

THE ENGLISH CENTER



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2021 - 2022 FACULTY & STAFF HANDBOOK



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

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Message from the Principal

August 23, 2021

Dear English Center Family:

It is indeed with great joy that I welcome you to our 2021-2022 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-one years, twenty-one of which have encompassed administrative assignments as assistant principal and principal. 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.

Namila Carballo



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.

To retrieve the 2021 – 2022 M-DCPS Electronic Staff Handbook

The following web address links to the 2021 - 2022 Electronic Staff Handbook

<http://ehandbooks.dadeschools.net>

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.

District/School Operations:

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

District Strategic Plan:

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

District Student Progression Plan:

<http://ehandbooks.dadeschools.net/policies/93.pdf>

Comprehensive Reading Plan:

<http://www.fldoe.org/academics/standards/just-read-fl/readingplan.stml>

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SECTION I

MISSION AND VISION STATEMENT

CORE VALUES

2021 – 2022 SCHOOL CALENDAR

and

PAYROLL PROCESSING SCHEDULE



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.

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.

CORE VALUES

**CITIZENSHIP
COOPERATION
FAIRNESS
HONESTY
INTEGRITY
KINDNESS
PURSUIT OF EXCELLENCE
RESPECT
RESPONSIBILITY**

MIAMI-DADE COUNTY PUBLIC SCHOOLS

ADULT/VOCATIONAL EDUCATION

2021-2022 SCHOOL CALENDAR

AUGUST 2021						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	X	X	X
X	X	X	11	12	13	X
X	16	17	18	19	20	X
X	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	X	7 ^o	8	9	10	11
12	13	14	15	16 ^o	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021						
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 2021						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	X	12	13
14	15	16	17	18	19	20
21	22	23	24 ^o	X	X	X
X	29	30				

DECEMBER 2021						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	X
X	X	X	X	X	X	X
X	X	X	X	X	X	

JANUARY 2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
						X
X	3	4	5	6	7	8
9	10	11	12	13	14	15
16	X	18	19	20	21 ^o	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022						
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	X	22	23	24	25	26
27	28					

MARCH 2022						
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	X	X	X	X	X	X
X	28	29	30	31		

APRIL 2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 ^o	X
X	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022						
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	X
X	X	31				

JUNE 2022						
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 2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1 ^o	X
X	X	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 2022						
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
- TEACHER PLANNING DAY available to Opt
- TEACHER PLANNING DAY (No Opt)
District-wide Professional Development
- RECESS DAY
- BEGINNING/ENDING GRADING PERIOD
- LEGAL HOLIDAY
- AVAILABLE TO OPT

DAYS IN GRADING PERIOD

- 1 - 107
- 2 - 92
- 3 - 99



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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

2021 - 2022 SCHOOL CALENDAR

ADULT /VOCATIONAL EDUCATION

HOLIDAYS - 2021

September 6 – Labor Day
 November 11 – Veterans' Day
 November 25 – Thanksgiving Day

HOLIDAYS - 2022

January 17 – Observance of Dr. Martin L. King Jr.'s Birthday
 February 21 – All Presidents' Day
 May 30 – Observance of Memorial Day
 July 4 – Independence Day

Number of School Days per Trimester

TRIMESTER 1				
AUG	SEPT	OCT	NOV	DEC
9	27	30	24	17
TOTAL : 107				

TRIMESTER 2			
JAN	FEB	MAR	APR
27	27	24	14
TOTAL : 92			

TRIMESTER 3				
APR	MAY	JUN	JUL	AUG
13	28	29	27	2
TOTAL : 99				

TERM 2021-1 08/23 - 12/17/21

SUNDAYS	15
MONDAYS	16
TUESDAYS	16
WEDNESDAYS	16
THURSDAYS	14
FRIDAYS	15
SATURDAYS	15
TOTAL	107

TERM 2021-2 01/03 - 04/14/22

SUNDAYS	13
MONDAYS	12
TUESDAYS	14
WEDNESDAYS	14
THURSDAYS	14
FRIDAYS	12
SATURDAYS	13
TOTAL	92

TERM 2021-3 04/18 - 08/02/22

SUNDAYS	13
MONDAYS	14
TUESDAYS	16
WEDNESDAYS	15
THURSDAYS	14
FRIDAYS	14
SATURDAYS	13
TOTAL	99

Total Trimester Days Students Are in School = 298

*Teachers may opt to work one or two days, August 16, 17, 2021, or August 4, 5, 2022, in lieu of any of the teacher planning days except August 18, 2021, August 20, 2021 and the designated District-wide Professional Development Days, August 19, 2021 and October 29, 2021. 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.

**August 3, 2022 is a Teacher planning day; not available to opt.

PAYROLL PROCESSING SCHEDULE – FISCAL YEAR 2021 – 2022

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 pay check 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 WORK DAY of the calendar month,** in order not to lose the accrual for that month.

The leave accruals are started on the collective bargaining agreements.



2021-2022 PAYROLL PROCESSING SCHEDULE

SAP PAY PERIOD #	PAY PERIOD From - Thru	STANDARD DAYS IN PAY PERIOD	DAILY ATTENDANCE SHEETS AVAILABLE TO PRINT	SCREENS AVAILABLE ON-LINE REFLECTING CURRENT	FINAL ROSTERS APPROVED BY 2:00 P.M.	TIME TRANSFER & PAYROLL PROCESS BEGINS	Y D A T E	REMARKS
13	6/11-6/24	10	6/8	6/11	6/24	6/24	7/2	
14	6/25-7/8	10	6/21	6/25	7/8	7/8	7/16	
15	7/9-7/22	10	7/5	7/9	7/22	7/22	7/30	
16	7/23-8/5	10	7/19	7/23	8/5	8/5	8/13	
17	8/6-8/19	10***	8/2	8/6	8/19	8/19	8/27	
18	8/20-9/2	10***	8/16	8/20	9/1*	9/1	9/10	Approve one (1) day early due to Labor Day
19	9/3-9/16	10	8/30	9/2**	9/16	9/16	9/24	
20	9/17-9/30	10	9/13	9/17	9/30	9/30	10/8	
21	10/1-10/14	10	9/27	10/1	10/14	10/14	10/22	
22	10/15-10/28	10	10/11	10/15	10/28	10/28	11/5	
23	10/29-11/11	10	10/25	10/29	11/10*	11/10	11/19	Approve one (1) day early due to Veterans Day
24	11/12-11/25	10	11/8	11/11**	11/23*	11/23	12/3	Approve two (2) days early due to Thanksgiving
25	11/26-12/9	10	11/22	11/24**	12/2*	12/2	12/17	Approve five (5) days early due to Winter Recess
26	12/10-12/23	10	12/6	12/3**	12/9*	12/9	12/30	Approve ten (10) days early due to Winter Recess
1	12/24-1/6	10	12/13	12/10**	1/6	1/6	1/14	
2	1/7-1/20	10	1/3	1/7	1/20	1/20	1/28	
3	1/21-2/3	10	1/17	1/21	2/3	2/3	2/11	
4	2/4-2/17	10	1/31	2/4	2/16*	2/16	2/25	Approve one (1) day early due to Presidents Day
5	2/18-3/3	10	2/14	2/17**	3/3	3/3	3/11	
6	3/4-3/17	10	2/28	3/4	3/10*	3/10	3/25	Approve five (5) days early due to Spring Recess
7	3/18-3/31	10	3/14	3/11**	3/31	3/31	4/8	
8	4/1-4/14	10	3/28	4/1	4/14	4/14	4/22	
9	4/15-4/28	10	4/11	4/15	4/28	4/28	5/6	
10	4/29-5/12	10	4/25	4/29	5/12	5/12	5/20	
11	5/13-5/26	10	5/9	5/13	5/25*	5/25	6/3	Approve one (1) day early due to Memorial Day
12	5/27-6/9	10***	5/23	5/26**	6/9	6/9	6/17	
13	6/10-6/23	10***	6/6	6/10	6/23	6/23	7/1	
14	6/24-7/7	10	6/20	6/24	7/7	7/7	7/15	

* Indicates EARLY PAYROLL APPROVAL REQUIRED!

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

*** Days may vary depending on the type of employee.

NOTE: 12/30/2021 - Non-Friday Paydate

IMPORTANT NOTE: Payroll for Drivers/Bus Aides (at Transportation Centers) must be approved by 2:00 P.M.

SECTION II

TERMS AND CONDITIONS

OF

EMPLOYMENT

ACADEMIC YEAR 2021-2022

The academic year is divided into three trimesters each approximately 15 weeks in length. The first trimester begins on August 23, 2021 and ends on December 17, 2021. The second trimester begins January 3, 2022 and ends April 14, 2022. The third trimester begins April 18, 2022 and ends on August 2, 2022. 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 2021-2022 IPEGS Procedural Handbook which is used by all teachers, instructional support personnel and student services personnel. Prior to implementation, all of 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 principal or the principal'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 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 on a daily basis. 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 principal 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 in order to address the diverse needs of students. Lesson plans shall be available for review by the principal 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.

LITERACY COMPLETION POINT (LCP) & OCCUPATIONAL COMPLETION POINT (OCP)

To earn an LCP, ESOL and ABE students must demonstrate progress by increasing a minimum of one functional level on the CASAS (for ESOL) or TABE tests (for ABE), respectively. LCPs for ESOL and Citizenship classes are earned by completing benchmarks listed in the State of Florida Curriculum Frameworks. 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 masters 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 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 (if required by a CTE program)
- Anecdotal information
- Progress reports

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.

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.

SECTION III

REGISTRATION

AND

ATTENDANCE

REPORTS

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.

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	W on 3 rd no-show
Career/Technical	3 consecutive no-shows 4 consecutive absences	W on 3 rd no-show W on 4 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.

EMERGENCY PROCEDURES

In the event of an emergency, the following procedures will be implemented immediately when an alarm is sounded or an emergency announcement is made.

FIRE DRILLS

Each classroom is equipped with fire exits and routes to be followed in case of building evacuation.

Fire drills are conducted four times a year. Additional drills may be conducted.

The following is the procedure to be used when evacuating the building for fire emergencies:

1. The fire alarm signal is three rings pause; three rings pause.
2. The all-clear signal shall be one prolonged ring.

Teachers are to review with their students the Room Evacuation Plan, which is posted in every classroom. Teachers and students are to move in a single line and remain quiet while evacuating the building. The evacuation shall take place in an orderly and expedient fashion.

Fire Evacuation-Fire Drill- Instructors with students in their class:

1. Advise the class to gather belongings in order to exit and follow the emergency evacuation route.
2. Take attendance reports on sign-in sheets in order to account for anyone missing.
3. After escorting the class outside, all teachers will stay with their class until instructed otherwise.

IN OTHER EMERGENCY SITUATIONS:

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow) or an imminent threat to students and staff safety exists with the school (Code Red), students, faculty, and staff must comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Manual.

Close door(s) of classroom and await further instructions by intercom from an administrator or designee.

CODE RED

Imminent, proximal threat to student and staff safety exists on campus

- School principal (or designee) will announce "Lockdown: Code Red. Lockdown: Code Red"
- Staff and students located in open areas should immediately report to the nearest secured area.
- Teachers/staff will direct students to the nearest secured area. Whenever possible do not utilize areas that are enclosed with glass.
- Classroom doors should be closed and locked; open windows should be closed.
- Turn off all audio-visual equipment.
- Students should quietly remain in their seats.
- Disregard the bell system; follow directions from the school administrator.
- Cellular phone use will be limited to the reporting of emergency information and should be utilized by school staff only.
- Follow directions of emergency personnel and school administrators throughout the emergency period.
- Lockdown update announcements will be made every 30 minutes.
- All staff, students, and visitors should remain in "Lockdown: Code Red" mode until the "all clear" announcement is made.
- Once the "all clear" announcement has been delivered, regular school activity may resume.

CODE YELLOW

Potential known threat to student and staff safety exists within the community

- School administrator (or designee) will announce "Lockdown: Code Yellow"...
"Lockdown: Code Yellow"
- Staff and students located in open areas should immediately report to the nearest secured area
- Teachers should stand outside their door and direct students, staff, and visitors to the nearest secured area
- Disregard bell system; follow directions from a school administrator.

TORNADO WARNING

In the event of a tornado warning issued by The National Weather Service, staff and students will be directed by the principal or designee to take shelter. Avoid areas with glass windows and/or glass doors.

ELECTRICAL FAILURE

If there is an electrical failure, please ask the students to remain quiet, calm, and in their seats. Do not dismiss class unless directed to do so. Do not leave the students unattended. If the power failure impacts the normal operation of the school, the principal will provide appropriate directions concerning dismissing classes. In the event of a night dismissal, specific cars may be stationed near the exits, with their lights on, to assist the students exiting the building. Classroom doors should remain open. Hall emergency lights will come on automatically.

Teachers and staff should report any areas where the emergency lights do not work properly.

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 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.

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.

Because Adult General Education (AGE) programs are not specifically offered for job entry or advancement, they are not accredited by the Council on Occupational Education and do not qualify for Title IV financial aid assistance.

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:

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:

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

SECTION VI

STUDENT SERVICES

MEDIA CENTER

The Media Center is located in Room B-5.

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 and Sunday - 8:30 a.m. - 3:00 p.m.

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

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNSEL (EESAC)

The English Center's EESAC meets monthly. 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, advise students to see the financial aid officer.

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.

SECTION VII

POLICIES AND PROCEDURES

REGISTRATION

Registration is conducted every day of the school year. Students must produce the required documentation for registration and tuition purposes.

FOOD CONCESSION

The Food Plaza and snack machines are provided for staff and students.

INVENTORY

Teachers are responsible for the equipment and supplies in their classrooms and laboratories. A designated person conducts an inventory of such items 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.

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 principal. 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.

STUDENT FOLDERS

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

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 principal. Purchases not authorized by the principal will not be paid with school funds and will become the buyer's responsibility.

DUPLICATING SERVICES

Copyright law must be respected at all times. Submit all copy requests to the school secretary. All copy requests must be approved by an assistant principal. 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 principal 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 2020-2021 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 encouraged at all times. 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-hours' 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>

- ✓ Incident Reporting - School Board Policy 8442
- ✓ Corporal Punishment (Prohibited) - School Board Policy 5630
- ✓ Dress Code - School Board Policy 5511
- ✓ Suspension, Board-Approved Alternatives, Expulsion - School Board Policy 5610
- ✓ Student Supervision and Welfare - School Board Policy 1213
- ✓ Student Abuse and Neglect - School Board Policy 8462
- ✓ Corporal Punishment - School Board Policy 5630
- ✓ Student Supervision and Welfare - School Board Policy 1213
- ✓ Reporting Incidents - School Board Policy 8141
- ✓ Personnel Files - School Board Policy 1590
- ✓ Drug-Free Workplace - School Board Policy 1124
- ✓ Tobacco-Free Workplace - School Board Policy 1215
- ✓ Weapons - School Board Policy 1217
- ✓ Safety Program - School Board Policy 8400
- ✓ Equal Access-Availability of School Facilities to Students - School Board Policy 5730
- ✓ Employee Assistance Program - School Board Policy 1170.01
- ✓ Responsibilities and Duties - School Board Policy 1139
- ✓ Standards of Ethical Conduct – School Board Policy 1210
- ✓ Code of Ethics - School Board Policy 1210.01
- ✓ Violence in the Workplace - School Board Policy 1380
- ✓ Educational Excellence School Advisory Councils - School Board Policy 2125
- ✓ Staff Responsible Use of Technology Policy - School Board Policy 7540.04
- ✓ Sexting – School Board Policy 5136.02
- ✓ Prohibition on Discrimination and Harassment / Protected Categories – School Board Policy 1362
- ✓ Prohibition on Discrimination and Harassment / Protected Categories – School Board Policy 3362
- ✓ Prohibition on Discrimination and Harassment / Protected Categories – School Board Policy 4362
- ✓ Prohibition on Discrimination and Harassment / Protected Categories – School Board Policy 5517
- ✓ Discrimination & Harassment Complaint Procedures – School Board Policy 1362.02
- ✓ Discrimination & Harassment Complaint Procedures – School Board Policy 3362.02
- ✓ Discrimination & Harassment Complaint Procedures – School Board Policy 4362.02
- ✓ Discrimination & Harassment Complaint Procedures – School Board Policy 5517.02
- ✓ Threatening Behavior Toward Staff Members – School Board Policy 1380
- ✓ Threatening Behavior Toward Staff Members – School Board Policy 3380
- ✓ Bullying & Harassment – School Board Policy 5517.01
- ✓ Conflicting Employment or Contractual Relationship - School Board Policy 1113

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. 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) 995-7051.

15. Do not assume your supervisor/principal 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.

SECTION IX

CIVIL RIGHTS AND DIVERSITY COMPLIANCE

Anti-Discrimination Policy

Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of non-discrimination 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, religion, or national origin.

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

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

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.

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 the disabled.

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, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, 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 P.L. 93-508 (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/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

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.

<p>The School Board Policy covers the following protected categories.</p> <ul style="list-style-type: none"> • Gender • Race • Color • Age • Disability • Social and Family Background • Linguistic Preference • Ethnic or National Origin 	<p>Sexual Harassment will NOT be tolerated.</p> <p>Sexual Harassment Includes:</p> <ul style="list-style-type: none"> • Unwelcome sexual advances • Requests for sexual favors • Other verbal or physical conduct of a sexual nature <p>When:</p> <ul style="list-style-type: none"> • 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.
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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:

Ms. Nicole B. Rutherford, Esq. Executive Director
 Office of Civil Rights Compliance
 155 NE 15th Street, Suite P104E
 Miami, Florida 33132
 Phone : 305-995-1580 – Fax: 305-995-2047
 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

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

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 (PREGNACY)

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: 1-800-669-4000 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 Principal for further investigation. Upon receiving a formal written complaint, the Principal will be responsible for investigating the complaint. The Principal 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 Principal to discuss the findings. If not satisfied with the outcome, the matter can then be referred to the district office of Adult/Technical Colleges and Educational Opportunity and Access.

RESOURCES

- ✓ Post-Secondary Code of Student Conduct:
<https://www.adulteducationworks.com/wp-content/uploads/2019/09/2019-2020-Post-secondary-Code-of-Student-Conduct-Handbook.pdf>

- ✓ IPEGS Procedural Handbook:
https://mdcdhr.entest.org/pdf/IPEGS/2018%20Edition_%20IPEGS_Procedural_Handbook.pdf

- ✓ District Policy Against Bullying and Harassment:
<http://www.dadeschools.net/schoolboard/rules/Chapt5/5d-1.101.pdf>

- ✓ Crisis Prevention/Intervention Resources:
<http://studentservices.dadeschools.net/#!/fullWidth/3642>

- ✓ District COVID-19 Resources:
<http://reopening.dadeschools.net/index.html>

FORMS

Forms can be found online in the Faculty and Staff Resources Page:
<https://www.tecmiami.net/faculties-and-staff-documents/>

- [Certificate Duplicate Request \(PDF\)](#)
- [Certificate Request Clearance \(PDF\)](#)

FORMS (Cont'd.)

- [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 \(PDF\)](#)
- [Transfer Request \(PDF\)](#)

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