change of name, adoption decree, etc.)
7. Cumulative records must be kept up-to-date. Records should be checked at the beginning and end of the school year to ensure that all information in the cumulative record folders is current and accurate.
8. All cumulative records must have the following items: a. Birth Certificate b. Health Record (with blue shot record and yellow physical examination) c. LEP Plan (if applicable) d. Psychological folder (if applicable)
9. **TEACHERS MUST ENSURE THAT THERE IS A CUMULATIVE RECORD FOLDER FOR EACH STUDENT IN THEIR HOMEROOM. DISCREPANCIES MUST BE REPORTED TO THE REGISTRAR IMMEDIATELY. DO NOT WAIT TO THE END OF THE SCHOOL YEAR TO REVIEW YOUR CUMULATIVE RECORDS. PLEASE ENSURE THAT ALL YOUR STUDENTS' CUMULATIVE RECORDS ARE ACCOUNTED FOR BY THE END OF SEPTEMBER.**
10. All cumulative records are to be completed accurately and neatly.
11. When a student transfers, the teacher will be notified by the registrar and asked to complete the student record in three (3) working days.
12. Each teacher must review the permanent records of his/her students. These records are available for review in the work area of the main office or may be signed out. **The records must be returned to the registrar by the end of the day. It is advisable to take only the number of cumulative records that can be reviewed in a day.**
13. **Each homeroom teacher is responsible to obtain students' height and weight and document same in the students' cumulative folder prior to leaving on their last day of school for the year.**

The following is Miami-Dade County School Board policy regarding records:

1. **Rights** Parents or eligible students (18 years of age or attending a post secondary institution) have the right to inspect, review and challenge the information contained in those records directly relating to the student.

Responsibilities Parents or eligible students have the responsibility of informing the school of any information that may be useful in making appropriate educational decisions.

2. **Rights** Students have the right to be protected by legal provision, which prohibit the release of personally identifiable information to other than legally authorized persons without the consent of the parent or eligible student.

Responsibilities Parents or eligible students have the responsibility to release information to those individuals or agencies who are working actively and constructively for the benefit of the student.

3. **Rights** Parents or eligible students have the right of access to records or transcripts. The access may not be denied because of failure to pay fees or book fines.

Responsibilities Parents or eligible students have the responsibility to meet their financial obligations as it relates to school fees.

CUSTODIAL STAFF

Teachers are encouraged to counsel students and plan their daily routine so that the classroom room stays free from excessive litter. A badly littered room takes much longer to clean, resulting in other rooms not receiving the proper attention. Request for Zone Mechanic assistance must be submitted to Ms. Mitchell and not place in the Zone Mechanic's mailbox. Inform an administrator if your classroom is not being kept clean (dusting, garbage collection, bathrooms unclean, odor).

DISCIPLINE

Effective instruction is the best preventative to disciplinary problems. Planning is the essence of good teaching. The teachers, who organize their classroom well, keep their students engaged, plan their work carefully, deal with parents tactfully and show genuine interest in each student will prevent many discipline problems. Do not leave students unsupervised at any time. Those students who are assigned to you are your responsibility. Placing students in the hallway outside of the classroom, unsupervised, are not allowed. A copy of each teacher's discipline Plan must be submitted to Ms. Dugas by Friday, August 29, 2014.

DISCIPLINE PLAN

Responsibilities

The classroom teacher will handle the following classroom offenses:

1. Tardies
2. Profanity
3. Eating in class
4. Excessive talking
5. Getting out of seat without permission
6. Failure to complete assignments
7. Failure to turn in home learning assignments
8. Minor fights (verbal)
9. Other minor infractions of classroom/school rules
10. Lack of school supplies

The following offenses will be referred to the administration:

1. Leaving the classroom and/or school without permission
2. Bringing weapons and/ or drugs to class/ school
3. Serious fights which cause injury or disrupt the educational process
4. Excessive profanity
5. Destruction of school property
6. Disrespect or defiance of authority
7. Verbal or physical assault on an employee
8. Unauthorized removal of another's property
9. Excessive absences/tardies
10. Continuous disruptive behavior after the teacher has implemented the classroom rules and has contacted the parent.

Recommended Techniques

For teachers-to prevent, reduce, or resolve discipline problems:

1. Conference with the student
2. Conference with the parent
3. Establish and enforce class rules in a fair and consistent manner
4. Use reward system/positive reinforcement
5. Collaborate with peers to address inappropriate behavior
6. Call or send a letter to parents
7. Referral for home visit
8. Conference with student, parent, and/ or administrator
9. Request that parent observes the student in the classroom
10. Establish grade-level detentions

SCHOOL-WIDE RULES AND CONSEQUENCES

Please share with students the following **rules and consequences** in your classroom:

RULES

1. Follow directions first time given.
--

2. Keep hands, feet and objects to yourself.
--

3. Come to school with the necessary supplies

CONSEQUENCES

1. Warning

2. Note to the parent/guardian(s)

3. Phone call to parent/guardian(s) reporting continuous misbehaviors.
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4. Conference with parent/guardian(s) and student.
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Please discuss the following with students on the First Day of School:

1. Students must follow directions the first time given. Cooperation, self-control and respect for adults and students are expected from each student. The use of profanity or name-calling is prohibited.
2. No running in the school building or on the grounds at any time. This includes dismissal time.
3. Hands, feet, and objects are to be kept to one's self. Fighting or horse playing is not allowed at any time, and will result in appropriate consequences including suspension.
4. A hall pass from the classroom teacher is required upon leaving the classroom for any reason. Students found in the hallways unescorted and without a hall pass will be sent back to class.
5. Gum, candy, and/or toys are not allowed in school. Toys and games will be confiscated from students and will be returned to a parent/guardian.
6. Writing on or defacing school property (building, walls, desks, books, etc.) is never allowed.
7. The restroom should be kept neat and clean. All trash should be placed in the trash can.

It is the teacher's responsibility to maintain discipline in his/ her class. The teacher should first make parental contact before referring a student to administration.

DRESS CODE - STAFF

Teachers are reminded that many attitudes are "caught" not "taught" and that personal neatness in appearance and appropriateness of dress will have a positive effect on the attitudes of students, staff and the community. Furthermore, all persons employed by M-DCPS are representatives of the school system. As such, we are expected to conduct ourselves in a manner that will reflect credit upon us and the system. Therefore, "neatness and appropriateness in dress and grooming" is an indicator of responsible personal characteristics.

DRESS CODE- STUDENTS

We are a mandatory uniform school for all students for the 2014-2015 school year. All students are to be in uniform. Parents will have to obtain waiver if they do not want their children to wear school uniform. Students are not to be sent out of class for not wearing uniform.

EMERGENCY PROCEDURES

Emergencies in the classroom - Use of the Call/Emergency Button

In cases of emergencies where assistance is needed either by a security monitor or an administrator, please use the emergency button (the red button) located in your room. Office personnel will respond immediately and will dispatch appropriate personnel. Under no circumstances should students be allowed to utilize the Call/Emergency Box.

CODE RED

The code that indicates there is a disturbance in the building or on school grounds is "**CODE RED**".

1. In an emergency, the school administrator or designee will announce "Lockdown: Code Red. Lockdown: Code Red." All staff/students and visitors should remain in Lockdown, Code Red mode until "All Clear" announcement is made.
2. Teachers should stand outside their door and direct students, or staff, and visitors to the nearest secured area immediately after initial announcement of Code Red.
2. Teachers are to keep their students in class with the doors locked and windows closed. Employees without classroom responsibilities are to report to the nearest secured room and take student outside of class with them.
3. Cellular telephone use is limited to the reporting of emergency information by designated school staff only.

4. Hallways and corridors are to be kept clear and students are to be directed into the nearest classrooms. If the disturbance occurs during lunch, the cafeteria is to be secured or sealed by the lunch room monitors.
5. All outside gates are to be secured by the head custodian and security staff and restrooms are to be locked by custodial staff.
6. Once "All Clear" announcement has been made, regular school activity may resume.

EMERGENCY PROCEDURE-CODE YELLOW

When and if an incident or any kind of threat or crisis occurs, the following procedures need to be set in place to expedite matters in the most effective way. While in CODE YELLOW, the schedule will be interrupted and there is to be NO movement.

1. School administrator or designee will make the announcement "Lockdown: Code Yellow, Lockdown: Code Yellow"
2. All teachers will stand outside their doors and direct students, staff and visitors to the nearest secured area.
3. A designated custodian will lock the cafeteria doors and students and staff should remain until they are directed that it is safe to leave.
4. The administration, resource personnel and security will direct students in the hallways, and other areas outside of class to a secure location.
5. The P.E. teachers will quickly escort his/her class into the closest classroom, rooms 24 & 27.
6. "All Clear" announcement will be made when the school is safe for everyone to return to their regular schedule.

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.

Other Safety/Emergency Procedures

Staff members should request that visitors to the building who do have visitor passes report to the main office. If they refuse, contact the main office and report that an unauthorized person is in the building or on the premises.

Be cognizant of the emergency procedures that relate to:

- a. Prevention of Assaults
- b. Holding and Dispersing Students in Individual School Emergencies
- c. Tornadoes
- d. Bomb Scares
- e. Protection from Electrical Storms
- f. Emergency Evacuations Drills

If an emergency is in a class that requires immediate supervision, a message must be sent to the office. This could be accomplished by:

- a. Pushing the Emergency Call button to contact the office.
- b. Sending two students to the office with a pass that reads EMERGENCY in ROOM ___ written on it.

EVACUATION DRILLS

The alarm signal shall be used for the following evacuation purposes: bomb threats, civil defense and fire drills.

During the school year there will be at least one (1) fire drill per month. Teachers should have practiced with students before the first scheduled drill. See maps for exit routes.

1. The alarm will be a continuous audible signal that will indicate the evacuation of the school. The all clear for re-entry will be one continuous bell ring.
2. Children should proceed to the area designated for their classroom by means of the nearest exit. They should be instructed to leave in a quiet, orderly manner.
3. The teacher should make a quick check of the classroom and if applicable bathroom, to ascertain that no children have been left behind.
4. **Teachers must account for all of their students and should leave the door unlocked.** The children should remain outside in quiet lines until the principal or designee gives the signals or hears the bell that they should return to their classrooms.
5. Evacuation routes must be posted and easily seen in each room by the exit doors. Teachers should be aware of alternate routes as well.
6. Never allow furniture, room dividers, etc. to block exits. There must be an 18" clearance on either side of the exit.
7. Do not block exit doors or views of fire extinguishers or fire exit signs.

8. When evacuating, speed should not be a consideration to the extent that injuries occur due to shoving, tripping or falling.
9. Students not under the direct supervision of a teacher are to be instructed to join and file out with the nearest supervised group.
10. Custodial personnel are assigned to check restrooms and any other area where a student may not be under direct supervision of a teacher.

All teachers must prepare and submit **five days** emergency lesson plans to Ms. Dugas **by Friday, August 29, 2014. Student copies of work to be done must be kept in the classroom in the Temporary Instructor's section. One copy of students' work sheets if applicable must be submitted to Ms. Dugas along with the lesson plans.**

The standard Substitute Teacher Report will be provided to each substitute teacher for him/her to complete and share with you. Remember, good plans for the substitute will help to provide a day of meaningful learning for your class. Emergency lesson plans must be revised to ensure that they are aligned with the benchmarks that are being taught.

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. (See handout provided)

EVALUATIONS - TEACHER

Instructional Performance Evaluation and Growth System (IPEGS)

To better comply with Florida Statute 1012.34 (3) – assessment procedures for instructional personnel and school administrators should be primarily be based on student achievement and include multiple data source.

In addition, Florida Statutes 1012.34 (3)(a) – requires the evaluation tool to include data and indicators of improvement in student performance assessed annually.

Florida State Board Rule 6B-4.010 requires that all instructional Personnel Assessment Systems include three rating levels. IPEGS exceeds the state requirement of three levels, to include a level between satisfactory and unsatisfactory.

The purposes of IPEGS are to contribute to M-DCPS vision, mission, and goals; share responsibility for evaluation between the professional and the evaluator; ensure accountability for classroom/program performance; focus on professional growth, and improve the quality of the instructional/programs and learning.

The numbers of observations below are the minimum number per year for each contract type:

- Annual Contract – at least 2 observations per year, one per semester
- Professional Service Contract – at least 1 observation per year
- Continuing Contract – at least 1 observation per year

FACULTY MEETINGS

Faculty meetings will be held twice per month as noted on the handout for Faculty Meeting Dates. All full time employees are required to attend faculty meetings unless excused by the principal. Please review the faculty meeting dates and plan accordingly, since attendance at faculty meetings is mandatory.

FLORIDA STANDARDS ASSESSMENT & FCAT SCIENCE 2.0

The AIRS assesses the Florida Standards in Reading, Writing, Mathematics and the FCAT 2.0 will assess the Next Generation Science Standards. Students in grades three through five participate in the administration of the test. Specific information will be provided at a later date.

FIELD TRIPS

School sponsored field trips allow teachers to provide “real world” experiences for students that extend the instruction accuracy in the classroom. Teachers/grade levels are encouraged to provide students the opportunity to explore relevant

instructional activities off the school site. Students are not to be denied to attend fieldtrips as a because of inappropriate behavior.

The following steps must be completed:

1. The Field Trip Request form must be completed **ALONG WITH A BUS QUOTE**. You must see Mrs. Mitchell for the bus quote and submitted to Ms. Dugas at least four weeks prior to the intended field trip date with the school site Field Trip Checklist as the cover page to the packet. She will review and forward them to Mrs. Aponte for her approval. This form can be found on the school's website. For Out-of-County field trips, the request must be submitted six weeks prior to the date of the field trip.
2. After receiving preliminary written approval, the organizing staff member must complete a packet of required forms. **These forms are available on the Forms Management website and must be typed by the sponsor!**
 - a. Field Trip Request form (must be approved by principal)
 - b. Field Trip Roster (listing all participating students)
 - c. Chaperones/Volunteers must be cleared and approved to attend prior to the field trip date. Chaperone Roster (listing all non-Board employees attending)
 - d. See Ms. Rogers to verify that volunteers have been cleared
 - e. Food Service Meal Request listing the names of students and their lunch numbers must be submitted to the cafeteria manager 4 weeks prior to the field trip date.

A copy of all signed Parent Permission Forms must be left in the main office on the date of the field trip and a copy must be taken on the field trip with the sponsor/teacher.

For further information the MDCPS Policies and Procedures for Field Trip please visit <http://ehandbooks.dadeschools.net/policies/131.pdf>

Note: All field trip monies must be turned in to Mrs. Mitchell no later than two days prior to the field trip. Students whose field trip monies are not turned in by the due date will not participate in the field trip.

It is the responsibility of the organizing staff member to request in writing to Ms. Mitchell, buses for the fieldtrip, indicating the number/type of buses, date, place and time of departure and return.

FUND RAISING

The school principal must approve all fund raising activities. The Superintendent must approve sales that extend to parents and the community. Ample time must be given in order to facilitate these approvals. **No fundraising activities or collection of monies are to be conducted without proper approval from the region/principal.**

ELECTRONIC GRADEBOOKS

The teacher's grade book is a legal document required by state law. It can be summoned in any court case as a legal record of grades and attendance. It must be accessible at the school site while classes are in session. Be sure to print out copies of electronic grade book and keys on desk. Emphasis must be placed on accuracy, and consistency in recording. Designated personnel will check grade books periodically.

- A log of parent conferences indicating date, type of contact (telephone, writing, or in person) and topic/outcome is to be kept in the grade book.
- All subject areas listed in the grade book should indicate effort and conduct
- The source of each grade must be identified in the grade book
 - Identify ESOL students for service, if applicable.
- Identify SPED students for service in a particular subject, if applicable.
- A minimum of two grades, per subject, per week, will be entered into the grade book. Papers in the work folders, student portfolios, charts, etc. should substantiate grades. Students should generate enough grades to give them ample opportunities for success in each subject area.
- Update grade books weekly.

GRADING AND REPORTING STUDENT PROGRESS

The School Board of Miami-Dade County, Florida has taken major steps to establish standards for the school district for reporting student progress. The steps consist of the adoption of Board Rule 6Gx1 3-SB-1.01 and 6Gx13-SB-1.04, the adoption of the Code of Student Conduct, and the passage of the Pupil Progression Plan for the M-DCPS. Please see attached titled, "Grade Reporting" for

detailed information on academic grades, conduct and GPA and Honor Roll Qualifications. Note that kindergarten uses the following grade codes: E-(90-100) G – (80-89) S – (70-79) M – (60-69) and U – (0-59). See handout provided

GRANTS

Grants are available and announced daily on the Federal Programs and Grant Administration website, <http://gafla.dadeschools.net/grants/index.htm>.

Prior to developing and submitting any grant application, expect for those submitted to the Dade Public Education Fund, staff members must contact Federal Programs and Grants Administration.

GUESTS/GUEST SPEAKERS

If you plan to have guests or guest speakers visit the school approval must be secured from the principal or designee. On days when such guests are in the building, staff must notify an administrator or designee as well as the principal's secretary and ensure that visitors have signed in at the security desk. Very often telephone calls are received for guests and it is imperative we know who is on campus and where staff members are located.

HALL PASSES

Teachers are not to send students without a hall pass anywhere in the building unless it is an emergency. An adult must escort students needing to move from one location to another.

HEALTH SCREENING

Health screening in vision and hearing is given to all students in grades kindergarten, first and third. All students new to the M-DCPS school system will receive these health screenings as well. You will be informed of the date and schedule for screenings at Bunche Park Elementary. Additionally, students will have his/her height and weight checked by the classroom teacher in the spring.

HOME LEARNING

Regular purposeful home learning is an essential component of the instructional program. Home learning is a vital factor in fostering the academic achievement of students and in maximizing the relationship between the school and the home. Miami-Dade Public School policy regulates the time allotments for home learning. In addition, it recognizes the critical importance of reading and reflects a commitment to the improvement of student achievement through increased reading. The policy directs that **reading** be emphasized as an integral part of each home learning assignment. Teachers shall consider the grade level of the child, the level and degree of difficulty of the subject, the maturity of the child, the child's instructional needs, the purpose of the assignments, the length of the assignments, and the home learning activity itself. The staff shall also assure the value of the assigned home learning, **which must be an outgrowth of classroom instruction**, clear and definite in purpose, and clearly relates to the objectives being pursued in the classroom. Home learning shall be assigned according to the time allocation listed below. These guidelines are only a daily average and may be exceeded when necessary.

Grade Level Frequency of Assignments/ Total Daily Average all Subjects:

K-1 Daily (5 days a week) 30 minutes

2-3 Daily (5 days a week) 45 minutes

4-5 Daily (5 days a week) 60 minutes

All Grades Daily (5 days a week) Reading for 30 minutes

The following guidelines are to be reviewed and implemented:

1. Concerted efforts should be made to provide students with home learning assistance.
2. The emphasis on excellence in the delivery of our educational program can be greatly supported by the appropriate use of home learning assignments. School wide standards for appropriate performance on home learning assignments have been established.
3. Creative motivational devices should be used to increase students' involvement in completing their own home learning assignments.
4. Ways should be devised of involving parents in the supervision and support of the home learning policy.
5. Parents should be encouraged to limit television viewing by students so that this time can be devoted instead to reading. Additionally, parents should assure that their children are not listening to electronic devices (ex. Radios, televisions, IPODS, etc.) while working on home learning assignments.

6. Communicate with your students and parents that all students are expected to have reading materials (a library book or other appropriate books) available that may be used after a student had completed class work.
7. Supplement home learning when such assignments do not utilize the time allocated for home learning.

Every child in M-DCPS should be reading appropriate non-text materials. It is essential that reading and home learning incentives are used appropriately to improve student performance

INSURANCE - STUDENTS

Information regarding students insurance will be given to teachers on the first day of school to send home with students. Please encourage parents to purchase this insurance which has a nominal cost, since the school district does not provide insurance to cover students at school.

INTERNET ACCESS

The purpose of providing students and employees' access to the Internet is to promote academic excellence in the District's educational objectives. Utilization of the Internet by students and employees must be in support of and consistent with the educational objectives of M-DCPS. The District does not provide any right to privacy. Every employee must adhere to M-DCPS Internet Policy. **Be careful about befriending students.**

INTER-SCHOOL MAIL

The canvas school mailbag is located in the clinic area by the teacher's mailboxes in front of the clinic window. Items should be sent in a brown interoffice envelope. You must have the location code of the receiving office/school and the name of the person to whom the mail is addressed. **Bunche Park is mail code/location #0641. Note that school mail is delivered and picked up on Tuesdays only.**

KEYS

Request for keys are processed through the principal. All keys checked out in staff's name must be returned before a final paycheck can be issued. All lost keys must be reported to the principal or assistant principal immediately. **STUDENTS ARE NOT TO BE IN POSSESSION OF SCHOOL KEYS AT ANYTIME!**

LEP COMMITTEE

A LEP student (ESOL LEVEL I-IV) that is being considered for a SST should be referred to the LEP Committee to discuss the best action to be taken for this particular student. Speak to the assistant principal and the ESOL teacher for review of this process. At the first Cooperative Consultation (grade level) meeting the ESOL teacher should be present. Students who have exited ESOL and are not making adequate progress need to be referred to the LEP Committee.

LESSON PLANS

Classroom teachers are required to develop weekly lesson plans, which shall reflect one or more objectives, activities, home learning assignments, and evaluation. Lesson plans shall be available to the principal or designee during classroom visits and immediately prior to an official observation. **To ensure that the appropriate scope and sequence of the instructional program are maintained, all teachers shall retain their lesson plans for the current school year for review by the principal or designee upon request. Instructional should be reflective of the contents of the lesson plan.** Materials to be used with each lesson need to be prepared in advance and ready to be utilized during instructional time to allow students maximum opportunity for learning. If teachers plan to use audio-visual materials, they should be in the room and ready for presentation. Each teacher will keep plans according to the system, which best serves, his/her needs as well as compliance with contractual requirements.

TEMPORARY INSTRUCTOR GUIDELINES

The length of the temporary instructor's day is the same as that of the teachers' work day. When a teacher is absent, emergency substitute plans must be used. Therefore, plans must be prepared and kept on the teacher's desk in an area that is visible to the Temporary Instructor. All teachers must ensure that lesson plans contain:

1. Class Roster
2. Seating Chart
3. The work to be done including objective, activities and home learning
4. Various reading, mathematics, and special groups listed visibly in classroom
5. Schedule of special programs for identified students
6. Activities that occupies students for the full period

7. The names of 2 or 3 students who can be good helpers, as well as those students who need firm control.
8. Student's health concerns
9. Classroom rules

It is very important that **five days** of emergency lesson plans are submitted to Ms. Dugas by the due date. These plans are to be replenished when used. Temporary Instructors must use plans effectively so that students continue to work towards pacing guide goals. As such it is important that the plans are clear and easy to follow. A seating chart, the teacher's schedule and suggested activities for carrying out classroom responsibilities are included in the plans.

LOST AND FOUND

All lost and found articles are to be taken to the main office. All lost and found books, however, are to be returned to the teacher who issued them or to the grade chairperson. Students are to be informed that they should check with personnel in the office to see if a lost item has been recovered. Please urge students to request that parents label such items as sweaters, jackets, lunch boxes, notebooks, etc.

FACULTY LOUNGE

The appropriate maintenance of the faculty lounge requires the cooperation of all staff members. Personal items stored in the refrigerator should be cleaned out weekly. Items that are left on a Friday will be discarded.

LUNCH PROCEDURES

All teachers must accompany their students to the serving line inside the cafeteria, but is not required to remain with them. Each student must be given their assigned lunch and table numbers prior to entering the cafeteria. Teachers should set standards for lunchtime behavior on the first day of school and reinforce these standards consistently. Teachers should send a child who does not have lunch or lunch money to the office for assistance before lunchtime. Lunchroom aides are employed to supervise children during the teacher's 30 minute duty-free lunch period. Teachers must be punctual in picking up students after lunch.

A Note to all Staff: Please do not eat lunch in the classroom, the Media Center, or other instructional areas as it disrupts the learning environment and food particles attract vermin and insects. Teachers may eat in the lounge or cafeteria.

MAILBOXES AND BULLETIN BOARDS

All staff must check their mailbox and their e-mail message each day before, during, and at the end of the school day. The bulletin board posted by the sign-in sheet contains valuable information for all staff and must be checked daily. **Students are not permitted to get mail from a box** as confidential records and notes are often placed there.

MEDIA CENTER POLICIES

All students will need to present an individual pass to enter the media center. The pass should state the time the teacher sent the child and when they are expected to return, as well as the assignment to be completed while there. Teachers bringing classes to the Media Center must:

1. Follow your scheduled class visit.
2. Prior to visiting the Media Center, advise students of proper behavior standards and expectations.
3. Remind students that the rights of each individual to a quiet study and reading period should not be violated.
4. Have student groups stop at the media center door before entering.
5. After students are seated, permit them to go in an orderly fashion to find the materials with which they plan to work.
6. Remain with the class at all times.
7. Handle discipline in the class. If a discipline problem should arise, the teacher and the library clerk should handle it as quietly as possible so that other students are not disturbed.
8. See that students return all material to the proper place.
9. See that chairs are placed under the tables and that floor and tables are free of paper.
10. Leave media center with class 5 minutes before the end of period so that the class will be in line ahead of time to return to its regular class.
11. Encourage students to work on an individual basis; however, small group work, which requires discussion, may be done in a quiet and orderly manner if existing conditions permit.

MEDIA CENTER - TIPS FOR TEACHERS

1. Assignments made without knowledge of library resources often prove difficult to implement. TIP: VISIT THE LIBRARY FIRST!

2. Giving several classes the same assignment at the same time creates student frustration because materials are limited. TIP: TRY TO STAGGER MAJOR ASSIGNMENTS. Varying lesson plans within the grade level/subject area to avoid the problem of everyone teaching the same unit at once.
3. An entire class assigned to use one or two specific titles may not be able to find materials. TIP: MAKE SURE THE MEDIA CENTER HAS THE TITLES YOU ASSIGN. Let the Library Clerk put them on reserve for your class.
4. The Media Center may not have books with the most recent data on the assigned subjects. TIP: FOR CURRENT ISSUES, ENCOURAGE THE USE OF INTERNET, MAGAZINES, NEWSPAPERS, ETC.
5. Assignments given orally are sometimes misunderstood. TIP: GIVE THE LIBRARY CLERK COPY OF THE ASSIGNMENT, or a note with directions.
6. Staff requires time to prepare for class visits, to compile bibliographies, to prepare a book talk, and/or to collect materials for a reserve collection. TIP: ARRANGE FOR THESE SERVICES EARLY IN YOUR PLANS.

MEDICATION

Only trained school personnel and Health Connect Nurses may assist in the administration and/or dispensing of prescribed medication to students in compliance with M-DCPS Board policy.

1. When there exists a **long-term or chronic illness or disability** that requires maintenance-type medication.
2. Where failure to take prescribed medication could jeopardize the student's health.
3. When the medication schedule cannot be adjusted to provide for administration at home.

Procedures to be implemented:

- a. The parent must present the office with a completed Authorization for Medication form.
- b. The form will be attached to the student's school health record and placed inside the cumulative folder.
- c. The medication will be kept in a locked cabinet.
- d. Appropriate personnel will dispense the prescribed dosage at a predetermined time.

****STUDENTS ARE NOT PERMITTED TO HAVE ANY MEDICATION, PRESCRIPTION OR OVER-THE-COUNTER, INSIDE THE SCHOOL BUILDING. MEDICATION SHOULD BE CONFISCATED AND BROUGHT TO THE OFFICE BY AN ADULT.**

MONEY AND OTHER VALUABLES

Children should be instructed not to bring unnecessary money to school. Procedures should be discussed for safeguarding lunch money. Children and teachers' personal materials are not covered by school insurance. Therefore, said items should not be left in the building overnight. No money is to be left in school.

MORNING EXERCISES

The morning exercises will consist of: the pledge of allegiance, national anthem, school song, moment of silent meditation and announcements. Teachers are to instruct students to attend to the morning announcements.

The effectiveness of our opening exercises, the attitude students develop toward them, and the mood that is established for the day, depend upon the training students get beginning with the first day of school. Remind students that they must remain at attention during the pledge or national anthem even if they are outside of their classroom or in the hallway. **This applies to all employees as well and visitors to the building.**

MORNING SUPERVISION

All students should report to the cafeteria upon arriving to school. The first sets of tables are designated as breakfast eating area and the remaining tables are for students to sit and wait for their teachers. Students must sit in their designated lunch tables in the morning while waiting for their teachers. Teachers need to pick up their class up **promptly** by 8:10 for Prekindergarten through first and at 8:20 for second through fifth grade.

OPEN HOUSE

Certificated staff is required annually to attend two back-to-school-night types of activities. All staff is expected to participate fully in these events.

Ideas for a successful Open House:

- ✚ Send home flyers to parents
- ✚ Stress to the students the importance of their parents attending
- ✚ Have a sign in sheet
- ✚ Place the student's work folders on top of their desk

- ✚ Inform parents on: home learning policy, grading policy, class rules, responsibility and attitude, expectation of students, parents, and teachers, and instructional programs at the school site
- ✚ Do not conduct parent conferences during Open House. Have parents indicate on the sign-in sheet if they would like to have a parent-teacher conference at a subsequent date.

PARENT/TEACHER COMMUNICATION

According to the Pupil Progression Plan and the UTD Contract, the teacher has the responsibility to communicate with the parent about the child's progress in school. As per 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. Elementary teachers of students assigned to their self-contained classrooms should afford parents or guardians the opportunity for a teacher-parent conference. Such teacher-parent conferences shall be scheduled at a time and place and/or manner mutually convenient for the teacher and parent.

PARENT/TEACHER COMMUNICATION - SCHOOL GUIDELINES

To assure full compliance with the above contract provisions, the following guidelines are to be followed:

1. Telephones are available in some classrooms, the main office, clinic area and faculty lounge.
2. A Parent Contact Log should be maintained documenting parent contact. Teachers should record all efforts to reach parents by telephone and note the reason and results.
3. If a teacher cannot reach a parent by telephone, U.S. mail can be used or the Community Involvement Specialist may assist by conducting a home visit.
4. Whenever a teacher sends a communication that denotes unsatisfactory progress, a conference must be requested. If the parent has not responded to the written notice requesting a conference, it is the responsibility of the school personnel to take reasonable action to initiate the conference. If these actions fail, the form will be verification of the original request.
5. Contacts with parents are generally more positive when the action is initiated on the teacher's part as soon as the problem is noted. However, many parents seek to contact teachers by telephoning the school. Office staff will place a conference request form in the teachers' mail box once completed by the parents. The note is to record the date and time of the call, the message, and the initials of the person who took the call. **Teachers will not be called out of class and calls will not be transferred unless it is an emergency.**
6. If a teacher anticipates that a conference will be hostile or unproductive without administrative support, the administrator is to be apprised. Representation will be arranged.
7. If a parent over utilizes the opportunity to confer with teachers, the administrator should be informed so that appropriate action can be taken.
8. Remember the successful students also: a call with good news for parents can do wonders for your image!

CONFERENCE WITH PARENTS - ADVICE

Close cooperation between parent and teacher is not only necessary for the child's welfare, but for the peace of mind of both teacher and parent. One of the most important parts of an educator's job is to encourage good relationships with the home and the community. An ill-advised word can sometimes upset the balance for the rest of the year, even though there may be an excellent reason for feeling that definite. If immediate change is to take place in the attitude of the child or parent it is better to make these suggestions in tactful terms. If the aim is to improve the situation, nothing can be gained by arousing antagonism. Starting out to help solve a problem and then giving straightforward advice can gain much. A series of complaints between parent and teachers are not in any professional sense a conference. The tone must be constructive, cooperative, and friendly—regardless of the situation. Disagreement is not bad, but the manner in which the disagreement takes place is the deciding factor in the relationship.

Helpful hints for parent-teacher conferences:

1. Prepare meaningful information about the child.
2. Have a working knowledge of home situations.
3. Look carefully over a list of things to be discussed regarding the child. Use two or three only as a basis for the conference.
4. Study yourself. We are the other half of the conference. We are introducing attitudes and values.
5. Get out of the world of the educator and into that of the parent.
6. Don't sit behind the desk.
7. Don't sit face to face, but side by side as friends.
8. Keep files and records out of sight, if possible.
9. Do not immediately introduce problems.
10. Do not give verdicts, but evidence.

11. Give praise sparingly; explore middle ground.
12. Write a letter later that will remind the parents of plans discussed.
13. Like the child and do not be afraid to show it. Form a mutual trust between teacher, parent and child.

PARENT/TEACHER ASSOCIATION (PTA)

1. Staff members are encouraged to assist school administration in seeking parents to join and form a PTA for Bunche Park Elementary. The students are the ones who benefit from the services of the PTA.
2. Staff members are encouraged to join the school's PTA.
3. Teachers' support of and participation in PTSA functions is vital to the success of the school. The PTA is an organization dedicated to supporting the school in its efforts to give the finest possible education to boys and girls. Faculty members' attendance at meetings is encouraged and appreciated.

PARKING PROCEDURES

All teachers and staff are to park in the parking lot behind the cafeteria. Parking in bus loading areas is strictly prohibited by employees and visitors.

PARTIES

1. Parties are prohibited in school. A holiday activity on the last day preceding the winter recess and an end-of-the-year are appropriate. All activities must have the approval of the principal.
2. These activities are to be held during the last hour students are in school. This includes the time for cleaning up.
3. Arrangements for refreshments can be made with parent volunteers.

PERSONNEL FILES

Personnel records are by State Statute and School Board Rule, confidential. The employee has the right to review his/her personnel file, but must give 48 hours notice to the principal. A reasonable fee may be charged if photo copies.

PHYSICAL EDUCATION POLICIES

All classes in grades 2-5 will have a minimum of two and one half hours of physical education (PE) weekly. Kindergarten and first grade teachers must reflect PE in their lesson plans as provided in the schedule. All classes must be escorted to and from the PE field. All students must walk in an orderly line while being escorted to PE. It is imperative that the following procedures are followed to ensure a smooth transition to and from PE:

- **Children should not be left unsupervised.**
 - **Children should walk to their classes in physical education under the direct supervision of the classroom teacher.**
 - **Teachers must be considerate of their colleagues and be punctual when dropping off and picking up the students. If students are not picked up on time it creates disciplinary concerns since the PE teacher has another class.**
 - **Children may not be deprived of their physical education period because of behavioral problems or special tasks in the classroom.**
 - **PE teachers are responsible for maintaining a safe orderly environment and classroom teachers must communicate with PE teachers any concerns regarding discipline while the students are under their supervision.**

A note from a physician will excuse a student from participating in PE because of illness of a temporary/or permanent basis. In case of inclement weather, physical education classes will be held in the classroom. Free play is not permitted at any grade level. However, recess is mandated by the district and should be supervised at all times.

PLANNING TIME

This time should be used in school for meaningful planning and preparation of lessons to be taught. Planning and preparation include:

1. Preparing long and short range instructional goals
2. Preparing instructional materials
3. Keeping lesson plans up-to-date
4. Grading papers, preparing reports

5. Keeping permanent records up-to-date
6. Reviewing permanent records for additional information about students in classes
7. Consulting with principal, assistant principal, or grade level on a weekly basis
8. Conferring with parents
9. Meeting with grade level team to plan for instruction
10. Studying new curriculum materials
11. Visiting other classes by pre-arrangement

PLANT SECURITY

Miami-Dade County Public Schools requires that Plant Security Reports be submitted within 24 hours of the time of discovery of the loss, vandalism, or theft of school board property. The report will be given to the principal for processing and administrative action.

Security against Theft and Vandalism

The following are presented as general suggestions for establishing and improving security against loss by theft:

- A. When not in use by school personnel, all rooms should remain locked. This is particularly important after regular school hours, between classes when the room is not in use and during the lunch period.
- B. Certain types of equipment are more subject to theft because they are valuable, portable, and personally useful or are easily disposed. Extra precautions should be taken to ensure security.
- C. To the extent that it is possible, do not leave such items unattended or unsecured, particularly near exit doors, overnight or on weekends.
- D. Do not give keys to students.**
- E. Lock all personal items, purses/wallets/cells, etc. in your file cabinets.**

All borrowed items require permission from the principal or his designee as well as completion of appropriate forms.

ENERGY CONSERVATION

1. Electrical Conservation

- a. At the end of the teacher's day, all air conditioners and lights are to be turned off
- b. Doors should be closed when the air conditioner is turned on
- c. Smart Boards must be turned off when not in use to prevent the bulbs from burning out.
- d. During cold weather, the air conditioners need not be used.

2. Water Conservation

- a. Have students turn off all water faucets tightly after each use.
- b. Use the designated custodial form to report all water leaks and place the form in the custodians' mailbox.

PLAYGROUND

Children must be supervised at all times. No exceptions! Both physical education and classroom teachers should emphasize safe play; good sportsmanship and a healthy awareness of possible dangers during the time children are involved in physical activities.

PROGRESS REPORTS

All teachers are to notify parents of students' performance using the Progress Report forms. Progress reports will be distributed every fifth week in a marking period. Parents must be notified anytime a students' grade has dropped one letter grade after the interim report has been sent. (See handout for specific dates).

PROPERTY - CARE OF BUILDING AND EQUIPMENT

We must properly care for the school building and facilities. One of the important abilities that we wish our students to acquire is thoughtful appreciation and careful use of public property. Teachers must be constantly alert to detect any defacing of desktops, writing on walls, loosening of screws and bolts, etc. Each teacher is responsible for the area in which he/she is assigned; periodically during the year a survey of the school plant and equipment will be made to evaluate the care of the area.

PROPERTY CONTROL

An annual inventory of all audio-visual equipment is conducted by the M-DCPS. All A/V equipment is to be checked out to the teacher by the media staff. It is the teacher's responsibility to report any missing equipment to the library clerk immediately. The library clerk will complete the necessary forms and submit them to the principal within 24 hours.

PROPERTY REMOVAL PROCEDURE

Any employee requesting removal of school property from the school premises should submit the properly executed "PROPERTY REMOVAL AUTHORIZATION" to the principal for approval.

No items can be moved without the Principal's approval.

PURCHASE ORDERS

The principal or his/her designee must approve all purchase orders. Failure to do so will result in the employee being financially liable for the purchase.

RAINY DAY PROCEDURE/DISMISSAL

During the first week of school, teachers should discuss with students and/or parents the plans for getting home on rainy days. During inclement weather, teachers are to escort students to the cafeteria and assist with dismissal.

REFRESHMENTS

1. Teachers are not to send students to the Faculty Lounge to purchase sodas or to the cafeteria for food, ice or water.
2. For the safety of all, staff members are not to carry hot coffee, tea, etc. in the halls or have it in the classrooms.
3. Teachers are not to drink or eat in the classroom in front of the students.

REPORT CARDS

An official M-DCPS computer generated report card will be issued to all students at the conclusion of each marking period. Since report cards are legal documents, teachers are to input the grades in the electronic grade book accurately. Students are to return all Report Card Envelopes signed to their homeroom teachers. All homeroom teachers must retained the envelope and re-use them each marking period.

RESTROOMS

Teachers are to discuss the proper use of the restroom facilities with all students. Explain that the restrooms are to be left neat and clean. It is recommended that teachers take students to the restroom once in the morning and again before their lunch period begins. Some students must use the bathroom more often than others. It is important that students are not denied request to use the bathroom. Contact parents when you feel that students are abusing this privilege to get their input.

ROOM CARE

Each staff member assigned a room is required to check for conditions that are unsafe and/or inoperable and report them, in writing, to the principal or designee. Room arrangements should be such that easy access to all doors is available. The door should display an evacuation diagram showing two means of escape. Rooms should be locked when staff members leave them anytime during of the day. Students love to be recognized for assisting the teacher. Assign students classroom responsibilities that encourage cleanliness of the classroom. Daily checks for dust, placement of materials in proper order, cleaning pencil sharpeners, returning classroom library books to the shelves, and cleaning chalkboards could be assigned to them. Teach children how to put their chairs on their desks at the end of the day. This saves the custodians a great deal of time. Caution students not to take pencils, crayons, etc., into the bathrooms or when walking along the corridors.

RUMOR CONTROL

It is imperative that all information that is disseminated from the school comes from one source. This source will be the principal of the school since only he/she has an overall view of what has happened. The principal will alert North Region and notify the police, if he/she deems necessary. No staff member unless designated by the principal will contact these offices; the local police department, any district level office, or the media for school related issues.

SAFETY RULES

At the beginning of each school year the principal prepares an emergency procedure plan to be implemented when conditions warrant. In addition, the following outline denotes daily safety procedures to be implemented:

***Before school begins, children are to sit in the cafeteria according to established plans.**

***In the classrooms:**

1. Seating should be arranged in such a way as to provide freedom and ease of safe movement. There should be 36" clearance of furniture and dividers at all doors. Aisles should be kept free of any obstructions. Please make sure there are no books or lunch boxes on the floor, as these constitute a safety hazard.
2. No open flame should be used in the classroom or anywhere else in the building. Matches, sparklers, candles, etc. are prohibited.
3. No aerosol spray may be stored in the building. No varnish, shellac, or fixative may be stored in the building as well. All material of this type must be stored in an inflammable cabinet.

***In the hallways, bathrooms, and resource rooms:**

1. When moving to other areas, children should line up, stay in the center, and walk in a quiet and orderly manner.
2. All children should be instructed that doors swing outward.
3. All children need to be reminded constantly that others are working as they move through the building. Consideration of others is an important part of a good citizenship program.

***On the playground:**

1. Children must be supervised at all times.
2. Both Physical Education and classroom teachers should emphasize safe play, good sportsmanship and a healthy awareness of possible dangers.

***To and from school:**

1. Kindergarten, first and second grade students should take a walking field trip to any pedestrian walk way during the first week of school. Proper procedures for crossing the street should be **MODELED/REPEATED** emphasis during the school year.

***Bus safety:**

Stress the importance of safe practices to be followed while waiting for buses, and during loading and unloading. Bus rules for children are as follows:

1. No standing! Students must stay seated at all times with their back against the seat and legs in front.
2. Hands must be kept inside the windows.
3. Only soft conversation is allowed.
4. Silence at railroad crossings.
5. Load and unload in an orderly fashion.
6. No eating on the bus.

Our school must provide a safe learning environment for all. Remember to store valuable property in secure areas, such as file cabinets with keys. Report all thefts and break-ins to an administrator IMMEDIATELY. Secure doors and windows upon leaving a room. Staff is to report faulty doors and window locks immediately to Ms. Wright. **NEVER** loan school keys to anyone.

SCHOOL BOARD RULES

It is the responsibility of all staff members to acquaint themselves with the School Board Rules which are posted on the Internet at: www.dadeschools.net **SCHOOL BOARD RULES**

STUDENT REGISTRATION, TRANSFER, AND WITHDRAWALS

Students in the regular school program (K-12) are assigned to a school on the basis of the physical residence of their parent or legal guardian and the attendance area of the school as approved by the Board. Exceptions may be made when a transfer has been requested and approved by Regional Center I or when an administrative assignment is deemed necessary in the best interest of the student and/or the school.

The registrar will process all registrations, transfers, and withdrawals. The parent must complete the following procedures:

1. For transfers/withdrawals, parents must sign a release and provide proof of address change.
2. All textbooks must be returned to the issuing teacher.
3. All library books must be returned to the Media Center.
4. The registrar will complete a withdrawal slip to be signed by the parent or guardian.

5. If books are not returned or paid for, an obligation will be sent to the next school. This will also cause a delay in the transfer of student records.

Withdrawals - Teacher Responsibilities

When the last grades and withdrawal checklist for the withdrawing student is placed in the teacher's mailbox the teacher will:

1. Indicate in the grade book the date of withdrawal.
2. Give the student a grade if they have been in attendance ten or more days for the grading period.
3. If a student's name appears on the grade sheet at the end of the term the teacher will bubble Comment 26 "No grade assigned due to student's alternate assignment" - **only**. The receiving school will input the student's grades from the cumulative folder.

Registrar Responsibilities

In the event a student is withdrawn from school by the administration and does not go through the usual withdrawal procedures, the registrar will route an appropriate form to the teacher. The teacher will enter grades as stated in #2 above and indicate the date of withdrawal in the grade book. Data processing will execute the necessary procedures. The teacher averages in grades from other schools if the student has been in attendance more than ten days. Transcripts for new students come in at various times and the teacher must be notified of their arrival by the registrar through a transfer of grades form sent to all teachers of the new students. In the event that grades do not arrive prior to the end of the grading period the teacher has **two** options:

1. Give the student a "31" insufficient attendance for grade.
2. Give the student the grade earned while he/she attended their class if he/she was enrolled ten or more days. This option should be exercised only in the event that grades from previous schools do not arrive in a reasonable length of time (24 hours). Grades can be updated when they are received.

STUDENT SUPPORT SERVICES

The counselor works mostly directly under the leadership of the principal and the assistant principal. His/her responsibility is to:

1. Maintain a systematic, ongoing program of regular, individual interviews with students in the areas of educational and personal-social counseling.
2. Keep records of all conferences with students, parents and teachers.
3. Provide liaison between parents, students, teachers and administrators.
4. Hold parental conferences and respond to requests for information.
5. Assist in identifying students with special needs for referral to the appropriate resources.
6. Process referrals to other student services personnel and community agencies.
7. Seek special program placement for students with special needs.
8. Conduct group advisement sessions.
9. Provide informational sessions for teachers and parents.
10. Conduct group counseling sessions for students with common needs.
11. Provide group and individual interpretation of test results to students, teachers and parents.
12. Maintain and utilize current affective materials and pertinent related information.
13. Participate in articulation and orientation programs.
14. Assist in the assessment and evaluation of the student service program by students, parents and faculty.

If you feel one of your students will benefit from seeing the school counselor, please complete the form titled "Counselor Request" and place in her mailbox.

STUDENTS' VALUABLES

Discourage students from bringing valuables to school. If a teacher confiscates valuables or money belonging to a student, the teacher is liable by law for its return. The teacher must contact the parent and advise them to come to the school to collect the item and also inform them that a repeated offense will result in the item being confiscated for the remainder of the school year. Valuables that are taken from a student must be labeled with the student's name and given to an administrator for safe keeping.

STUDENT WORK FOLDERS AND PORTFOLIOS

Students' work folders are required in each subject area. A representative sample of the entire student's work in all subject areas should be on file. A student portfolio should be kept for each student to meet the Sunshine State Standards and Competency-Based Curriculum with a variety of assignments to include projects, authentic assessments. Student work must be correlated to grade book, graded, and dated. Also, home learning should be maintained using a similar format. It is helpful to include a paper with the

appropriate heading for incomplete assignments. **Papers in the work folders should correlate with teacher's lesson plans, grade book and should be on the child's level of instruction.** The work in a student folder should be an indication of the child's academic growth over a grading period or longer. **There must be a representative sample of all curriculum areas in the work folders.**

SUPERVISING STUDENTS

1. Adults should supervise children at all times. Notify the main office and request security to provide class coverage if an emergency arises and you must leave your students. If an **extreme** emergency arises and security is not available, notify the teacher closest to your classroom.
2. Teachers are responsible for walking children to and from physical education, art, music, lunch, restroom, and the media center. **STAFF MUST NOT LEAVE STUDENTS UNTIL THE SPECIAL AREA TEACHER ARRIVES!**
3. Teachers are to be punctual in delivering and picking up students for special area classes.

SUPPLIES AND MATERIALS

Instructional planning must be done well in advance. Teachers must monitor materials and supply usage to determine when replenishment is necessary. Complete a supply request form located in the main office and give it to Ms. Dugas. .

TEACHER PLANNING DAYS

Teacher planning days are to be used for professional development, curriculum planning, articulation between grade levels and teachers, completion of school records, parent conferences and staff meetings. Teachers are to be punctual when reporting to school on planning days.

TELEPHONE

1. The use of the telephone by children will be confined to *emergency calls only*. Under no circumstances are children to call their parents to make after school recreational arrangements, etc. Any telephone calls related to behavior/conduct, student accident or injuries **must** be made by the supervising teacher.
2. Telephones are placed in various locations throughout the building for business use. Therefore, staff should **refrain** from using the secretaries' desk phones. It is important that the entire staff take necessary precautions to assure that all phones are used for the proper business purposes. AUTHORIZED long distance calls are permitted. Failure to follow the proper procedure for authorized long distance calls may result in the individual being responsible for payment of long distance calls.
3. Messages for staff will be left in the mail boxes. Staff should check their mailbox frequently for messages.

TESTING / STUDENT ASSESSMENT

Test results should be used to aid teachers in understanding their students' achievement level and serve as a guide for the instructional program. Student evaluations should not take place on religious holidays. See attached religious holidays.

TEXTBOOKS

Textbook distribution for general education teachers will take place Thursday, August 14, 2014 at 2:00 Pm in the following rooms:

Math- Room 20

Science & HW Agenda/ Folders- Room 28

Social Studies & Reading- Room 14

Special Education Teachers- Should email the corresponding coach with the level and number of books needed. All books for Self-contained SPED classes will be distributed on Friday, August 15, 2014 at 2:00 PM.

Under any circumstance should a teacher/employee remove a book from the bookroom. Should you need additional textbook please email or see the appropriate instructional coach.

How to Determine Book Condition:

In normal usage, the first year finds a book starting in a condition (All Science Textbooks); the second year, B condition; the third year; C and the fourth, D.

When a book is lost, the one responsible for the book should be assessed the following amount: New book in A condition - new book price - Used book in B condition - $\frac{3}{4}$ of new book price - Used book in C condition - $\frac{1}{2}$ of new book price (or lower) - Used book in D condition - $\frac{1}{4}$ of new book price.

In one year of normal usage, a book usually depreciates from one condition to the next lower condition and is not considered book damage. In case a book depreciated more than one condition level in a school year, a charge should be made at the rate of one-quarter of the price of a new book for each condition of "book damage"

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. If the full price is paid for a damaged book, and the student requests it, he/she may keep the book. It is then reported as a lost book paid in full. This does not apply where less than the full price of a book is charged.

In the case of *lost or damaged* textbooks, see the assistant principal for price.

When the child brings the money he/she owes, the teacher should fill out a re-cap sheet with the name of the textbook and sign it before transmitting the money to the office. Payment for lost library books should go directly to the library clerk.

TUTORING

The tutoring of students for a fee on school property is strictly prohibited. Under no circumstances are contract teachers to tutor for fees or solicit for a private school any students who are or have been enrolled in regular classes.

VISITORS

The School Board and staff of Miami-Dade County Public Schools welcome members of the community and other interested persons to visit our schools. School improvements often come from suggestions originating during such visits.

The Superintendent is authorized to establish such regulations at will:

- a. Encourage visitors to observe our schools.
- b. Provide for appropriate hospitality for visitors.
- c. Ensure that such visits will not interfere with the educational program.

According to Regulation 1240 approved by the M-DCPS on April 20, 1966, "Parents, family members and other persons who wish to visit the public schools should be routed to the school office, greeted by the principal or office staff. All visitors are to be made to feel welcome." Additionally, the regulation above is further supported by Policy 2321, which outlines the administrative responsibility of the building principal. The policy states the following: The principal of each school is the responsible administrator in the building. All personnel, both instructional and non-instructional, who work in the school either on a full or part-time basis is responsible administratively to the principal. All contacts with employees in the school are made through the principal's office. Under no circumstance is a visitor to be allowed in a teacher's classroom without first signing-in at the main entrance and reporting to the office. If appropriate the visitor will be given a PASS to visit the classroom.

The administration and the staff of this school have the welfare of each pupil as its major responsibility. Therefore, each visitor is requested to adhere strictly to the following procedures:

1. Sign in at the security station.
2. Report directly to the front desk of the main office.
3. Receptionist will greet all visitors at the front desk.
4. Receptionist will inform the principal, or the person responsible in her absence, of the visitor's purpose for visiting the school campus.
5. If it is necessary for the visitor to leave the administrative office area, the visitor will obtain an official visitor's pass indicating the reason for the visit or be escorted by the principal or designee (security monitor).

VOLUNTEERS

Parent chaperones and volunteers should be informed that they must complete the Volunteer Application form and be cleared prior to volunteering or going on school related field trips. Additionally, they must log their hours on the appropriate form each time they volunteer at the school.

WEAPONS

No employee, except as legally authorized, or as part of one's regular job responsibilities, shall bring upon any school property or have in his or her possession, while on any school property any firearm, weapon, or destructive device. Any employee in violation of this Rule shall be subject to reprimand, suspension, and/or dismissal.