

# *DOROTHY M. WALLACE COPE CENTER*

*Annette Burks-Grice, Principal*

*2016-2017*

## *Faculty/Staff Handbook*



**“Continuing the Legacy  
BUILDING CONNECTIONS”**

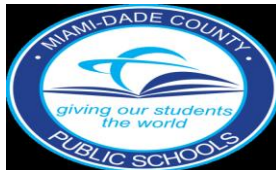
*Administration-Staff-Students-Family-Community*

**The School Board of Miami- Dade County, Florida**

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Miami, Florida 33132

(305) 995-1334



**School Board Website**

<http://www2.dadeschools.net/schoolboard/>

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# *VISION AND MISSION STATEMENTS*

## **VISION**

**Dorothy M. Wallace COPE (Continuing Opportunities for Purposeful Education) Center's** vision is to provide varying educational opportunities, enabling teenage parents to become high school graduates and reach their fullest potential.

## **MISSION**

Dorothy M. Wallace COPE Center accepts the responsibility of teaching teenage parents through multi-disciplinary approaches in a nurturing environment. We recognize the total well-being of each student by fostering positive social and emotional growth. In addition, we provide academic, parenting, life management and career skills, along with needed support services, allowing for maximum school success.

## **BELIEFS**

In order to achieve our vision and mission, the administration, faculty, staff, students and parents of Dorothy M. Wallace COPE Center are committed to the following beliefs.

- investing in teen pregnancy prevention and services for young parents supports the development of healthy families and strengthens communities.
- teen pregnancy prevention programs and programs for pregnant and parenting teens must be effective, comprehensive in approach and demonstrate respect for the rights and capabilities of adolescents.
- parents and caregivers are important sexuality educators of their children and the involvement of community programs, schools, and religious institutions can assist families in addressing the issue of teen pregnancy and the needs of parenting youth.

- young men and young women are equally responsible for making decisions about sexual activity, preventing pregnancy, and supporting and parenting children.
- staff must be positive, caring and empathetic.

## *About M-DCPS DMW COPE CENTER*

C.O.P.E. (Continuing Opportunities for Purposeful Education) Center South is a school designed to provide educational and ancillary services for pregnant and parenting teens. This center opened for the first time on September 25, 1972. The first center was housed in an office building in Point Royale Shopping Center. The school's initial administrator was Dorothy M. Wallace. The school remained at this site for ten years, serving students from Flagler to the Monroe County line.

In September 1982, the school moved to Glendale Baptist Church. This location accommodated a larger number of students and provided a separate child care center. In September 1992, faculty, staff and students moved into the present facility exclusively designed for the teen parent program.

The school's name was changed in 1997 from C.O.P.E. Center South to Dorothy M. Wallace C.O.P.E. Center in honor of the first principal of the school, Mrs. Dorothy M. Wallace (1972-1996). Besides Mrs. Dorothy M. Wallace, C.O.P.E. Center South has been graced with four outstanding leaders dedicated to the school's vision and mission to educate and support teen parents: Mrs. Lula Pearson (1997 – 2001), Mrs. Edwina King (2001 – 2008), Mrs. Karen Webb (2008 – 2012) and Mrs. Annette Burks-Grice 2012-Present.

This is a full service school providing on-site accommodations: a health clinic, dental services, mental health services, vision services, Medicaid, a WIC office, child care services and parenting classes.

The school's faculty and staff are committed to helping our teen parents reach their ultimate potential educationally, emotionally and socially.

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**SECTION 1**  
**SCHOOL ORGANIZATION**

ADMINISTRATION AND LEADERSHIP TEAM

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SCHOOL BOARD RULES

## **Administration**

Principal

Mrs. Annette Burks-Grice

## **Curriculum Team**

Data/Assessment

Mrs. Alfreida Joseph-Goins

Activities Director

Ms. Constance Gilbert

Attendance/Truancy

Mrs. Marilyn Morning

Vocational/Electives/Academies

Mrs. Karla Revere

English/Reading/Social Studies

Dr. Tarika Quinn

Mathematics/Science

Dr. Angela Gayden

Student Services/SPED/ESOL/FLVS

Dr. Calvin Clay

Childcare Services

Mrs. Argentina Quick

**Dorothy M. Wallace COPE Center**  
Annette Burks-Grice, Principal

**2016-2017 Responsibilities**

<b>Dr. Calvinia Clay, Counselor 6<sup>th</sup>-10<sup>th</sup></b>	<b>Dr. T. Quinn, Counselor 11<sup>th</sup>-12<sup>th</sup></b>	<b>Mrs. L. James-Bodie, Social Worker</b>	<b>Mrs. A. Joseph-Goins, Test Chairperson</b>
Individual , Family and Group Counseling	Individual , Family and Group Counseling	Home Visits and Family Consultation	Principal's Designee
Attendance – Truancy/Tardies Grades 6-10	Attendance – Truancy/Tardies Grades 11-12	Anti-Bullying Prevention Services-Classroom Presentations, Bullying and Violence Prevention Curriculum	Curriculum/Data Analysis and Assessment
College Prep/Financial Aid/ Academic Planning	College Prep/Financial Aid /Academic Planning	Truancy Committee Facilitator Truancy Referrals	Mobile device Designated Site Person (DSP)
Academic Skills Support- Assessment Review, Interpretation, and Analysis	Academic Skills Support- Assessment Review, Interpretation, and Analysis	Career Counseling Support	<b>Liaison-</b> Academy Information/Industry Certification Child Care initiatives
In Class Presentations Activities	In Class Presentations/Activities	In Class Presentations Activities	Social Media/Website
Peer Mediation /Conflict Resolution Teen Court	Peer Mediation/Conflict Resolution Teen Court	Group Counseling/Conflict Resolution	Technology Services/ITS
Grade Level Data Conversations	Grade Level Data Conversations	Youth serving agencies within the community	School Accountability
Master Schedule	Mentoring Programs/ Job Placement	Parent Support Team/Coping Strategies	Professional Dev./Early Release/Common Planning
Multicultural Diversity Awareness/ Multicultural Fair-Facilitator	Student Services Professional Development	Florida Kidcare/Medicaid/ Healthy Start/WIC	Accountability Reports/School Improvement/Action Plans
SPED/ESOL	Virtual School/Credit Recovery-Facilitator	Storks Nest Facilitator	Textbooks/Instructional Material
Community Service-Grade. 9-10	Community Service-Grade 11-12	Problem Solving Classroom Support/Rtl	EESAC/Title I
Career Day/Career Fair	Career Day/Career Fair	Community Resources/ Homeless Liaison	Substitutes/Sub Locator/Emergency Lesson Plans
Honor Roll	Advance Placement Coordinator/Dual Enrollment Coordinator to Advance academics. Graduation Cohort Promotion and Retention Information Grades 11-12	<b>Mental Health Issues-</b> Depression, Anxiety, Behavioral Issues, Impulse Control, Substance Abuse, Decision Making, Parenting, Attendance	Transportation
Promotion and Retention Information Grades 6-10			Emergency Evacuation



Mrs. A. Quick, Childcare Director	Mr. S. Spiegel, SPED Collaboration Teacher	Ms. C. Gilbert, Media Specialist	TBA School Nurse
<b>Bonding Activities:</b> Childcare Bonding facilitator-Develop and ensure bonding activities for mom/student-baby are implemented with fidelity.	Assist with creating a flexible program and learning environment that provides specialized instruction for SPED students.	Activities /School-Wide District Mandated Activities (Do The Right Thing, Red Ribbon, etc...)	Student , Family and Group Counseling
Assist with facilitating all childcare activities-providing directions and instructions for performing an activity or exercise and answers or clarifies any questions pertaining to such.	Weekly co-planning w/teachers/Modify the general education curriculum for students with disabilities based upon a variety of instructional techniques and technologies.	Literacy Initiatives/Essays	School Health Facilitator
TAP Program Contact Person-Follows and adheres to all state/district Department of Family and Children guidelines as required	Provide direct and indirect instructional support to students.	Property Control Management	Community Health
Manage childcare classrooms effectively-supporting classroom instructional and management activities	Employ special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory.	Communicate with homeschools activities/events	HIV/AIDS
<b>Early Childhood Education(ECE)/Parenting Lab Activities:</b> Quality child care- Coordinates parenting labs activities; pre-planning in conjunction with ECE/Parenting Instructors ( Ms. Hadley/Mrs. Poole); aligned with the ECE/Parenting curriculum.	Meet with parents to discuss their children's progress and to determine priorities for their children and their individualized educational needs.	<b>Liaison-</b> Community Engagement Programs, Blood drives, Dade Partners, United Way Campaign, School Volunteer, Youth fair, Mentoring	CHI/Isolation Physician Contact and Follow-up
Childcare staff professional development and certification needs.	Maintain accurate and complete student records and prepare reports on children and activities, as required by laws, district policies, and administrative regulations.	PTSA/Open House and Family Engagement	Vision Screening
Childcare events/ activities	Assist in collection of data for providing appropriate classroom interventions.	TOY/ RTOY /Office Employee of the Year	Blood Drive
<b>Pre-K Literacy-</b> Develops age appropriate literacy lessons/activities in conjunction with nurturing center childcare paras	Maintain professional competence by participating in staff development activities, curriculum development meetings, and other professional opportunities.	Free and Reduced Lunch/ Cafeteria/	2 <sup>nd</sup> Pregnancy Prevention/ Preventive Education
Meet with the principal as needed to provide changes, updates and concerns as related to the childcare or the nurturing centers.	Meet with the principal as needed to provide changes, updates and concerns as related to SPED students.	Clubs/Academy Activities/Student of the Month	Dispensing Medication
		Surveys/School-wide Bulletin Boards/Newsletters	Meet with the principal daily.

## **2016-2017 MEETINGS**

<b>TYPE OF PLC's:</b>	<b>MEETING DAYS:</b>	<b>TIME:</b>	<b>LOCATION:</b>
School Improvement	August 19 <sup>th</sup> , September 13 <sup>th</sup> , October 11 <sup>th</sup> , November 8 <sup>th</sup> , December 13 <sup>th</sup> , January 17 <sup>th</sup> , February 14 <sup>th</sup> , March 14 <sup>th</sup> , April 18 <sup>th</sup> , May 16 <sup>th</sup>	4:10 pm – 5:10 pm	Room 39
Leadership/Curriculum	Every Monday and Friday	8:00 am – 8:45 am	Principal's Conf. Rm.
Department/Academies	Tuesdays, Wednesdays and Thursdays	8:42 am – 8:58 am	Health Science – Rm.71 Business – Rm. 62 Early Childhood-Media Ctr.
Staff/Faculty	August 18 <sup>th</sup> , September 20 <sup>th</sup> , October 18 <sup>th</sup> , November 15 <sup>th</sup> , December 20 <sup>th</sup> , January 24 <sup>th</sup> , February 21 <sup>st</sup> , March 21 <sup>st</sup> , April 4 <sup>th</sup> , May 23 <sup>rd</sup>	4:10 pm – 5:10 pm	Room 39
Individual Planning and Collaboration	Mondays and Fridays	8:42 am – 8:58 am	Individual Classrooms

**MEMORANDUM**

**August 11, 2016**

**TO:** All Permanent and Part-Time Instructional and Non-Instructional Personnel

**FROM:** Annette Burks-Grice, Principal  
Dorothy M. Wallace COPE Center

**SUBJECT: ITEMS TO BE REVIEWED BY STAFF FOR THE OPENING OF SCHOOL  
2016-2017**

The purpose of this memorandum is to ensure that you have received notice of district and school-site directives and the information regarding the Opening of School Procedures for 2016-2017.

The Miami-Dade County Public Schools' Electronic Staff Handbook, as well as the Dorothy M. Wallace COPE Center South Staff handbook, contains items that are imperative to the success of the school site. To ensure compliance with state laws, Board rules, policies, guidelines, statutory and contracted stipulations, please adhere to the procedures as identified.

It is your professional responsibility to be thoroughly familiar with the above-mentioned items. You are responsible for all items included in the Miami-Dade County Electronic Handbook which is located at [www.dadeschools.net](http://www.dadeschools.net), as well as the school-site faculty handbook which will be placed on the Collaboration Site through the Employee Portal.

Your signature below indicates that you have received notice regarding procedures and are aware that it is your professional responsibility to carefully review and adhere to them.

Faculty/Staff Member's Name: \_\_\_\_\_

Faculty/Staff Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Review of School Board rules relative to but not exclusive to:**

Separation-Weapons-Dismissal/or Suspensions- All Personnel	6Gx13-4A-1.302
Conduct- Standards of Behavior	6Gx13-SC-1.02
Maintenance of Appropriate Student Behavior	6Gx13-SD-1.08
Corporal Punishment	6Gx13-SC-1.031
Suspensions, Board-Approved Alternatives	6Gx13-5A-1.062
Employee-Student Relationships	6Gx13-4-1.09
Responsibilities and Duties	6Gx13-4A-1.21
Personnel Files	6Gx13-4-1.103
Drug-Free Workplace General Policy Statement	6Gx13-4-1.05
Tobacco-Free Workplace	6Gx13-4-1.06
Safety Program	6Gx13-3E-1.081
Equal Access Availability of Secondary School Facilities	6Gx13-1D-1.012
Employee Assistance Program	6Gx13-4D-1.11
Code of Ethics	6Gx13-4A-1.213
Guidelines for the Establishment of EESAC	6Gx13-1B-1.031
Acceptable Use Policy- For the Network	6Gx13-6A-1.112
Discrimination/Harassment	6Gx13-4A-1.32
Assignment- Members of the Same Family	6Gx13-4A-1.18
Acceptable Use Policy for Computers	6Gx13- 4A-1.21

To review all the School Board rules, please go to:  
<http://www.dadeschools.net/schoolboard/rules/>

# SECTION 2

## POLICIES AND PROCEDURES

### ATTENDANCE PROCEDURES FOR TEACHERS AND PARAPROFESSIONALS

In accordance with Miami-Dade County Public Schools and United Teachers of Dade, the following procedures should be followed:

#### HOURS (8:40AM-4:00 P.M.)

- Teachers are expected to be in their classrooms by 9:00 a.m.
- Childcare teachers are expected to be in their classrooms at 8:40 a.m.
- Teachers and childcare staff are expected to remain in their classrooms through 4:00 p.m.
- Immediately upon arrival and departure, teachers and childcare staff are required to sign on the payroll sheet located in the mailroom (blue/black ink only).
- Do not sign in before the actual day.

#### ABSENCES

- All personnel must contact **Ms. H. Ray, Payroll Clerk/Substitute locator**, when an absence from school becomes necessary. Notification must be made as soon as possible to secure adequate coverage. If your absence is a pre-arranged one, a leave card must be completed and signed prior to the absence. If your absence is reported through the hotline, a leave card must be signed immediately upon return.
- You must contact the Substitute Locator by 7:00 p.m. the day before an absence and by 7:00 a.m. the day of an absence.
- ABSENT HOTLINE (305) 278-6411-The hotline has been set up for teachers and staff, and is in service daily until 8:00 a.m. After that time absences can be reported to the payroll clerk/substitute locator by calling the school's operating number (305) 233-1044, extension 2215.
- If you know that you will return the following day, please inform the Substitute Locator. If you do not know, you are required to inform the Substitute Locator by 2:00 p.m. the day you are absent as to whether you are returning to school the next day.
- If you do not notify the Substitute Locator, then a substitute will be employed for the next day as pursuant to Article XVII-Substitute UTD Contract.

## **LATE ARRIVAL and/or LEAVING EARLY**

It is expected that all teachers will report to work by 8:40 a.m. In the event of an emergency the following procedures will be followed:

- As soon as possible, call the Substitute Locator and your Department Chairperson to inform him/her of your arrival time. If your arrival time is unknown or more than 10 minutes, you must speak with the Principal.
- Sign-in as soon as you arrive.
- See the Substitute Locator to notify her of your arrival.

## **APPOINTMENTS DURING WORK HOURS**

If requesting permission to leave early, or during planning time, please strictly adhere to the following guidelines:

- Obtain permission from the Principal before scheduling an appointment.
- Find internal coverage.
- Sign out in the book that is found in the Main Office.
- Upon return, sign in by indicating the time of your return.

Please Note: *“Principals or supervising administrators may release unit employees for up to two hours without sick leave being charged against the employee for the purpose of medical and/or dental examination and, if deemed necessary, with verification upon return. In order to verify that discretionary leave is approved in a fair and equitable manner, each work location will maintain a log of requests and approvals.”*

## **DUTY FREE LUNCH**

If you intend to leave the building during lunch:

- Sign out on the book located in the main office, indicating the time you leave.
- Upon return, sign in by indicating the time you return.

## **BREAKS**

Non-instructional staff is entitled to one ten (10) minute break in the morning and one ten (10) minute break in the afternoon.

- Breaks must be taken at the scheduled time.
- Child Care providers should not be out of your nursery during any other time.
- All personal business must be taken care of during breaks and/or lunch.

# Professional Development Protocol

Miami Dade County will continue to build teacher effectiveness through off-site and on-site professional development opportunities to teachers. Please review the professional development protocol for DMWCC.

## TEMPORARY DUTY/PROFESSIONAL LEAVE

- Temporary duty may be granted for such assignments as subject area conferences, conventions, state department meetings, authorized conventions of professional teacher organizations, and Board approved staff development programs.
- All requests for temporary duty must be approved first by **Mrs. A. Joseph-Goins**, Professional Development Liaison, **72 hours prior to registering and/or attending the event/activity.**
- Upon your return and in order for staff to stay abreast of researched-based instructional strategies and related information, please provide a brief summary of the information received at the professional development activity attended. The information provided will be shared with appropriate staff via common planning, AM Collaboration, Early-Release Days, and or faculty meetings.
- Any faculty member who is assigned to a temporary duty which requires employment of a substitute, payment of travel expenses, or in-county or out-of-county attendance, must fill-out a **Temporary Duty Form (FM7433)** that can be found in the attachment section. Documentation verifying reason for travel must accompany form.
- Any faculty member traveling out-of-county must see the Principal's Secretary to fill-out a Memorandum Travel Request form.

## CLASSROOM MAINTENANCE

- Teachers are expected to maintain an orderly classroom setting at all times.
- Keys to classrooms are available from Ms. Russell in the Main Office.
- The care of the classroom and all equipment in it is the responsibility of each and every teacher who uses the room. Classrooms are not to be left unlocked, and **students should never be left unsupervised in the classroom nor answer the classroom phone.**
- Each teacher will be asked to sign an inventory log listing all equipment assigned to the classroom. Teachers should ensure that the inventory is accurate and is kept up-to-date. Any damage to property or equipment should be immediately reported to the **Principal.**

- No furniture or property is to be removed from the classroom without proper authorization from the **Principal**.
- The custodian assigned to a teacher's room is responsible for cleaning the room each day. If the room is not cleaned, please notify the **Principal** by email.

### **CUSTODIAL SERVICES**

The teacher should report any damage to furniture or the classroom to **Ms. Sarah Russell**. Please assist the custodians by ensuring that students maintain a neat environment. In an emergency situation, contact the Main Office.

### **CLINIC PROCEDURES**

Students that are ill and want to call home for a parent to come pick them up (or bring them medication) should be sent to the school nurse located in Room 23. If the student needs assistance, send him/her with a peer. Students sent to the Clinic must be given a yellow hall pass. If you suspect any student may have a contagious disease or other emergencies such as injuries, bleeding, vomiting, allergic reactions, problems with blood sugar, or asthma attacks, immediately contact the school nurse to have the student escorted to the Clinic.

The school does not provide medication unless provided by the parent and a **Medication Authorization Form** has been completed. Students with asthma may carry their own inhalers. Students with chronic health problems, such as diabetes, high blood sugar, migraine headaches, or kidney problems may be monitored by the Clinic. Students that have ongoing health problems need to give a doctor's note to their counselor, especially if classes are consistently missed due to medical problems.

In the event the parent is unavailable, the nurse will administer the medication. **Child care staff will NEVER administer medication.**

### **ACCEPTABLE USE POLICY FOR COMPUTERS, CELLULAR TELEPHONES AND INTERNET USAGE**

The school's policy is extracted from the M-DCPS Acceptable Use Policy for the Exploration and Utilization of the Internet as a Tool for Learning. All users are expected



to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

- A. Be polite! Do not get abusive in your messages to others.
- B. Use appropriate language. Do not swear, use profanity, use vulgarities or any other inappropriate language.
- C. Do not engage in activities which are prohibited under local, state, or federal law.
- D. Do not engage in activities which violate the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education Profession in the State of Florida, and School Board Rule **6Gx13-4A-1.21**.
- E. Do not reveal your personal address and/or telephone number or that of other students and/or employees.
- F. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in loss of privileges.
- G. Do not use the network in such a way that would be disruptive to others.
- H. All communications and information accessible via the network should not be assumed to be private property.
- I. Do not use the network to send or receive messages that discriminate on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, disability or that are inflammatory in nature.
- K. Cell phones are not to be used to break any copyright rules.
- L. Cheating will constitute but not be limited to: the misuse and copying of instructional materials without teacher consent, taking pictures of assessments, forwarding information or posting academic information on social media networks.
- M. No videos or pictures can be taken without teacher consent.
- N. No electronic device can be used or out during an assessment.
- O. The use or non-use of electronic devices is ultimately at the teacher's decision.

Use of any information obtained via the Internet is at the user's own risk. The District will not be responsible for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions.

The District denies responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider the validity of said information.

### **EMAIL**

Staff must comply with School Board Rule 6Gx13-4C-1.064 (Policy for Utilization of the Email System):

- Please ensure that your mailbox is not full and able to receive messages. Emails that are deleted still take up space in your file. You must delete your deleted items in order to create space for new messages.
- Please remember that email through dadeschools.net is for work purposes and is public record.

## **CODE OF ETHICS**

### 6B-1.001 Code of Ethics of the Education Profession in Florida

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence on one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

## **CODE OF STUDENT CONDUCT AND MAINTENANCE OF APPROPRIATE STUDENT BEHAVIOR**

The Code of Student Conduct is available online at our school webpage at <http://copeso.dadeschools.net>. Teachers are required to review the Code of Student Conduct to ensure that correct disciplinary policies and procedures are being followed.

The Code of Student Conduct defines distinct violations identified by principals, administrators, teachers, students, and community members, which are representative to those acts that frequently cause disruption of the orderly educational process.

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

A major consideration in the application of the Code of Student Conduct is to identify the most appropriate disciplinary action for bringing about positive student behavior. To that end, the violations have been divided into six groups, and a variety of administrative actions, dependent upon the severity of the misconduct, have been recommended or mandated. Before, during, and after the implementation of any disciplinary action,

student services personnel such as counselors, school social workers, and psychologists play a vital role assisting the student in resolving any problems influencing his/her behavior.

The Principal or teacher, or both, consistent with the powers delegated to them, have the authority to take additional administrative action if, in their opinion, the nature of the misconduct warrants it. In addition, school administrators have the prerogative to seek the waiver of any portion of all mandatory disciplinary action through the Division of Alternative Education and Dropout Prevention. Those parties who are directly involved with the incident shall be informed of the reason(s) for requesting a waiver.

The Superintendent, upon conferring with the appropriate school, region, district staff, the parents, and student, may return a student who was 15 years old or younger at the time of the commission of the offense which led to his/her expulsion and placement on the Work Back Program, to a regular school program after the student has proven to have performed successfully for one semester or more in an opportunity school or other alternative program.

The selected students will be monitored and returned to an opportunity school or an alternative placement at any time their behavior is unacceptable. The student's expulsion or remainder of time under a Work Back Agreement would not expire until the full time prescribed.

All shared-time and dual –enrolled students (i.e., those students who attend both day and evening programs in M-DCPS) are bound by the Code of Student Conduct (Secondary) for any disciplinary issues, including but not limited to those which arise in evening programs.

The Code of Student Conduct describes violations and corresponding disciplinary actions. When the violation calls for a disciplinary action, all or any part of the appropriate plan is to be implemented. If the violation indicates a mandatory action, all parts of the required plan must be administered unless any part is not applicable.

## **MAINTAINING APPROPRIATE STUDENT BEHAVIOR**

The schools are established for the benefit of all students. The educational purposes of the school are accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or that infringes upon the rights of the other individuals will not be tolerated.

The School Board reaffirms its support of the administrative staff and teachers in taking all necessary steps to enforce and implement all Board rules pertaining to the maintenance of appropriate student behavior. Important among these rules are those in

the areas of conduct, corporal punishment, suspensions and expulsions, and climate for learning.

The School Board directs that:

The Superintendent of schools, through the School Board Rules, shall pursue the investigation and assist in the subsequent prosecution of any adults inciting students to perform violent and unlawful acts in the school; and each individual teacher shall be granted full disciplinary authority over every student in his/her classroom, in accordance with Florida Statutes, Board Rules, and administrative regulations.

### **UNIFORM ENFORCEMENT POLICY**

1. Student will be given a warning upon his/her first uniform violation from the principal.
2. Upon the second uniform violation the following discipline measures will go into effect:
  - a. Student will receive an administrative detention to be served during lunch.
  - b. **WHAT IS AN ADMINISTRATIVE DETENTION?** A detention that is issued by the principal only.

### **TARDY ENFORCEMENT POLICY**

1. The following policy is for tardies to school (1st block):
  - A. Students will be given **three warnings per nine weeks** before disciplinary actions are taken for UNEXCUSED tardies.
  - B. Upon the fourth unexcused tardy the student will receive an Administrative Detention.
2. Tardies to all periods, with the exceptions of first block must be handled in the following manner:
  - A. After three tardies, please contact the parent and write a referral to the grade level counselor documenting the parental contact.
  - B. On the fourth and every tardy thereafter, contact the parent and write referral to the grade level counselor with the number of tardies.

### **EMERGENCY PROCEDURES**

Teachers should ensure that a current map of the Evacuation Route from their classroom is posted at all times and reviewed with students. Contact **Ms. C. Gilbert** if an evacuation route map is needed for your classroom or office

During times of emergency, the primary responsibility of all Dorothy M. Wallace COPE Center personnel is to provide for the personal safety of students. Emergency situations are categorized by the following two levels:

- CODE RED- imminent, proximal threat to student(s) and staff safety exists on campus
- CODE YELLOW- potential known threat to student(s) and staff safety exists within the community.

If an emergency that warrants a Code Red or Code Yellow should occur, all personnel will be notified of the situation by an announcement on the public address system such as:

- “Lockdown Code Red (or Yellow), Lockdown Code Red (or Yellow)”
- At that point, all personnel shall adhere to the following guidelines:
- Staff and students located in open areas should immediately report to the nearest secure area.
- Close and lock all classroom doors, close all open windows.
- Turn off audio/visual equipment Maintain order and calm within the classroom.
- Students should quietly remain in their seats.
- Do not permit the students to leave the room FOR ANY REASON.
- Lockdown updates will be made, if possible, using electronic mail as a form of communicating with staff.

All staff and student/visitors should remain in Lockdown Code Red or Yellow until the “All Clear” announcement is made. Lockdowns will be lifted by School Operations- not school site personnel.

### **BOMB THREAT**

- Notify an administrator of the threats.
- Do NOT touch, prod, or move any suspicious object or package.
- Follow orders for personal safety as directed by the administrator or designee in charge and the emergency response team.
- Do NOT use cell phone, hand radio or public address system.
- If directed by an Administrator or designee in charge, calmly request your students to leave the classroom in an orderly manner and follow you to a temporary site of safety that is supervised by M-DCPS personnel.

## **EVACUATION OF STUDENTS**

- Implement immediate evacuation of students upon notification to evacuate.
- Designate someone to hold the main exit doors until all persons in the class have been evacuated. Continue this procedure until the classroom is clear.
- Take the class list with you.
- Check classrooms thoroughly (restrooms, closets, etc.) to determine that all students have been cleared from the room.
- Supervise students at the designated assembly point.
- Make a roll call check at the assembly point. Report anyone missing to the closest administrator.
- Follow orders for personal safety as directed by the administration and emergency response personnel.

## **HAZARDOUS CHEMICAL MATERIALS, SPILLS/GAS LEAKS- INSIDE THE SCHOOL**

- Notify an administrator.
- Evacuate the area immediately.
- Verify that all students have exited room.
- Turn off gas valve, air conditioning and ventilation systems, if located in your room (if applicable).
- Remove students who may be unconscious or overcome by exposure to chemical substance or gas.
- Close door(s) as you exit and take the class list with you.
- Do not attempt to fix gas leaks or clean up chemical spills.

## **HAZARDOUS CHEMICAL MATERIALS, SPILLS/GAS LEAKS- OUTSIDE THE BUILDING/COMMUNITY-BASED**

- Follow the instructions for personal safety as directed by the administration or emergency response personnel.
- As directed, shut off air conditioning system and all outside air ventilators; close windows.
- Ensure that all students are inside the classroom and that they remain there, pending further instructions.
- Direct students to quietly remain in their seats.

## **HOMICIDAL THREAT**

- Remain calm and non-judgmental.
- Assess immediate danger; if student or intruder is armed or agitated do NOT approach or make any sudden movements.
- Notify the main office, when it is safe to do so.
- Follow orders for personal safety as directed by the administrator, when it is safe to do so.

### **HOSTAGE SITUATION**

- Remain calm and non-judgmental.
- Do NOT attempt to defuse the situation. This is a police function.
- Do NOT agitate or anger the perpetrator.
- Do NOT make any sudden movements.
- Follow directions for personal safety as directed by the administrator and emergency response personnel.

### **NUCLEAR EXPLOSION/RELEASE**

- Remain in your classroom until authorized to leave by the administrator or emergency response personnel.
- Shut down air conditioners and fans; close doors, windows, and other openings.
- Follow directions given by the administrator and emergency response personnel.

### **SEVERE WEATHER: ELECTRICAL STORM**

- Stay indoors and do not venture outside unless absolutely necessary.
- Stay away from open windows, metal objects, electrical appliances, and plumbing until the storm has passed.
- Unplug TV sets, other electrical equipment, and appliances to the extent possible.
- Follow orders for personal safety as directed by the administrator and emergency response personnel.

### **SEVERE WEATHER: HURRICANE WATCH/WARNING**

- To the extent possible, turn off all gas and electrical appliances, except as required in designated emergency shelters.

- Store all books, papers, and other equipment as far as possible from all windows or areas subject to damage or entry of water. Store these items above the floor to protect them from water damage due to minor flooding.
- Move audiovisual, computer and business machine equipment to a secure location. If equipment cannot be moved, cover with plastic to protect from water damage.

### **SEVERE WEATHER: TORNADO WATCH/WARNING**

- Follow orders for personal safety as directed by the administrator and emergency response personnel.
- Be prepared to move students housed in portables and trailers into interior corridors of the permanent buildings.
- Be prepared to move persons housed in multi-story buildings to lower floors and interior corridors, particularly to corners, space permitting.
- Refrain from placing persons in large areas that have wide roof span.
- Instruct persons to seek cover where floors and walls meet and to place themselves in a protected position with their heads and faces covered by their hands and arms.
- Keep inside doors that lead into corridors unlocked. Exterior doors must not be chained or locked from inside.
- Close windows and outside doors on all sides of a building.
- Where there are no permanent buildings in which to find shelter, occupants should be down under tables/desks in a fetal position and cover their heads with their arms and hands.

### **SEVERE WEATHER: TORNADO STRIKE/AFTERMATH**

- Follow orders for personal safety as directed by the administrator and emergency response personnel.
- Report any medical emergencies and other injuries to the main office.
- Conduct an attendance count to ensure all students are accounted for.

### **SHOOTING/STABBING**

- Direct students to take appropriate protective action(s), such as take cover, lie flat, remain calm, and evacuate to the nearest secure site, if appropriate.
- Keep students away from windows and doors, if the event is occurring outside the classroom.
- Report the incident and any medical emergencies or injuries to the main office, when it is safe to do so.



- Do NOT touch weapon, tamper with evidence, clean or decontaminate the incident site.
- Follow orders for personal safety as directed by the administrator and emergency response personnel.

### **SUICIDAL THREAT**

- Remain calm and non-judgmental.
- Contact the main office as soon as it is safe to do so. If the student is armed or in a precarious position, do NOT approach or agitate.
- Alert the main office to the presence of any weapons/instruments possessed by the suicidal student.
- Do not leave the suicidal student alone.
- Immediately contact school counseling professional.

### **EVACUATION PROCEDURES**

Each teacher is responsible for knowing the evacuation route and the alternate evacuation route for each classroom he/she uses during the day. The procedures are posted near each door and should be reviewed with all students at the beginning of each grading period. Students must understand the necessity for silence and order during an evacuation.

Please make certain that the following guidelines are adhered to:

- When the warning bell sounds, teachers and students must move quickly and quietly toward the exits.
- Remain in the assigned waiting area with the students until the all-clear signal is sounded.
- Upon returning to your classroom take attendance to account for your students.

### **EMPLOYEE ASSISTANCE PROGRAM**

- The Employee Assistance Program (EAP) is a voluntary no-cost program available to employees who are having problems affecting both their personal and professional life. The EAP is completely confidential. To contact EAP, call (305) 995-7111, or in an emergency call (305) 358-3551.

### **ENTERING SCHOOL DURING NON-SCHOOL HOURS**

- All persons entering school during non-school hours with or without an alarm key must make prior arrangements with Mrs. Burks-Grice. Under no circumstance is anyone to enter the building without approval from an administrator.

### **FIELD TRIPS/FUNDRAISING/CLUB SPONSORS**

All teachers/staff sponsoring a club, chaperoning a field trip, or engaging in a fund-raising activity must attend a mandatory procedures meeting with **Ms. C. Gilbert**, Activities Director, which is scheduled before the opening of school. Attendance is mandatory for Academy Leaders and Club Sponsors..

### **GUEST SPEAKERS**

All guest speakers must be cleared through **Ms. C. Gilbert or Mrs. A. Burks-Grice**. The guest speaker should be instructed to report to the Main Office upon arrival. The guest speaker needs to be escorted by a staff/faculty member both to the room and exiting the building. All guest speakers must wear a name tag that will be provided to them upon signing in.

### **INVITING THE SUPERINTENDENT OR COMMUNITY DIGNITARIES TO SCHOOL FUNCTIONS**

Teachers planning to invite the Superintendent or any elected official, civic group leader, and/or any other community dignitary must see Ms. Gilbert in advance for a form.

### **HALL PASSES**

Students are not to be released from any class during class time without an official yellow pass, which is to be completed in its entirety in ink. Additionally, hall passes are not to be reused. Each time a student leaves the classroom, he/she is to be issued a new hall pass. Students should not be released from class during the first and last 15 minutes of class unless they have a scheduled appointment. Teachers should use their professional discretion for emergencies.

### **ID BADGES**

All Dorothy M. Wallace COPE Center students receive one free identification card/badge. They are to have the ID's with them at all times while on school property

and at any off-campus function in order to assist in ensuring student safety. Students may not alter, change, or deface their ID, nor should the ID be in possession of any other person other than whose name and face appear on the badge. The first badge will be issued free of charge. A temporary one will be \$1 and will be effective for a one day or a replacement ID is available for \$5.

### **CODE OF STUDENT CONDUCT**

Dorothy M. Wallace COPE Center will follow all guidelines stipulated in the M-DCPS Code of Student Conduct. Students are expected to comply with all rules and regulations and will be held to the highest standards of excellence. Students not complying with the school rules and policies will face disciplinary action as outlined in the Code of Student Conduct. A copy of the Code of Student Conduct can be found on the DMW COPE Center homepage at: <http://copeso.dadeschools.net>

### **ILLNESS/INJURY**

Staff members who become ill or suffer an injury should contact an administrator immediately. If the injury occurs during work hours, an Accident Report needs to be completed with **Ms. S. Russell**, the Principal's Secretary. In case of an emergency, please call the main office.

### **PARENT AND / OR STUDENT COMPLAINTS**

Parents are urged to take an active part in their child's schoolwork. Parent/Teacher conferences can be scheduled by emailing the teacher directly. All email addresses can be found on the school's website. To aid parents and students seeking resolution of concerns and complaints, the following procedures have been developed:

- Level 1 A conference with the teacher
- Level 2 A conference with the counselor
- Level 3 A conference with the principal who will evaluate the situation and render a decision
- Level 4 A conference with the principal, parent and teacher
- Level 5 A meeting with Region personnel

### **MEETING WITH COUNSELORS**

Meetings with counselors may be initiated by students, parents, teachers, or by individual counselor. A student may see his/her counselor by filling out the Counselor

Request Form which is located on the school website. Either a student or parent can complete the form and email it directly to the counselor who will respond within a 24 hour period. Students are not to wait outside the counselor's office to see him/her. This process will assure that conferences are arranged efficiently since counselors maintain a tightly-planned schedule and are not available for unexpected visits. Please be considerate and respectful of their time management.

### **INCIDENT REPORTING (CHILD ABUSE AND SEXUAL BATTERY)**

Section 415.504, Florida Statutes, requires mandatory reporting of all cases of child abuse. The statute applies to suspected or confirmed reports against any person alleged to be involved or any person who is alleged to have committed any act of child abuse. School personnel are not exempted from mandatory reporting of child abuse when a fellow employee is suspected or confirmed to be the abuser. As a reminder, when in doubt, report child abuse. Any person, including, but not limited to a physician, nurse, teacher, social worker, or employee of public or private facilities serving children who has reason to believe that a child has been a subject of child abuse, shall report to the Florida Department of Children and Families (DCF).

#### **Reporting Procedures:**

Anyone aware of child abuse, suspected or confirmed, shall immediately make a report by calling the Miami office of the Florida Department of Children and Families at (305)634-4074 or the State of Florida, Child Abuse Registry, Tallahassee, Florida at 1-800-342-9152 (toll free). An administrator must report to the School Board Police Department all cases involving School Board employees where:

- Excessive physical force or physical contact was greater than necessary.
- Use of unauthorized School Board employee-initiated physical action, which results to a student receiving an injury.
- Physical force is used against the student when the circumstances in School Board Rule 6Gx13-5D-1.07 (Corporal Punishment) are not present.

When child abuse is suspected from an outside source (non-School Board employee), an administrator must report it within 48 hours. REPORTS TO DCF OF SUSPECTED CHILD ABUSE FROM OUTSIDE SOURCES ARE NOT TO BE REPORTED TO THE SCHOOL BOARD POLICE.

When investigating child abuse cases, representatives of DCF or a law enforcement agency may come to the school for the purpose of conducting an interview with a student on school premises during the school day. Although DCF or law enforcement may grant school staff members the right to be present at the interview, their presence

is not mandatory. The right of the school officials to be present at the interview applies only if:

- A representative of DCF or law enforcement agency believes that a school staff member could enhance the success of the interview.
- The alleged abused child requests or comments to the presence of the school staff member during the investigation.

School staff, in this context, does not include secretarial support staff. All information pertaining to child abuse cases is confidential, and no separate record shall be created and maintained by the school or school staff members during the investigation. Representatives of DCF may come to the school and take a child into custody when DCF personnel determine there are reasonable grounds to believe a child is suffering from illness, or is in immediate danger from his/her surroundings, and that the student's removal is necessary or the custodian of the child has violated a condition imposed by the courts. School-site administrative personnel willfully failing to report, screen, prevent, or cause child abuse reports not to be made to DCF when brought to their attention may be subject to disciplinary action.

### **SEXUAL BATTERY**

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

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

### **INFORMATION TECHNOLOGY**

Computer and Account Responsibilities:

- It is the teacher's responsibility to do what he/she can to maintain the class computer(s) and keep them free of viruses and unwanted tampering.

Please follow the following guidelines:

- Log off your computer whenever you leave the classroom, especially at the end of the day.
- If you need to leave your computer for a few minutes but do not want to take the time to log back on, you can lock the computer.
- If somebody is going to use your computer the next period, do not lock it, just log off.
- It is VERY important that you NEVER leave at the end of the day with your computer locked. If you leave your computer locked at the end of the day, then you risk data loss and it eventually can/will corrupt your roaming profile. Please make sure you always log off at the end of the school day.
- Restrict Internet usage to lessons and/or activities that are DIRECTLY and immediately related to your class lesson.
- Do NOT let students on your computer.
- Do NOT stream or download music from radio stations to your computer.
- If you need assistance, please submit a HEAT ticket.

### **SOFTWARE POLICY**

Any software purchased by M-DCPS funds is owned by the School Board.

### **KEYS**

Teachers and staff will be issued keys to their room, desks, and file cabinets at the beginning of each school year. All keys are to be returned on the last day of school. No exceptions will be made. Teachers are not to lock their desks or file cabinets with locks other than those issued by the school. Under no circumstances are keys to be given to students.

### **LOST AND FOUND**

Lost items that have been found should be taken to the Attendance Office and handed to **Mrs. M. Morning**.

### **MEDIA CENTER**

Media Center hours are Monday through Friday, 8:00 am to 8:40 a.m. only and during lunch. In order to maintain a climate of learning, please follow these guidelines:

- No students in the Media Center without a yellow hall pass including lunch time.
- Students have open access to the Media Center before school and during the lunch period.
- Teachers may schedule an entire class to the Media Center. The Media Center can accommodate two classes at a time. Teachers must remain with their students while in the media center.
- Teachers with scheduled computer use have priority over students with yellow passes.
- Instructional help is provided to teachers and classes by the Media Specialist. Advanced reservations and collaborative planning with the Media Specialist is strongly encouraged.

### **EMERGENCY MESSAGES TO FACULTY/STAFF**

When emergency messages are received, the staff member will be notified immediately. Personal, non-emergency messages will not be delivered. They will be placed in your mailbox or sent via email.

### **OPEN HOUSE**

Open House is held to provide parents the opportunity to visit their child's school, meet their teachers, and to learn about the many programs available at Dorothy M. Wallace COPE Center. All instructional personnel are expected to attend Open House. Childcare teachers are encouraged to attend this worthy event.

### **PARKING FOR STAFF MEMBERS**

All faculty/staff members will park in the faculty/staff parking lot ONLY. Due to security concerns, no staff member will park in the back of the school.

Students that drive must register their vehicle. The last row will be designated for students choosing to drive to school.

The visitor and at least one handicap stall located in front of the school must remain available at all times. Violator will be asked to move their vehicles.

### **PURCHASE/REIMBURSEMENTS**

All requests for purchases and/or reimbursements must be approved in advance by **Mrs. Burks-Grice**, Principal. Purchases without approval will be considered unauthorized expenditures and no reimbursements will be given.

### **RENEWING TEACHER CERTIFICATES**

A copy of each teacher's most current certificate needs to be on file in the school's main office by the second week in September. Teachers are responsible for keeping their certificates current. The process for recertification can be found at:  
<http://certification.dadeschools.net>.

### **MAILBOXES**

All employees have been assigned a mailbox and should check their mailboxes at least twice daily (before and after school) and remove all mail. Staff should not send students to retrieve items from the mailroom.

### **STAFF LOUNGE**

The staff lounge is for all employees. Employees are reminded that students are NOT allowed in the lounge for any reason (dropping off food, microwaving food, buying from vending machines, etc.).

### **STUDENT SERVICES**

Please comply with the following procedures when a student in your class asks to see his/her counselor:

- Instruct the student to go to the [www.copeso.dadeschools.net](http://www.copeso.dadeschools.net) and complete the online fillable form and email it to the appropriate counselor.
- Students will then be called down in the order the requests are received taking priority into consideration.
- Please do NOT send students to go see their counselor unless you receive a pass from the counselor or unless the student is, in your opinion, emotionally distressed.
- If a counselor's request for a student conflicts with a scheduled classroom activity, the teacher may delay sending the student until the activity has been completed.

### **VOLUNTEERS**



All volunteers must register through M-DCPS portal system. Once they have been approved at the district level, they will be given an ID number. All volunteers will be provided with a Dorothy M. Wallace COPE Center. Volunteer ID Badge which must be worn at all times while on campus. The Principal reserves the right to disapprove volunteers. See **Ms. S. Russell or Ms. C. Gilbert** for further information.

### **FOOD SALES**

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

## **SECTION III**

# **INSTRUCTIONAL PROGRAM**

ATTENDANCE POLICY

GRADE BOOK

GRADING POLICY

LESSON PLANS

PARENT COMMUNICATION

PROGRESS REPORTS

PUPIL PROGRESSION PLAN

STUDENT FEE SCHEDULE

STUDENT FOLDERS

SUBSTITUTE AND EMERGENCY LESSON PLANS

## **ATTENDANCE PROCEDURES**

Taking attendance:

- Attendance must be taken at the beginning of each class. During the first and second period, it must be submitted no later than 9:30 a.m. in order to process daily bulletin and corrections.
- Absent students must be marked with a "U2".
- Tardy students must be marked with a "T".

Absences:

- As per state law, all students are expected to be in school for 180 days.
- Any student accumulating five or more unexcused absences during a semester course
- and/or ten or more unexcused absences for an annual course may receive a NO CREDIT (NC) for that course. Students can appeal the NC to the Attendance Appeal Committee.
- Teachers are responsible for writing referrals and contacting parents once a student's absences become excessive.

District Reasons for Excused Absences:

- Student illness
- Medical appointment
- Death in the immediate family
- Observance of a religious holiday
- School-sponsored event or a previously approved activity

Procedures for excusing absences:

- Students have 48 hours from the last day of an absence to bring a note written by a parent/guardian or a doctor's note in order to obtain an admit to class. All students will be admitted to class with or without an admit. If a student, within 48 hours from the first day of his/her return to school fails to present an admit, the teacher is to consider the absence unexcused and no make-up will be issued.
- Admits will be issued from 8:40 a.m. to 8:55 a.m. during breakfast. The admit must be signed by all teachers and it is the student's responsibility to insure that each teacher signs it. In addition, it is the student's responsibility to ask for the make-up work from the teacher upon return to class.

- Students that are suspended are expected to make-up all written assignments missed during the suspension period. Failure to do so will result in the student receiving an academic grade of “F” for those missed assignments. The number of days provided to the student to make-up his/her assignments will equal the number of days the student was on suspension. The student is also responsible for the material presented in class while he/she was absent.
- Outdoor suspension: when a student is placed on outdoor suspension, parents may request work to be provided to the student. Parents are encouraged to email each teacher to obtain assignments. Please respond to the parent’s request within 48 hours. If work cannot be sent by email, then parents can request work be left with the student’s counselor and make an appointment to pick it up.

**GRADE BOOK** (A Legal Document) The grade book software can be accessed through the web at <https://gb.dadeschools.net>. The policies, procedures, instructions, and handbooks for the electronic grade book are published on <http://gradebooksupport.dadeschools.net/teachers.asp>. Students should not enter grades in the gradebook under any circumstances.

Points of information about the electronic grade book:

- Parents can see your grade book’s individual assignments and the grade earned for each.
- Parents can see the due date if you put the date in the assignment description.
- Teachers need to have Period 1 and 2’s attendance inputted by 9:30 a.m. daily.
- Under NO circumstances are students allowed to enter grades or attendance in the electronic grade book.
- It is the teacher’s responsibility to enter grades WEEKLY.

**GRADING POLICY**

Below is the M-DCPS official grading scale:

GRADE NUMERICAL	VALUE VERBAL	INTERPRETATION	GRADE POINT VALUE
A	90-100 %	Outstanding Progress	4
B	80-89%	Above Average Progress	3
C	70-79%	Average Progress	2
D	60-69%	Lowest Acceptable Progress	1
F	0-59%	Failure	0
I	0	Incomplete	0
NC	0	No Credit	0

## **FAILURE/UNSATISFACTORY PROGRESS REPORTS**

Parents/guardians must be notified AT ANY TIME during a grading period when it is apparent that the student may fail the course or is doing unsatisfactory work academically or behaviorally. If a formal failure notice is not sent home by the end of the 8th week of the nine weeks, it is assumed the student is passing the course. A student CANNOT be given an unsatisfactory or failing grade (D or F) for the grading period unless the student and his/her parent/guardian have been notified through a formal unsatisfactory/failure notice.

## **LESSON PLANS**

Lesson planning is essential for effective teaching and learning to take place. As per the United Teachers of Dade Teacher Contract Article XI- Planning for Teaching and Learning, teachers are required to develop written lesson plans. All teachers should retain their lesson plans and make them available during classroom visitations and/or an official observation. All teachers should retain their lesson plans for the current school year for review by the principal or supervising administrator, upon request. It is extremely important that teachers familiarize themselves with the Instructional Performance Evaluation Growth System (IPEGS) which covers instructional planning when preparing their lesson plans: goals/objectives, learning activities, assessment of student learning and home learning are just some of the indicators needed to address the diverse needs of students.

## **PROGRESS REPORTS AND GRADEBOOK SCHEDULE**

Students will receive an official progress report in the midway point of each nine weeks. The report will be printed by the electronic grade book containing grades for all classes and comments indicated by teachers. Comments are optional though. The issuing teacher will obtain students' signatures of receipt and maintain a log until the end of the school year.

### **INTERIM PROGRESS REPORT SCHEDULE**

<b>Grading Period</b>	<b>Distribution Date</b>
1	9/22/2016
2	12/8/2016
3	2/23/2016
4	5/4/2017

### **ELECTRONIC GRADEBOOK SCHEDULE**

<b>*End of Period</b>	<b>Gradebook</b>	<b>Report Cards Available</b>	<b>Report Cards Sent</b>
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		<b>Upload to ITS</b>	<b>to Schools No Later Than</b>	<b>to Parents By</b>
1	10/27/16	10/27/16	11/09/16	11/16/16
2	1/20/17	01/23/17	02/07/17	02/14/17
3	3/23/17	03/24/17	04/04/17	04/18/17
4	6/8/17	06/09/17	06/20/17	06/27/17

### **GRADE CHANGES**

Teacher grade changes may be made for annual grades within ONE year of the course completion. Teacher grade changes may also be made for the nine week grades. See the Registrar, **Ms. H. Ray**, for the most updated form. All Grade Change forms MUST be accompanied with the proper documentation.

### **STUDENT FEES**

All teachers who collect fees must attend the mandatory procedures meeting with the **Treasurer, Ms. S. Russell** before the opening of school.

### **STUDENT FOLDERS**

A folder is to be maintained for EACH student in ALL courses. Each folder should be marked with the student's name, teacher's name, class period and course name. The contents should reflect the nature and quality of what is being taught, learned and reveal the progress of the student. The folder can be used by the teacher to assess the student's mastery of the material and can be used to demonstrate this to the student and his/her parents.

Folders should include but are not limited to:

- Written work samples
- Home learning
- Creative assignments
- Group projects
- Assessments

\*\*\*Please note that student folders are to be kept until the beginning of the new school year in case of a parent/student grade appeal.

### **SUBSTITUTE/EMERGENCY LESSON PLANS**

Three days of emergency lesson plans must be submitted to the department chairperson by 4:00 pm on Friday, August 26, 2016. Department chairperson should review all emergency lesson plans to ensure that sufficient preparation has been made

by the teacher to cover the entire block. Each day's plan should be in a separate folder with a completed cover form and instructions. When a day's plan is used because of a teacher absence, replacement plans must be turned in by the second day of a teacher's return to work. The Emergency Lesson Folders should include:

- Instructions for the substitute
- Seating charts for each class
- Necessary materials
- Learner tasks

### **TEACHER/PARENT COMMUNICATION**

According to the Student Progression Plan, 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 the student begins to display a consistent pattern of disruption or when he/she is demonstrating unacceptable academic achievement through failure to exert sufficient effort. Positive communication is vital and supportive for the student and parent. When students are from homes where languages other than English are spoken, every effort should be made to communicate with parents in a language they can understand.

## **SECTION III**

# **2016-2017 SCHOOL CALENDAR**

**Anti-Discrimination/Harassment Board Policy Anti-Discrimination/Harassment (Students) – Board Policy 5517 and 5517.02**

M-DCPS does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices. Please refer to School Board Policies 5517 – Anti-Discrimination/Harassment (Students) and 5517.02 - Discrimination/Harassment Complaint Procedures for Students for more information. Questions, complaints or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132; PH: 305-995-1580 or e-mail address: [crc@dadeschools.net](mailto:crc@dadeschools.net). The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.



**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2016-2017 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY**

July 2016				
M	T	W	T	F
				1
<del>4</del>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2016				
M	T	W	T	F
			1	2
<del>5</del>	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2016				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2016				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2017				
M	T	W	T	F
<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>
9	10	11	12	13
<del>16</del>	17	18	19	20
23	24	25	26	27
30	31			

February 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
<del>20</del>	21	22	23	24
27	28			

March 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2017				
M	T	W	T	F
3	4	5	6	7
<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>
17	18	19	20	21
24	25	26	27	28

May 2017				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
<del>29</del>	30	31		

June 2017				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- |                             |                                        |
|-----------------------------|----------------------------------------|
| New Teachers Report         | Recess Day                             |
| Teacher Planning Day        | Beg End of Grading Period              |
| Teacher Planning Day No Opt | Secondary Early Release                |
| Legal Holiday               | End of 1st QT/ Secondary Early Release |

- Days in Grading Period
- 1-45
  - 2-45
  - 3-42
  - 4-48

For information on employee opt days, please refer to book of calendar.