



The English Center

FACULTY & STAFF HANDBOOK 2024 – 2025

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The English Center is accredited by the Council on Occupational Education (COE)

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Message from the Director

August 15, 2024

Dear English Center Family:

It is indeed with great joy that I welcome you to our 2024-2025 school year. Together we will create a culture of excellence and professionalism that will enable us to grow as an institution dedicated to improvement and community service.

The obstacles that we face today can be viewed as areas of growth. The love that we feel for The English Center will unite us as a family with one common goal: the preservation and improvement of our school, which must return to its roots as the flagship of adult education. This idea will be our commitment in every endeavor. I welcome all ideas as we re-charter our future.

I have been privileged to work for Miami-Dade County Public Schools for thirty-five years, twenty-seven of which have encompassed administrative assignments as assistant principal, principal, and director. These have also included the conversion of a middle school and the inauguration of a senior high school, both performed under my tenure as principal. It is my fondest desire to repeat the successes that I have left behind and to use my experience for the advancement of our school.

Our common goal for the coming semesters and years is very simple: to re-establish The English Center as a cornerstone of adult education, and to grow our programs so that we can continue to be of service and value to the community. The minute we cease to retain and attract students is indeed the minute we cease to exist.

Therefore, let us embark upon this journey together, and let us pull our collective resources to reinvent ourselves. Hard work, dedication and commitment, as well as solid, innovative ideas will help put us back on the map. We will strive for excellence in everything we do, no matter how small or apparently insignificant the task at hand. We will open our doors and resources to the public in everything we do, from our initial and individual greeting to the courses that we offer. Distinction and quality must define our approach to education.

The future awaits us. Let us be strong in will to strive, to seek, to find, and not to yield.



Yamila Carballo, Director



INTRODUCTION

This handbook, in coordination with the Miami-Dade County Public Schools Electronic Handbook, is designed to provide faculty and staff with the necessary information and guidelines to create an efficient workplace. It is hoped that the rules and regulations presented here will not hinder, but enhance this notion, thus facilitating a harmonious school environment. Additionally, if each faculty/staff member conscientiously accepts responsibility for carrying out the procedures outlined in this handbook, our efforts will reflect the mission of this school in serving our community. If it becomes necessary to change or add policies and procedures, an insert will be added to this handbook.

It is the M-DCPS platform to access e-handbooks of policies, procedures, and regulations for staff including Chief of Staff, Instructional Operations, Regional Center, Human Resources, Financial Affairs, Business Operations, and Public Relations.

2024 – 2025 M-DCPS Electronic Staff Handbook

<http://ehandbooks.dadeschools.net>

Office of School Leadership and Performance:

<http://schooloperations.dadeschools.net/>

School Board Policy Manual

[MIAMI-DADE COUNTY PUBLIC SCHOOLS | BoardDocs® PL](#)

District Strategic Plan:

<http://strategicplan.dadeschools.net/>

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SECTION I

MISSION AND VISION

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MISSION

The mission of The English Center is to develop students' vocational, social, technological, physical, and emotional potential in a wholesome, self-paced, supportive environment. This endeavor encourages them to become lifelong learners and contributing, ethical citizens in a multi-cultural and changing world.

VISION

The English Center is a full-service adult education center that will continuously strive to provide access to challenging literacy, Career/Technical, and community education while building learning communities designed to maximize student success.

2024-2025 School Calendar



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2024-2025 SCHOOL CALENDAR TECHNICAL COLLEGES / ADULT EDUCATION CENTERS



AUGUST 2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2025						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2025						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2025						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2025						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Learning Day
	Teacher Planning Day available to opt
	Recess Day (11.5 months)
	2025-2026 School year

	Recess Day
	Beg/End of Grading Period
	Legal Holiday
	Legal Holiday (12 month)
	Available to opt

DAYS IN GRADING PERIOD	
1 - 112	
2 - 91	
3 - 97	

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2024-2025 SCHOOL CALENDAR
TECHNICAL COLLEGES / ADULT EDUCATION CENTERS

HOLIDAYS - 2024

September 2 - Labor Day
 November 11 - Veterans' Day
 November 28 - Thanksgiving

HOLIDAYS - 2025

January 20 - Dr. Martin L. King Jr.'s Birthday
 February 17 - All Presidents' Day
 May 26 - Memorial Day
 June 19 - Juneteenth
 July 4 - Fourth of July

Number of School Days per Trimester

TRIMESTER 1				
AUG	SEPT	OCT	NOV	DEC
16	28	30	20	18
TOTAL: 112				

TRIMESTER 2			
JAN	FEB	MAR	APR
24	27	23	17
TOTAL: 91			

TRIMESTER 3				
APR	MAY	JUN	JUL	AUG
10	30	28	29	0
TOTAL: 97				

TERM 2024-1
08/15 - 12/19/24

SUNDAYS	15
MONDAYS	15
TUESDAYS	16
WEDNESDAYS	17
THURSDAYS	17
FRIDAYS	17
SATURDAYS	15
TOTAL	112

TERM 2024-2
01/06 - 04/17/25

SUNDAYS	13
MONDAYS	11
TUESDAYS	14
WEDNESDAYS	14
THURSDAYS	14
FRIDAYS	12
SATURDAYS	13
TOTAL	91

TERM 2024-3
04/21 - 07/30/25

SUNDAYS	14
MONDAYS	14
TUESDAYS	15
WEDNESDAYS	15
THURSDAYS	13
FRIDAYS	12
SATURDAYS	14
TOTAL	97

Total Trimester Days Students Are in School = 300

*Teachers may opt to work one or two days, August 8, 9, 2024, or August 1 and 4, 2025, in lieu of any of the teacher planning days except August 12, and August 14, 2024, and the designated District-wide Professional Learning Days, August 13, 2024 and November 5, 2024. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

**July 31, 2025 is a teacher planning day; not available to opt.

PAYROLL PROCESSING SCHEDULE – FISCAL YEAR 2024 – 2025

This important schedule should be kept for future reference throughout the fiscal year, and a copy given to every staff member involved in the payroll function at your location.

The following will assist you in utilizing the Payroll Processing Schedule:

SAP PAY PERIOD #: This column indicates the “pay period number” for SAP payroll reporting purposes. On the “Report Time” screen, the **Payroll Period** is indicated in the first section. You may change the date range by entering a different **Period** number, and therefore, report time for a different pay period.

PAY PERIOD from - Thru: This column indicates the period being paid. The payroll periods for the District begin on a Friday and end on a Thursday.

DAILY PAYROLL ATTENDANCE SHEETS AVAILABLE TO PRINT: Please note availability dates and **be sure to print your Payroll Attendance (Sign-In) Sheets on time!**

FINAL ROSTERS APPROVED: **This column has been highlighted!** This is the **deadline date** by which all work locations **must approve their payroll.**

PAY DATE: This column indicates the date of the paycheck or advice (direct deposit).

The remainder columns are either self-explanatory, or for internal use.

For information on optional (opt) days during the school year, please refer to the School Calendar.

Additional important “leave accrual” information:

Please be reminded that in SAP, the “accrual period” for sick and/or vacation leave **is a calendar month**. Leave quotas are calculated and accumulated **on the LAST DAY of the calendar month**.

At the end of each calendar month, full-time employees that receive payment for eleven days or more during that calendar month will “earn” **one (1) sick day**.


NOTE: Since four (4) days are credited in the first month of the fiscal year, no additional days are credited after the “seventh accrual month” for 10-Month employees and after the “eighth accrual month” for 12-Month employees.

At the end of each calendar month, full-time 12-month employees that receive payment for eleven days or more during that calendar month will “earn” **one (1) vacation accrual**.

NOTE: Those employees with vacation days reaching maximum accrual balance, must use vacation days **on or before the LAST WORKDAY of the calendar month**, in order not to lose the accrual for that month.

The leave accruals are started on the collective bargaining agreements.

2024-2025 Processing Schedule

<div>  <div> 2024-2025 PAYROLL PROCESSING SCHEDULE </div> </div>								
SAP PAY PERIOD #	PAY PERIOD From - Thru	STANDARD DAYS IN THE PAY PERIOD	DAILY ATTENDANCE SHEETS AVAILABLE TO PRINT	INPUT SCREENS AVAILABLE ON-LINE REFLECTING THE CURRENT PAY PERIOD	FINAL ROSTERS APPROVED BY 2:00 P.M.	TIME TRANSFER & PAYROLL PROCESSING BEGINS	PAY DATE	IMPORTANT REMARKS
14	6/21-7/4/24	10	6/17	6/21	7/3*	7/3	7/12/24	Approve one (1) day early due to Independence Day
15	7/5-7/18/24	10	7/1	7/4**	7/18	7/18	7/26/24	
16	7/19-8/1/24	10	7/15	7/19	8/1	8/1	8/9/24	
17	8/2-8/15/24	10***	7/29	8/2	8/15	8/15	8/23/24	
18	8/16-8/29/24	10	8/12	8/16	8/28*	8/28	9/6/24	Approve one (1) day early due to Labor Day
19	8/30-9/12/24	10	8/26	8/29**	9/12	9/12	9/20/24	
20	9/13-9/26/24	10	9/9	9/13	9/26	9/26	10/4/24	
21	9/27-10/10/24	10	9/23	9/27	10/10	10/10	10/18/24	
22	10/11-10/24/24	10	10/7	10/11	10/24	10/24	11/1/24	
23	10/25-11/7/24	10	10/21	10/25	11/6*	11/6	11/15/24	Approve one (1) day early due to Veterans' Day
24	11/8-11/21/24	10	11/4	11/7**	11/19*	11/19	11/29/24	Approve two (2) days early due to Fall Recess/Thanksgiving
25	11/22-12/5/24	10	11/18	11/20**	12/5	12/5	12/13/24	
26	12/6-12/19/24	10	12/2	12/6	12/12*	12/12	12/27/24	Approve five (5) days early due to Winter Recess
1	12/20-1/2/25	10	12/16	12/13**	12/19*	12/19	1/10/25	Approve ten (10) days early due to Winter Recess
2	1/3-1/16/25	10	12/20	12/20**	1/15*	1/15	1/24/25	Approve one (1) day early due to Martin Luther King Holiday
3	1/17-1/30/25	10	1/13	1/16**	1/30	1/30	2/7/25	
4	1/31-2/13/25	10	1/27	1/31	2/12*	2/12	2/21/25	Approve one (1) day early due to Presidents' Day
5	2/14-2/27/25	10	2/10	2/13**	2/27	2/27	3/7/25	
6	2/28-3/13/25	10	2/24	2/28	3/13	3/13	3/21/25	
7	3/14-3/27/25	10	3/10	3/14	3/20*	3/20	4/4/25	Approve five (5) days early due to Spring Recess
8	3/28-4/10/25	10	3/24	3/21**	4/10	4/10	4/18/25	
9	4/11-4/24/25	10	4/7	4/11	4/24	4/24	5/2/25	
10	4/25-5/8/25	10	4/21	4/25	5/8	5/8	5/16/25	
11	5/9-5/22/25	10	5/5	5/9	5/21*	5/21	5/30/25	Approve one (1) day early due to Memorial Day
12	5/23-6/5/25	10	5/19	5/22**	6/5	6/5	6/13/25	
13	6/6-6/19/25	10***	6/2	6/6	6/18*	6/18	6/27/25	Approve one (1) day early due to Juneteenth
14	6/20-7/3/25	10	6/16	6/19**	7/2*	7/2	7/11/25	Approve one (1) day early due to Independence Day

* Indicates EARLY PAYROLL APPROVAL REQUIRED!!

** When processing Prior Pay Period Corrections, you MUST enter the correct SAP PAY PERIOD NUMBER.

*** Days may vary depending on the type of job assignment.

SECTION II

TERMS AND CONDITIONS

OF

EMPLOYMENT

ACADEMIC YEAR 2024-2025

The academic year is divided into three trimesters (Fall, Winter, and Summer) each approximately 15 weeks in length. The first trimester begins on August 15, 2024, and ends on December 19, 2024. The second trimester begins January 6, 2025, and ends April 17, 2025. The third trimester begins April 21, 2025, and ends on July 30, 2025. Instructors are required to follow the adopted M-DCPS adult/vocational education calendar schedule.

TEACHER CERTIFICATION

All instructors who are employed at The English Center by the Miami-Dade County School Board must provide a valid copy of their State of Florida or school district educator's certificate. The responsibility for maintaining certification rests solely on each teacher. Teachers without a current teaching certificate will be terminated.

ADULT GENERAL AND CAREER/TECHNICAL EDUCATION CERTIFICATION

Adult General Education and Career/Technical Education teachers must be certified in accordance with certification requirements listed in the State Course Code Directory for the subject being taught. Full-time and part-time career/technical certification is granted by the School Board of Miami-Dade County. Persons with occupational experience may be eligible for part-time certificates issued by the school district, if they meet the specific district certification requirements.

TEACHER OBSERVATIONS AND EVALUATION

The administration will implement the specific directives and procedures identified in the Instructional Performance Evaluation and Growth System (IPEGS) as outlined in the 2024-2025 IPEGS Procedural Handbook which is used by all teachers, instructional support personnel and student services personnel. Prior to implementation, all the components of the system used for evaluation pursuant to Florida Statute 1012.34, are reviewed with all certified instructional personnel, including teachers, instructional support personnel, and student services personnel.

All full-time teachers, instructional support personnel, and student services personnel are observed and evaluated according to guidelines set forth by IPEGS. Part-time instructors are not evaluated by IPEGS, but can expect classroom visitations and observations from administrators, as part of an ongoing monitoring of the instructional process to ensure teacher accountability.

PROPERTY CONTROL

Equipment, costing \$1,000 or more, purchased by Miami-Dade County Public Schools is assigned property control (PC) numbers for identification and inventory purposes. The school is responsible for equipment listed in this inventory. Property control numbers should not be altered or removed. Equipment should not be removed to another location on or off-campus without prior authorization from the director or the director's designee.

PART-TIME TEACHING ASSIGNMENTS

The English Center employs instructors in a part-time capacity. Part-time teachers are those who are paid on an hourly basis. They are hired as needed for a trimester. There is no guarantee that a class may continue the entire trimester if enrollment falls below the required number of students. Classes may be closed, and employment may be terminated as a result of low enrollment. A written contract, per trimester, is issued to all part-time teachers.

Prior to each trimester, all part-time teachers are required to sign a Teacher's Agreement which remains on file with the site administrator. If no students are present during the first 30 minutes or the last 30 minutes of class time, the teacher is required to notify the supervising administrator immediately.

ABSENCE OR TARDINESS OF PERSONNEL

If an instructor finds it necessary to be absent from work for any reason, the employee must notify the substitute locator. All employees will report their absence by calling the **Employee Hot Line (305) 774-6795**. The employee must leave his/her full name, type of leave (sick day, personal), job assignment/subject teaching and when the employee will return to work. In all cases, notification should be given no later than one hour prior to the start of the employee's scheduled workday so that appropriate coverage can be arranged.

REPORTING WORK HOURS

Full-Time employees must indicate their attendance **electronically by logging into the employee portal or by using the M-DCPS mobile app to sign-in upon arrival** at the start of each scheduled workday. Additionally, Full-time employees at The English Center sign-in and sign-out on payroll sheets. Employees will sign-in at the beginning of their workday and sign-out at the end. At no time should an employee **sign out at the same time he/she signs in**. Staff members who do not sign-in, or sign-out cannot be paid. Part-time employees will clock-in and clock-out according to their assigned schedule. Off-campus instructors must complete an Off-Campus Teacher Payroll Report. They must sign-in and sign-out daily. This report must be signed and approved by the site administrator for each payroll reporting cycle.

LEAVING THE PREMISES DURING SCHOOL HOURS

Employees may leave the work location during work hours, if they are not directly responsible for students, **provided the director or designee has given prior authorization**. Requests for authorization should be submitted preferably in writing. Before leaving, the employee must sign-out on the sign-out log, kept in the main office. When signing out, employees must indicate the departure time and destination. They must also sign-in indicating arrival time upon returning to the facility.

INSTRUCTIONAL TIME

There is a direct correlation between instructional time and student achievement. Instructors are expected to start and end instruction **as scheduled**.

DRUG-FREE AND SMOKE-FREE CAMPUS

Miami-Dade County Public Schools has a drug-free, smoke-free policy. School board policy prohibits the use of drugs or any illegal substance in or around school facilities. Additionally, smoking including electronic cigarettes is not permitted anywhere on the premises.

CLASSROOM ETIQUETTE

Most teachers share their classrooms with other teachers. Occupying someone else's space impacts the teacher's ability to teach. If you rearrange classroom tables and desks to better meet your teaching style, please be sure to return the furniture to the original set-up by the end of the class period.

PLANNING AND PREPARATION DAYS

The time during teacher planning/preparation is to be used by full-time teachers to carry instructional planning and recording of instructional activities. As mandated by the school board, there will be professional development activities held on designated teacher planning days. Master plan points which can be used towards renewal of a teaching certificate can be obtained for some of these developmental activities. Part-time teachers do not report to work on teacher planning days.

COURSE SYLLABUS

The primary purpose of a course syllabus is to communicate to students what the course is about and provide a synopsis of the class activities that will take place during the term. A course syllabus must be provided to every student for each class. The teacher is required to keep the course syllabus, lesson plans, curriculum frameworks, student progress sheets, individual student folders, etc. in a manner that is readily available upon request.

LESSON PLANS

Full-time or part-time teachers shall use appropriate curricula, instructional strategies and technologies to develop lesson plans that include goals and/or objectives, learning activities, assessment of student learning, and home learning assignments to address the diverse needs of students. Lesson plans shall be available for review by the director or designee during classroom visits and/or immediately prior to an official observation.

EMERGENCY LESSON PLANS

Each instructor is required to prepare and submit to the day or evening administrator a **five-day set of emergency lesson plans** which can be used for the operation of the class in case of an emergency. In situations where the instructor has advance knowledge of an absence on a given day, a set of instructions for the substitute teacher should be prepared and left with the administrator. When a set of emergency lesson plans is used, another set must be submitted.

GRADES

ABE and ESOL instructors do not have to assign grades. Career and Technical Education (CTE) instructors must provide students with a minimal one grade per week. Final average grades are submitted upon completion of an Occupational Completion Point (OCP) to the registrar.

Grade	Numerical Value	Verbal Interpretation	Grade Point Value
A	90 – 100 or 3.5 – 4.0	Outstanding progress	4
B	80 – 89 or 2.5 – 3.4	Good progress	3
C	70 – 79 or 1.5 – 2.4	Average progress	2
D	60 – 69 or 1.0 – 1.4	Lowest acceptable progress	1
F	0 – 59 or 0 – .9	Failure	0
I	0	Incomplete	0

EDUCATIONAL FUNCTIONAL LEVELS (EFL) & OCCUPATIONAL COMPLETION POINT (OCP)

ESOL and ABE students must demonstrate progress by increasing a minimum of one functional level on the CASAS (for ESOL) on both Reading and Listening or TABE tests (for ABE) Reading and/or Mathematics, respectively. EFLs for ESOL and Citizenship classes are earned when the student passes the threshold for the next EFL in both Reading/Listening. OCPs are earned upon completion of benchmarks required by the Sunshine State Standards for Career and Technical Education (CTE) Programs. CTE teachers must submit a Certificate Request Form to the CTE registrar each time a student completes the requirements of an OCP.

STUDENT FOLDERS

Each instructor is required to maintain a folder for each student. Each folder must contain a variety of samples of student work such as, but not limited to, the following:

- Completed classwork assignments
- Individual and group projects
- Data tracking and goal setting charts; individual progress charts
- Any other pertinent materials exhibiting student accomplishments or lack thereof
- Tests/Quizzes
- Work based activities/ Service Charts (if required by a CTE program)
- Anecdotal information

Student work should be representative of a myriad of differentiated activities. Students are to have access to their folders to review material for tests and to check on their progress.

SECTION III

REGISTRATION

AND

ATTENDANCE

PROCEDURES

REGISTRATION

STUDENT ELIGIBILITY

A student must be at least sixteen years of age and not enrolled in the K-12 program in order to register for an adult education program.

Students entering the Adult Basic Education (ABE) or General Education Development (GED) Programs are required to take the Test for Adult Basic Education (TABE) for level placement. Students entering English for Speakers of Other Languages (ESOL) and Citizenship programs are required to take the language placement test (E-CASAS).

Students entering Career/Technical Education (CTE) Programs of 450 clock hours or more in length are required to take the Test for Adult Basic Education (TABE) upon entry into the program of study. The following exemptions from meeting basic skills testing requirements can be found <https://www.tecmiami.com/admission-transfer-policies.html>.

These students MAY BE required to enroll in academic training designed to increase basic skill levels, while continuing in their career/technical education studies. Upon achieving the minimum basic skill requirements, students will exit the academic program and concentrate on completing their career/technical education training.

ATTENDANCE

FOCUS is an on-line program to maintain attendance, as well as records of registration, testing, payments, and grades. FOCUS serves as a legal document. Accurate, current attendance data is essential to ensure proper reporting. The following details attendance procedures:

1. Recording attendance is a permanent legal record and must be completed daily.
2. Students must present properly validated, official student receipts before being accepted to a class. Receipts are returned to students.
3. Attendance reporting in FOCUS by the instructor must indicate hours present and also must be recorded under the appropriate category as follows:

P	Present	A	Absent
N	No Show	W	Withdrawal
X	Class not held		

INSTRUCTIONS TO USE FOCUS SYSTEM TO RECORD ATTENDANCE

4. To take attendance in FOCUS follow these steps:
 - a. Go to the M-DCPS Portal and click on *Apps/Services/Sites*
 - b. Scroll down and select *FOCUS*
 - c. On the right, click on *Featured Programs* and select *Take Attendance*. The screen for your class list will appear, or on the top of the screen, select *Attendance* and select *Take Attendance* and your class list will appear.
 - d. Click on the appropriate column for each student. Record the *Hours Present* and click on *Present, Absent, No-show, Withdrawal, Class Not Held*
 - e. *Click Save* when finished recording all students. A check mark will appear saying you have taken attendance today for this period.
 - f. If you have more than one class, select the next class from the courses listed on the top right side of the page.

CORRECTIONS OF ATTENDANCE

If the gradebook manager notes an error on a teacher's FOCUS attendance report, it is the responsibility of the teacher to make the corrections in a timely manner.

ABSENCES & WITHDRAWALS

Absences are to be tracked as follows:

Student Category	Maximum Number of Absences	Withdrawal Code
ESOL, ABE	3 consecutive no-shows 6 consecutive absences	"W" on 3 rd no-show "W" on 6 th absence
Career/Technical	3 consecutive no-shows 6 consecutive absences	"W" on 3 rd no-show "W" on 6 th absence

FALSIFICATION OF ATTENDANCE RECORDS

The presentation of reasonable and satisfactory proof that any teacher has falsified attendance records for which the teacher is responsible shall be sufficient grounds for the revocation of the person's teaching certificate. Willful falsification of records pertaining to federal programs such as Veterans, Pell Grant, etc., is a federal offense and punishable by law.

SECTION IV

EMERGENCY PROCEDURES

ACCIDENTS, INJURIES, AND ILLNESS

All student accidents, injuries, and illness resulting from contact with owned or leased school property, while the student is presumed to be under school authority, shall be reported immediately to an administrator.

STANDARD RESPONSE PROTOCOL (SRP) - EMERGENCY PROCEDURES

In the event of an emergency, the Standard Response Protocol (SRP) procedures will be implemented. The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. The “SRP” utilizes clear common language while allowing for flexibility in protocol. The “SRP” is based on five (5) specific actions that can be performed during an incident. When communicating these, the action is labeled with a “Term of Art” and is then followed by a “Directive”. Execution of the action is performed by active participants, including students, teachers, staff, and first responders. The “SRP” is based on the following actions: HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the “All Clear” is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

SECURITY

Security personnel ensure the protection and safety of students, faculty, and staff including use of the Raptor Visitor Management System. The English Center has a security plan detailing procedures to follow in the event of both internal and external emergencies.

LOCKDOWNS AND FIRE DRILLS

Both security lockdowns and fire drills are held periodically throughout the year, as per school district mandates. Signs for evacuation routes in case of an emergency are posted in every classroom, lab, and office throughout the campus. Staff are to review emergency procedures with students periodically throughout the year.

SECTION V

ADULT GENERAL EDUCATION

AND

CAREER/TECHNICAL EDUCATION

ADULT GENERAL EDUCATION AND CAREER/TECHNICAL EDUCATION PROGRAMS

ADULT GENERAL EDUCATION & CAREER/TECHNICAL EDUCATION

The English Center offers Adult General Education and Career/Technical Education programs. Programs are flexible and varied and are designed to meet the constantly changing needs and interests of the community. Academic advancement, initial employment, and career advancement are the thrust of the programs.

GENERAL EDUCATION DEVELOPMENT (GED) TESTS

The Adult General Education program prepares students to take the GED test. Successful passing of the GED test will result in awarding the student a State of Florida high school diploma. Florida residents, at least 18 years of age at the time of application, who perform at the ninth grade level or higher, as measured by the Test of Adult Basic Education (TABE), are eligible to register for the GED preparation class. The GED test which is offered in English and Spanish is comprised of four content areas: Reasoning through Language Arts (150 minutes), Mathematical Reasoning (115 minutes), Science (90 minutes), Social Studies (70 minutes). The entire test battery takes approximately seven hours to complete and is scheduled over a two-day period by appointment only.

A test candidate 16 or 17 years of age may be administered the GED battery if the individual meets the following criteria:

- Has been legally withdrawn from a high school and is requesting to be tested with parental consent
- Is a concurrently enrolled high school student requesting testing with parental consent. A conference with home school counselor and an adult education center counselor must be held prior to testing.
- Passed the official GED practice test
- Granted a waiver by the school district

Scores per subject area are as follows:

- 100-144 Below passing
- 145-164 Passing score
- 165-174 GED College Ready
- 175-200 GED College Ready + Credit

The GED test is given at the following school district technical colleges: Lindsey Hopkins Technical College, Miami Lakes Educational Center and Technical College, Robert Morgan Educational Center and Technical College. Students who pass all the sections of the test receive a State of Florida high school diploma.

ADULT BASIC EDUCATION (ABE)

The Adult Basic Education program is designed for students whose basic skill levels are below the ninth-grade equivalency level. Students may progress through the Adult Basic Education levels and enter the GED program upon obtaining a 9.0 or greater score on the Test for Adult Basic Education (TABE).

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

English for Speakers of Other Languages (ESOL) classes are designed for students who need to improve English language skills in order to continue their education in Adult Basic Education, GED, or Career/Technical Education, attend colleges and universities, or enter the work force. These classes allow students to progress through the different levels at their own pace.

INTEGRATED EDUCATION & TRAINING (IET)

Integrated Education and Training is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

COUNCIL ON OCCUPATIONAL EDUCATION (COE)

The English Center has been accredited by the Council on Occupational Education (COE). The Council on Occupational Education accredits post-secondary occupational institutions that offer certificate, diploma, or applied associate degree programs. The Council is recognized by the U.S. Department of Education as an institutional accrediting agency nationally for the accreditation of non-degree-granting and applied associate degree-granting post-secondary occupational education institutions. This accreditation ensures that students are receiving quality and competitive career/technical training in preparation for the demands of the 21st century job market.

CAREER/TECHNICAL EDUCATION PROGRAMS

The following career/technical education programs within five career clusters are accredited by COE and are offered at The English Center. Each program is aligned to a career cluster and is detailed in curriculum frameworks found here: CTE Curriculum Frameworks

<https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/>

Architecture and Construction Career Cluster

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC-R) 1

Art, A/V Technology and Communication Career Cluster

Digital Design 1

Digital Design 2

Education and Training Career Cluster

Child Care Center Operations

Early Childhood Education

Human Services Career Cluster

Cosmetology

Facials Specialty

Nails Specialty

Information Technology Career Cluster

Network Systems Administration

SAVES

The Skills for Academics, Vocational and English Studies (SAVES) refugee program is a FREE of charge educational grant program designed to meet the instructional and employment needs of eligible adult refugees/asylees (16+) from all over the world. For more information, please visit the SAVES website:

[SAVES | Skills for Academic, Vocational, and English Studies \(savesdadeschools.com\)](https://www.savesdadeschools.com)

SECTION VI

STUDENT SERVICES

MEDIA CENTER

The Media Center is located in Room B-5.

In order to use the media center, students are required to provide valid student identification. The media center staff can assist students with logging in to computers, accessing their student portal, and using online resources. Our computer technicians are also available to provide students with technical support as needed.

Students using computers with Internet access must adhere to the Miami-Dade County Public Schools' Acceptable Use Policy for Internet Use. (Copies are available in the media center.)

Hours of operation are:

Monday through Thursday from 8:00 a.m. - 8:00 p.m.

Friday from 8:00 a.m. - 1:00 p.m.

Saturday & Sundays 8:30 am – 3:00 pm

Additionally, students can make an appointment for free resume writing assistance by signing up in the Media Center.

BOOK STORE

Students are required to have the assigned textbook(s) for each of their classes. If two family members are taking the same course of study, they may, at the instructor's discretion, use the same textbook. It will be necessary, however, for each student to obtain an individual copy of the required workbook.

An updated bookstore title/price list will be provided at the beginning of each trimester. A bookstore schedule will be provided. All book sales are final.

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNSEL (EESAC) /INSTITUTIONAL ADVISORY COMMITTEE

The English Center's EESAC, or also known as the Institutional Advisory Committee meets typically four times a year. The council is comprised of administrators, instructors, instructional support staff, office support staff, students, businesses, and community representatives.

FINANCIAL AID

The English Center offers a comprehensive financial aid program designed to assist students in pursuing post-secondary training. The primary purpose of the financial aid program is to provide assistance to students who, without such aid, would be unable to attend school. Financial assistance is available through a variety of means. These may include but are not limited to the following: Federal Financial Aid (Pell and SEOG Grants), District Financial Aid Program (DFAP), Tuition Exemption, and scholarships which may be offered to students in a single form or in various combinations which is called packaging. For information on financial assistance, students are advised to see the financial aid officer in Student Services or visit our website at <https://www.tecmiami.com/financial-aid-resources.html>.

IDENTIFICATION CARD (ID)

All staff must wear a school picture ID card. There is no charge for faculty and staff to obtain their ID.

All registered students are required to wear a school picture I.D card. A \$5.00 student identification card fee is collected from every student each term at time of registration. Students are not allowed in class without a current school I.D.

TECHNOLOGY SUPPORT

Our on-campus computer technicians are available to provide faculty, staff and students with technical support as needed.

SECTION VII

POLICIES AND PROCEDURES

REGISTRATION

Registration is located in the Student Services office. Students must produce the required documentation for registration and tuition purposes.

STUDENT FOLDERS

Student folders are to be kept by the instructors. These files are readily available for review during classroom observations.

DINING COURTYARD

There are microwave ovens and vending machines available in the dining courtyard. A variety of snacks and cold beverages are available for purchase.

INVENTORY

Teachers are responsible for the equipment and supplies in their classrooms and laboratories. A designated person conducts an inventory of such item's multiple times throughout the year.

PARKING

Parking is available at the school site. Parking is on a first come, first serve basis except for the spaces designated as reserved.

MAILBOXES

It is the responsibility of school personnel to collect their mail daily. Since confidential and personal information may be located in the mailboxes, students are not allowed to retrieve mail.

FACULTY AND STAFF MEETINGS

Miami-Dade County Public Schools (MDCPS) has a policy that limits faculty meetings to two per month, with a minimum of 24 hours' notice. Notice will be given by a school administrative staff member.

ACCEPTABLE USE POLICY FOR THE INTERNET

The M-DCPS network is defined as all computer resources, including software, hardware, lines and services that allow connection of District computers to other computers, whether they are within the District or external to the District.

This includes connection to the Internet. Users are defined as anyone authorized by administration to use the Network. Prohibitions in applicable federal, state and/or local law or regulation, collective bargaining agreements and Board Rules are included. Additionally, this rule reflects that there is no expectation of privacy in the use of e-mail or network communications when such communications occur over M-DCPS provided equipment by M-DCPS employees, students, or others.

SUPPLIES AND EQUIPMENT

Teachers are responsible for the supplies and equipment in their respective classrooms. When office supplies are needed, please request them from the main office. There are certain forms that need to be completed when equipment has to be repaired and/or removed from a classroom. These requests must be made in the main office.

CUSTODIAL REQUESTS

All requests for custodial services must be made with the designated assistant director. Whenever a request for maintenance or custodial service is needed, fill out a request form and return it to the school's secretary. The problem will be addressed as soon as possible.

PURCHASING SUPPLIES PROCEDURES

Submit all requests for materials and supplies to an administrator. Provide precise and complete descriptions of all items needed. Purchase of supplies and/or materials using school funds requires prior authorization from the director. Purchases not authorized by the director will not be paid with school funds and will become the buyer's responsibility.

DUPLICATING SERVICES

Copyright law must be always respected. Submit all copy requests to the school secretary. All copy requests must be approved by an assistant director. Once copies are completed, they will then be placed in the teacher's mailbox unless otherwise requested. Please submit requests at least two workdays in advance to allow for sufficient processing time. Teachers should not duplicate materials that students are required to purchase.

COLLECTING MONEY

Teachers are not to collect or receive monies from students unless approved by the director and with the use of an official Miami-Dade County Public Schools receipt book.

UNION BARGAINING AGENTS

The United Teachers of Dade (UTD) is the exclusive bargaining agent for Miami-Dade County teachers, office personnel, paraprofessionals, and security monitors. The UTD and the American Federation of State, County, and Municipal Employees (AFSCME) support the concept that all employees support the effective and active development of a positive, forward-looking and cooperative attitude toward the operation of schools in Miami-Dade County.

Further information can be obtained regarding the 2024-2025 contracts on their web sites:

www.utd.org

www.afscme.org

VANDALISM

Any accident, act of vandalism or damage to personal or school property should be reported to the school's administration as soon as possible. It is the individual's responsibility to report findings to the police.

CLASS PARTIES / ACTIVITIES

Observance of special events such as special achievements may occur within the limitations established by a member of the school's administrative staff and with administrative approval.

STUDENT DRESS CODE

It is essential that students and staff dress appropriately for the world of work. Cleanliness and proper grooming must be always encouraged. Items of dress that pose a risk to the health and safety of others are forbidden. Students must adhere to the following dress code:

1. Hats and sunglasses are not permitted.
2. Shoes and sandals must have back straps. No clogs, flip flops, metal cleats, or shoe taps are permitted.
3. No tube tops see through blouses, bare backs, bare midriffs, fish net jerseys, halter tops, or tank tops are permitted.
4. No written messages, pictures or symbols on clothing, which portray messages related to drugs, alcohol, smoking, sex, or profanity.
5. No clothes with metal studs, ornaments, or other objects that could scratch furniture or cause damage may be worn. Metal cleats or shoe taps are not permitted.
6. Mini-skirts and "cutoffs" are not allowed.
7. Valuable items (jewelry, cameras) should not be brought to school. School staff cannot be responsible for the safekeeping of such items.

VISITORS

Because of legal regulations, students are not permitted to have guests attend school with them at any time. Visitors are always welcome, and tours may be arranged to view the school. Classroom visits require a 24-hour advance notice. Visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

SECTION VIII

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BOARD POLICIES

AND

DISTRICT DOCUMENTS

M-DCPS School Board Policies

Review M-DCPS School Board Policies at:

<https://go.boarddocs.com/fl/sbmd/Board.nsf/Public?open&id=welcome>

SCHOOL BOARD POLICY #	BOARD POLICY TITLE
1362, 3362, 4362	Anti-Discrimination/Harassment
1210.01, 3210.01, 4210.01	Code of Ethics
1129, 3129, 4129	Conflict of Interest
1113, 3113, 4113	Conflicting Employment or Contractual Relationship
8453	Control of Communicable Diseases
6605	Crowdfunding
1362.02, 3362.02, 4362.02	Discrimination and Harassment Complaint Procedures
5517.02	Discrimination/Harassment Complaint Procedures for Students
1124, 3124, 4124	Drug-Free Workplace
1139, 3139	Educator Misconduct
1170.01, 3170.01, 4170.01	Employee Assistance Program (EAP)
6430	Illness or Injury In-Line-Of-Duty - Instructional and Noninstructional
2510	Instructional Materials
8141	Mandatory Reporting of Misconduct by Employees
1590, 3590, 4590	Personnel File
5517.03	Prohibition on Dating Violence or Abuse
5517	Prohibition on Discrimination and Harassment Against Students Based on Protected Categories
8442	Reporting Accidents
8405	School Safety - EOP, Threat Assessment, Safety Teams, Civilian Response to Active Shooter Events (CRASE)/Active Assailant Response Training
F.S. Section 1006.07	
5136.02	Sexting
1210, 3210, 4210	Standards of Ethical Conduct
8462	Student Abuse, Abandonment, and Neglect
8330	Student Information, Records, and Privacy Rights
7540.04	Responsible Use of Technology, Social Media, and District Network Systems & Internet Safety
1213, 3213, 4213	Student Supervision and Welfare
5610	Suspension and Expulsion of Students
1380, 3380, 4380	Threatening Behavior Toward Staff Members
1215, 3215, 4215	Use of Tobacco Products and Smoking Devices
1217, 3217, 4217	Weapons
8510	Wellness Policy

HOW TO USE COMMON SENSE AND PROFESSIONAL JUDGMENT TO AVOID LEGAL COMPLICATIONS IN TEACHING

A. Interaction with Students

1. Maintain a professional barrier between you and students. You are the adult, the teacher, and the professional. Act like the expert, not like another one of the “kids”.
2. Keep the classroom door open when talking with students.
3. Refer students to the appropriate resource person for counseling and/or discussions about personal matters.
4. Do NOT flirt with students.
5. Do NOT discuss your personal life or personal matters with students. Do NOT discuss your husband, wife, girlfriend, boyfriend, or dates with students.
6. When transporting students, coordinate transportation ahead of time, and use school or mass transportation if possible. If necessary, call a taxi for the student. If you must transport a student in your vehicle, ask a co-worker to accompany you.
7. Avoid leaving your students unsupervised; have an alternate plan of action.
8. Keep your hands and other parts of your body to yourself.
9. Use verbal praise and reinforcement.
10. Know your school policies and district and state laws governing corporal punishment. Miami-Dade School District Policies prohibit corporal punishment. Establish and follow a consistent behavior plan. Treat each student with respect. Know the student's rights.
11. Chaperone only school-sponsored functions. Do NOT socialize with students. If you chaperone a field trip, put in writing what your responsibilities will be. Do NOT drink alcoholic beverages in front of students. Do NOT take students home with you.
12. Do NOT make telephone calls or write notes of a personal nature to students.
13. Do NOT harass students; respect their differences. What you intend as humor may, in fact, be cultural bias or harassment and may cause emotional damage and /or mental anguish.

B. Record Keeping and Accounting Procedures

1. Know the laws, school board policies, school rules, and follow them. Know your rights.

2. Know your school policies and district and state laws regarding collecting money, purchasing materials and equipment and follow them. Work in pairs when collecting large amounts of money.
3. Establish a policy regarding your grading system consistent with school and district policies, where applicable. Give a written explanation of it to students and parents at the beginning of the year or when they begin your class or unit of instruction.
4. Establish a policy regarding your behavioral management system. Give a written explanation of it to students and parents at the beginning of the year or when they begin your class or unit of instruction.

C. Reputation in the Community

1. Keep your co-workers and supervisors informed; work and communicate as a team; plan and teach together.
2. Communicate with parents and document your communication.
3. Dress and act appropriately and professionally. You are a role model in the community, as well as in the school; be a good example for students.
4. Use common sense and good judgment. Ask yourself how someone else could perceive your comments or actions. Ask yourself if your comments or actions could be taken out of context and/or misinterpreted.
5. Avoid putting yourself in a position where you have to defend, explain, or justify your behavior or actions. Avoid putting yourself in a position where it's your word against another person's word.
6. Maintain a professional reputation in the community. When you "party," be discreet.

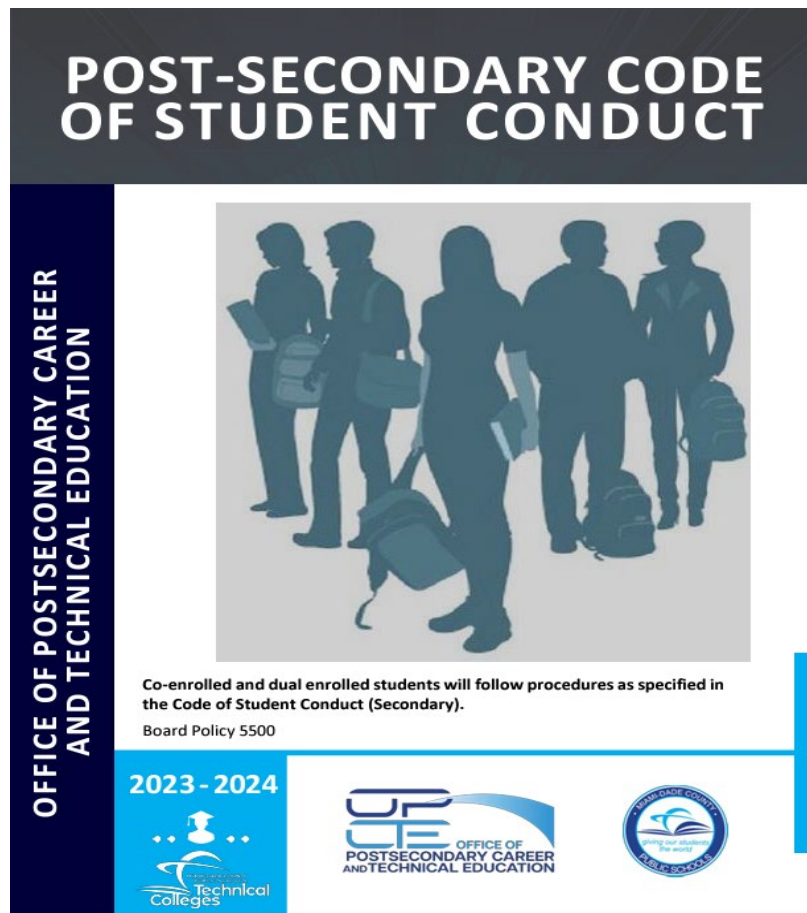
Source: Florida Education Practices Commission

COMMON SENSE SUGGESTIONS FOR NON-INSTRUCTIONAL PERSONNEL

1. Do not discipline, counsel, or touch students. Notify an administrator if you believe a student is misbehaving.
2. Do not flirt with students, staff members, and/or co-workers. Treat all students with respect and dignity.
3. Do not discuss your personal life or personal matters with students, staff members, and/or co-workers.
4. Do not communicate with students via cellular phone, e-mail, chat rooms, social media (Facebook, Twitter, etc.) or any other form of electronic communication.
5. Know and follow your worksite policy regarding reporting absences and tardiness.
6. Request vacation days in writing and in advance for approval. Do not call in the morning and expect to be granted vacation leave for that day.
7. Do not conduct personal business during work hours or use the telephones, computers, photocopiers, or facsimile machines for personal use.
8. Be present and on time every day.
9. Be a role model at work and in the community.
10. Dress professionally, appropriately, and modestly. Wear your uniform if your job requires it.
11. Know School Board Policies, especially regarding Drug-Free Workplace, threatening behavior toward staff members, weapons, corporal punishment and use of reasonable force, anti-discrimination/harassment, standards of ethical conduct, and student supervision and welfare.
12. Do not argue with co-workers. Use of profanity is prohibited by School Board Policy, Standards of Ethical Conduct.
13. Respect your supervisor and follow all instructions given, whether or not you agree with the supervisor.
14. Submit an official written request for a leave of absence if you will be absent from the worksite for **more than 30 days**. Appropriate forms may be obtained from the Leave Office at (305) 995-7090.
15. Do not assume your supervisor/director knows why you are absent for more than three days. Notify him/her in writing of your intentions. It is better to resign than to be terminated from your job for abandonment.
16. Do not become romantically involved with anyone at the workplace.

Post-Secondary Code of Student Conduct

Located <https://www.adulteducationworks.com/wp-content/uploads/2023/09/Postsecondary-Code-of-Student-2023-2024.pdf>

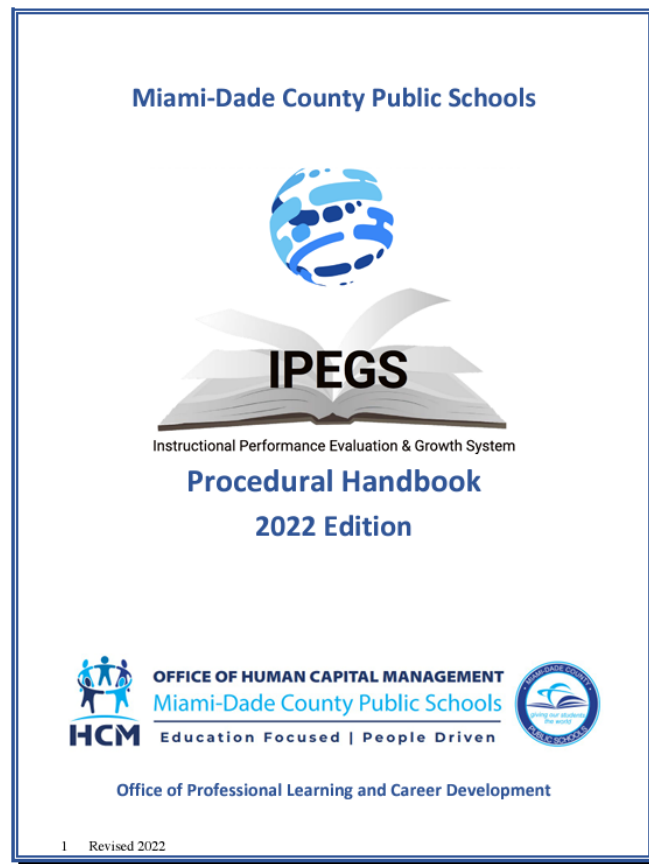


The primary objective of the Miami-Dade County Public Post-Secondary/ Career Technical Educational programs is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school's environment be free of disruptions which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships.

The purpose of this document is to assist post-secondary students, teachers and school administrators in the consistent maintenance of an environment which will enhance the achievement of this objective. To enhance its effectiveness, this post-secondary Code of Student Conduct addresses not only the role of the student and the school, but also addresses: •Grounds for disciplinary action; and •Procedures for taking disciplinary action; These individuals governed by this document are post-secondary students, 16 years of age and older who no longer participate in the secondary educational program. Students, who continue to participate in the secondary educational programs (K-12), while participating in a post-secondary program (co-enrolled) are governed by the procedures as specified in the Code of Student Conduct (Secondary) Policy 5500. Any infraction occurring during their attendance in the adult education and/or post- secondary program will be reported to the Home School principal or designee and notification provided to the parent/guardian.

The Instructional Performance Evaluation and Growth System (IPEGS)

The Instructional Performance Evaluation and Growth System (IPEGS) is the assessment and appraisal system used by all instructional professionals in Miami-Dade County Public Schools (MDCPS).



IPEGS incorporates statutory requirements with respect to effective teaching practices, student performance, parental input, and school improvement planning as set forth in Florida Statute 1012.34. The goal of IPEGS is to support the continuous growth of each instructional professional by monitoring, analyzing, and applying pertinent data compiled within a system of meaningful feedback.

The primary purposes of IPEGS are to:

- improve the quality of instruction by ensuring accountability for classroom/program performance;
- contribute to successful achievement of the goals and objectives defined in the vision, mission, and goals of M-DCPS;
- provide a basis for instructional improvement through a productive instructional personnel appraisal and professional growth; and
- provide a collaborative process that promotes self-growth, instructional effectiveness, and improvement of overall job performance.

IPEGS is designed to facilitate instructional personnel in identifying, designing, and reflecting upon their professional performance. Instructional personnel are active participants in the evaluation process through collaborative meetings, input and reflection. For additional information regarding IPEGS procedures and forms refer to the IPEGS Handbook.

<https://mdcdhr.entest.org/ipegs/2022%20IPEGS%20Procedural%20Handbook.pdf>

SECTION IX

CIVIL RIGHTS AND DIVERSITY COMPLIANCE

Anti-Discrimination Policy

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

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

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

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

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against qualified students with disabilities.

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

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

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

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, color, sex, gender, national origin, religion, marital status, or disability in public education.

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

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

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

Veterans are provided re-employment rights in accordance with 38 U.S.C. § 4312 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

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

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Office for Civil Rights or:

Office of Civil Rights Compliance (CRC)
District Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net Website: <https://hrdadeschools.net/civilrights>

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DISCRIMINATION/HARASSMENT

It is the policy of the School Board, that all students and employees be treated with respect. The School Board strives affirmatively to provide a workplace and educational environment free from discrimination and harassment (including sexual harassment), as required by law. Through this policy, the School Board establishes its intent to provide equal access, opportunity, and treatment to students in the provision of educational programs and activities and to applicants and employees in all aspects of the employment process. Slur, innuendos, hostile treatment, violence, or other verbal or physical conduct against a student or employee reflecting his/her race, ethnic origin, gender, or any other of the categories described below, will not be tolerated by the School Board.

The School Board Policy covers the following protected categories.

- Gender Marital Status
- Race Religion
- Color Sexual Orientation
- Age Political Belief
- Disability Pregnancy
- Social and Family Background
- Linguistic Preference
- Ethnic or National Origin

Sexual Harassment will NOT be tolerated.

Sexual Harassment Includes:

- Unwelcome sexual advances
- Requests for sexual favors
- Other verbal or physical conduct of a sexual nature

When:

- Submission to such conduct is made-either explicitly or implicitly – a term or condition of employment or participation in an educational program;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

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

Office of Civil Rights Compliance
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: 305 995-1580 Fax: 305 995-2047
Mail Code: 9760 Hours: M-F, 8:00 AM - 4:30 PM
E-mail: crc@dadeschools.net

and if the complaint is unresolved appeal to:
Commission of the Council on Occupational Education (COE)
7840 Roswell Road
Building 300, Suite 325
Atlanta, Georgia 30350
Telephone: (800) 917-2081
Fax: (770) 396-3790

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members, the manifestation of diseases or disorders in family members (family medical history), and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of the Equal Employment Opportunity Commission (EEOC) to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

SECTION X

GRIEVANCE PROCEDURES

RESOURCES

& FORMS

FACULTY AND STAFF GRIEVANCE PROCEDURES

The English Center is committed to the prompt and fair resolution of the concerns of all faculty and staff. In accordance with the UTD and AFSCME union contracts, the grievance process will ensure fairness and consistency in the handling of employees' concerns and complaints. No person's employment shall be adversely affected in any way, as a result of using this procedure. All faculty and staff are encouraged to first meet with an administrator for an informal discussion in order to address any matter of concern in an equitable and professional manner. Should a concern not be resolved by less formal means, the employee can file a written complaint. Formal written complaints should include all of the relevant details of the issue and be submitted to the Director for further investigation. Upon receiving a formal written complaint, the Director will be responsible for investigating the complaint. The Director will gather all pertinent information and statements regarding the complaint. At the conclusion of the fact-finding process, a meeting will then be held with the employee and Director to discuss the findings. If not satisfied with the outcome, the matter can then be referred to the district Office of Postsecondary Career and Technical Education.

RESOURCES

- ✓ Post-Secondary Code of Student Conduct:
<https://www.tecmiami.com/pdfs/23-24-MDCPS-Postsecondary-Handbook.pdf>
- ✓ IPEGS Procedural Handbook:
[2022 Edition IPEGS Procedural Handbook](#)
- ✓ District Policy Against Bullying and Harassment:
[Policy Against Bullying and Harassment - Final Reading-2.pdf \(dadeschools.net\)](#)
- ✓ Crisis Prevention/Intervention Resources:
<http://studentservices.dadeschools.net/#!/fullWidth/3642>

FORMS

Forms can be found online in the Faculty and Staff Resources Page:

<https://www.tecmiami.com/faculties-staff-resources.html>

- [Certificate Request Clearance \(PDF\)](#)
- [Duplicate Transcript / Certificate Request Form \(PDF\)](#)
- [Duplication Request \(PDF\)](#)
- [Evaluation of Career Technical Program Form \(PDF\)](#)
- [Field Trip Request Packet FM-2431 \(PDF\)](#)
- [Graphics Dept. Request \(PDF\)](#)
- [Local Placement Data Sheet FM-5948 \(PDF\)](#)
- [Re-Registration Data Form FM-5345 \(PDF\)](#)
- [Request for Services for Custodian \(PDF\)](#)
- [Student Counselor Request \(PDF\)](#)
- [Student Services Referral Form \(PDF\)](#)

Miami-Dade County Public Schools

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