





West Homestead Elementary School

Faculty and Staff

2009-2010

Prudence Mingo, Principal

<u>Grade Level</u>	<u>Section</u>	<u>Teacher</u>	<u>Room</u>
			
Pre-K	PK1	Patrica Grant (SPED)	109
Pre-K	PK2	Argelia Novoa (VPK)	113
			
Kindergarten	K01	Claudia Hosmer	81
Kindergarten	K02	Jessica Matos	78
Kindergarten	K03	Yolanda Lopez	82
Kindergarten	K04	Jennifer Kidd	79
Kindergarten	K05	TBA	80
Kindergarten	K06	TBA	77
			
First	101	Tamara Crider	71
First	102	Kimberly Snoke	74
First	103	Nelly Ramos-Salgueiro	70
First	104	Ketley Alexis	73
First	105	Luisa Diez	72
First	106	Yamila Aguiar	69
			
Second	201	Gwendolyn Trice	136
Second	202	Laticia Roberts	134
Second	203	Mildred Jaen	132
Second	204	Rosa Rivera	130
Second	205	Yovanis Fernandez	116
Second	206	Melissa Yen	119



Third Grade

Third	301	Jennifer Edwards	16
Third	302	Victoria Gutierrez	15
Third	303	Franklin Rodriguez	17
Third	304	Danese Taylor	18
Third	305	Cresilia Mancinelli	11
Third	306	Cinthia Gonzalez	12
Third	307	Susan Mastrapa	13



Fourth Grade

Fourth	401	Susan Robinson	28
Fourth	402	Amoy Skinner	23
Fourth	403	Tangelia Smith	25
Fourth	404	Chanel Jester	26



Fifth Grade

Fifth	501	Sandrell Brown-Simmons	4
Fifth	502	Nalinin Poonen	8
Fifth	503	Sophia Flowers-Robinson	6
Fifth	504	Nancy Mendoza	7

PIONEERS

SPED – EH	K - 3 rd	Maria Herrera	117
SPED – EH	4 th – 5 th	Linda Torres	118
SPED – PI	K – 2 nd	Roxana Lopez	110
SPED – PI	3 rd – 5 th	Jenny Riera	109
SPED – TMH	4 th – 5 th	Bella Pino	108



Art
K. Arguinzoni

Music
Ada Garcia

P. E.
Elizabeth Cesarano

Media Specialist
Everett Sewer

Counselor
Norma Gutierrez

Speech
Pamela McCoy

Spanish
Lourdes Molina

ESOL
Nataliya Stas
Bernardo Gonzalez

CCHL
Paola Navarrete
Y. Tomlinson

Resource Teacher
Cinthia Gonzalez

Reading Coach
Shante Thompson

I Choose Lead Teacher
Cynthia Moore

Math Leader

Writing Leader
Amoy Skinner

Science Leader
Nalini Poonen

<u>Custodial Staff</u>	<u>Office Staff</u>
Andre Ballard, Head Custodian	Estela Maura, Secretary/Treasurer
Peggy Taylor, Lead Custodian	Idolia Hernandez, Secretary
Irene Agard	Maria Woodard, Data Input Specialist
Jasen Scavella	Nicole Fuertes, Elem. School Assistant
Teretha White	
Dorothy Clark (PT)	
	<u>CIS</u>
	Gloria Allen
<u>Food Service</u>	<u>Paraprofessionals</u>
Dolores Holmes, Cafeteria Manager	Michelle Harris (Title I)
Tabitha Harris	
Barbara Holmes	Tamara Stewart - VPK
Marsha Robinson	Irisa Gibbons – PK (SPED)
Constance Davis	
Diana Martinez	Vanessa Butterfiedl - TMH
Geanetta Bowen	
Wain Elliton	Adela Ramos - PI
	Denise Wilson - EH
<u>Security Monitors</u>	<u>Lunchroom Monitors</u>
Linda Lee	Betty Stuckey
Bedra Walker	

**LEADERSHIP TEAM RESPONSIBILITIES
2009-2010**

Prudence Mingo, Principal

Administrative Staff Meetings	Minutes: Committee Chairs, Grade Chairs & Leadership Team
Administrative/Clerical Equipment	Opening of Schools Procedures
Approval for Early Departures	Open House
Assessments (All)	IPEGS Observations/Evaluations
Assistant Principal Assignments	Paraprofessionals
Budget	Parent/Conferences/Involvement
Building and Room Utilization	Parent/Student Handbook
Classroom Visitation (Daily)	Personnel
Clerical Personnel Evaluations	Personnel Files
Continuous Improvement Model	Personnel Handbook
Custodians	Plant Operations
Dade Partners	Professional Development Plans
Discipline	PTA Affairs
EESAC	Public Relations
Faculty Meetings	Safety
Grants	School Personnel Attendance, Tardiness, etc...
Instructional and Non-instructional Personnel Evaluations	School Pictures
Interim Progress Reports	Student Interns
Internal Funds	Student Registration
Itinerant Personnel	Teacher Certification
Maintenance	Teacher Retention
Marquee	Teacher Support
Media Center	Total Operations
	Grades 3-5
	Lowest 35 th percentile Math & Reading

WEST HOMESTEAD ELEMENTARY
LEADERSHIP TEAM RESPONSIBILITIES
2009-2010

Peter Gutierrez Assistant Principal	Peter Gutierrez Assistant Principal (cont.)	Shante Thompson Title I Reading Coach	TBA Mathematics Coach
Announcements Arrivals/Dismissals Articulation Attendance Bilingual Programs/ESE Programs Bulletin Boards Bus Safety Cafeteria Duty CIM Maintenance Classroom Walk Throughs Closing of School Continuous Improvement Curriculum & Instruction Curriculum Bulletins Data Analyst Discipline & Safety EduSoft Employee Support Extended Day Intervention FCAT Minis Development Field Trips Fire Drills Incentive Program: Pre-K -5 th Interim Progress Reports IPEGS Master Schedule Observations/Evaluations Parent Involvement Professional Development	Retentions/ Retainees Assist with Science Fair Science Fair- (Assist) Security Monitors Student Support Teams Student Services Pre-K – 2 nd grade Test Chairperson Textbooks/Inventory Truancy Intervention Prog.	Grade Level: Pre-K - Fifth 3 rd -5 th Grade FCAT Challenge 4 th Grade FCAT Mock Writing Assessment Classroom Walk Throughs Continuous Improvement Model CRRP Curriculum Planning EduSoft Employee Support Enrichment Intervention Key Skills Phonics Mastery Lowest 35% Reading PMRN PTA Professional Development Reading First Reading Plus Reading Materials (Books)	3 rd -5 th Grades FCAT Challenge Employee Support Lowest 35% Math Mathematics Professional Development
Everett Sewer Media Specialist	Elmer Mato Technology Support	Norma Gutierrez Guidance Counselor	Nalini Poonen Science Coach
Accelerated Reader (Challenges) Classroom Walk Throughs Collaboration Curriculum Planning Incentives Media Center Operations Professional Development Research and Development STAR Gradebook Manager	Class Works Computer Equipment Curriculum Planning Professional Development Property Inventory Success Maker Technology Technology Support Trouble Shooter	Articulation Process Career Week Curriculum Planning Dade Partners Group Counseling Health Services Hearing/Vision Screening Peer Mediation Counseling School Safety Special Ed. Services Staffings Student Development Teams	Assist with Science Fair Curriculum Planning FCAT Science Support Professional Development Science Lab

ABSENCES - Staff

Teachers are reminded that regular school hours are from 8:15 a.m. – 3:20 p.m. In the event of a sudden illness, emergency or absence, please call Ms. Allen, at home **305-246-1632** from 6:00 p.m.-10:00 p.m. and in the morning from 6:00 a.m. – 7:00 a.m. After 7:00 a.m., Ms. Allen is in transit. Her work hours are from 8:15 a.m. – 3:20 p.m.

Additionally, when you have been absent, you must notify the office by 2:00 p.m. to let Ms. Allen know if you are returning to work the following day. **If she does not hear from you, the temporary instructor will be retained for the next day and you will be charged accordingly.**

Excessive absences/more than ten (10) in one school year will result in a meeting with the principal, an attendance directive and/or a potential **Conference-for-the-Record**.

ACCIDENT REPORTS – Staff

Any staff member who is injured while on the job **is required** to report the incident to the office **immediately (the same day of the incident)**. The injured staff member must also fill out an accident report. Risk Management will be contacted if further assistance is needed.

ACCIDENT REPORTS – Students

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

The supervising teacher is responsible for:

Filling out the accident report at the time of the accident;

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

All completed Student Accident Reports should be given to Mrs. Hernandez within 24 hours of incident.

ACCOUNTABILITY SUMMARY SHEET

The Accountability Summary Sheet and its accompanying documentation will be submitted to the assistant principal in order to monitor the successful implementation of all of the instructional programs at West Homestead Elementary School.

APPROVAL OF OFF-CAMPUS USE OF SCHOOL BOARD PROPERTY

Any school equipment leaving the building must be signed out on the official equipment sign-out form. Permission to sign out equipment must be obtained from the principal. Forms are available in the 30- file drawer located in the Xerox room of the main office.

ANNOUNCEMENTS/OPENING EXERCISES

Morning announcements will be conducted daily at 8:25 a.m. Teachers and students must be in their classrooms no later than 8:25 a.m. to be ready for the announcements at 8:30 a.m. The opening of the school day will begin at this time by saying the "Pledge of Allegiance" and singing the "Star Spangled Banner." Afterwards, all students, **along with their teacher**, should continue to stand, and recite the Mission Statement. Please teach and/or review the words to the "Pledge," the National Anthem and the

Mission Statement. The afternoon announcements are scheduled for 1:30 p.m. All students and staff members are encouraged to listen attentively to all announcements

ARRIVAL AND DEPARTURE - Staff

Teachers are required to sign in upon arrival in the morning and sign out at departure time. Not only is the record necessary for payroll purposes, but also to determine if you are in the building for messages and telephone calls. The teacher's workday is 8:15 a.m. – 3:20 p.m. If you must leave early, or if you must leave the school site, prior approval by the principal is required.

ARRIVAL AND DISMISSAL – Students

All teachers are directed to monitor the arrival and dismissal of students from 8:20 a.m. – 8:30 a.m., 2:00 – 2:20 p.m. grades K-1 and from 3:00 p.m. – 3:20 p.m. grades 2 - 5 (on Wednesdays 2:00 p.m. – 2:20 p.m.). Students who walk, ride the M-DCPS School Bus, ride bicycles or are transported to school should be discouraged from arriving before 8:15 a.m. (except those students who participate in the breakfast program).

Pre-Kindergarten through Fifth Grades - Arrival

- Pre-Kindergarten through First grade students will be supervised on the primary Physical Education Court.
- Second – Fifth grade students will be supervised on the Physical Education Court.
- Students will sit in designated areas and engage in a reading activity.
- Students are to be seated at the same table number as their lunch table number and remain seated until the homeroom teacher arrives to pick them up no later than 8:20 a.m.
- All special area teachers and paraprofessionals will supervise students at the designated areas from 8:15 a.m. until 8:30 a.m. each morning unless the principal has provided an alternate assignment.
- Students are not permitted in the classrooms prior to 8:20 a.m.

Pre-Kindergarten and Kindergarten - Dismissal

- Parents of Pre-Kindergarten and Kindergarten students will pick up their child/children directly from the homeroom teachers. Teachers are to wait with their students until 2:20 p.m. A buddy system can be implemented so that one teacher remains with those students who have not been picked up by a parent/guardian in a timely manner. Students who are repeatedly (3 times or more) not picked up in a timely manner will be referred to the Department of Children and Family Services (DCF).

First Grade - Dismissal

- All first grade teachers are required to escort their students to the front of the school at dismissal time and remain with their students until 2:20 p.m. Classroom teachers will use the main entrance doors in front of the school to escort students out of the building. Students who are repeatedly (3 times or more) not picked up in a timely manner will be referred to the Department of Children and Family Services (DCF).

Second – Fifth Grade - Dismissal

- All second through fifth grade teachers are required to escort their students to the parking lot at dismissal time and remain with their students until 3:20 p.m. Classroom teachers will use the doors near the cafeteria and the main entrance to escort students out of the building. Students who are repeatedly (3 times or more) not picked up in a timely manner will be referred to the Department of Children and Family Services (DCF).
- All students are to be dismissed in a quiet and orderly manner.

Dismissal should take place promptly at the designated time. Any requests for early dismissal are to be approved by the office, and the student will then be called to the office. No parent(s) may pick up a child from the classroom. Teachers should be aware of which students walk home, ride the M-DCPS school bus, or ride private buses. Children may not return to the building after dismissal except in cases of emergencies. Children **are not** to be kept after school for disciplinary purposes or another purpose without a signed notification from parents. Children who are kept after school must be under a teacher's supervision at all times.

In order to facilitate a safe, orderly and calm arrival and dismissal of students, special area teachers, support personnel and other staff members will report to an area of the school or school grounds. Please be at your assigned post at the time assigned. If you know you are going to be out of the building, please let an administrator know so that coverage can be arranged.

8:15 a.m. – 8:30 a.m.

Main Entrance	-	Prudence Mingo
Main Office Entrance	-	Lourdes Molina
Rooms 103 & 105	-	Natalyia Stas, Ada Garcia
Cafeteria (Outside) Hallway	-	Gloria Allen, Norma Gutierrez
Rooms 11 – 18	-	Fabiola Navarrete
Rooms 20 – 28	-	Kenneth Arguinizoni
Rooms 80 – 82	-	Yseult Tomlinson, Pamela McCoy
Physical Education Court	-	Coach Canino, Mr. Gutierrez
Playground	-	Maria Herrera
Rooms 77 – 79	-	Shante Thompson
Faculty Lounge & Rooms 5 – 8	-	Cynthia Moore
Rooms 69 – 71	-	Mercedes Throckmorton
Rooms 130 – 136	-	Jennifer Brito
Rear Entrance/ESE School Buses	-	Connie Vindigni, ESE Teachers/Paraprofessionals
Between Media Center & Main Building	-	Michelle Harris
ESE Building	-	Rita Miyashiro
School Buses	-	Elizabeth Cesarano, Everett Sewer

ASSESSMENTS

Assessments are application-based and authentic. Bi-weekly assessments for all students (K-5) must be presented in FCAT format as much as possible. Short answer responses and long answer responses must be used. Assessments are to be submitted to the Assistant Principal bi-weekly from (K-2). The assessments must be given to students during the Language Arts block on Fridays for one hour. Instead of making copies of the weekly assessments, a transparency should be made and used on the overhead projector. The assessments must be teacher created and completed for each subject area (Language Arts/Reading, Mathematics, Science & Social Studies). Remember to use Reciprocal Teaching techniques, cooperative grouping, critical thinking questioning, demand high expectations, and utilize all strategies as outlined in the School Improvement Plan (SIP).

Test Maker and Exam View will be utilized to create the FCAT Mini-Assessments in grades 3-5. Assessments are to be conducted bi-weekly from 8:30 a.m. – 9:15 a.m. No need to worry about scoring, the EduSoft answering machine will score the test for you. Kindergarten through second grade teachers will continue developing authentic FCAT Mini Assessments. The EduSoft answer sheets will be given to Mr. Gutierrez, Assistant Principal, on a bi-weekly basis.

ATTENDANCE – Students

It is the responsibility of the classroom teacher to verify students' attendance each morning. Please submit your attendance envelope to the main office by **9:00 a.m.** All special area teachers will also record their students' attendance on a daily basis. Students are to be counted in attendance only if they are actually present or engaged in a school approved educational activity, which constitutes a part of the instructional program for the student.

Excused School Absence

1. Student Illness
2. Medical Appointment
3. Death in the Family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed
5. School sponsored activity or activity previously approved
6. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or the principal's designee

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused.

ATTENDANCE INCENTIVE FOR STUDENTS

In an effort to improve student attendance, we will be implementing an attendance incentive for the 2009-2010 school year. Each marking period, the class with the highest percentage of student attendance will be rewarded. During morning announcements, the class with perfect attendance will be announced.

Teachers are urged to encourage students to attend school on time daily. Increasing student attendance will increase student learning.

ATTIRE (PROFESSIONAL) FOR STAFF

Professional attire for all staff members of the school is a concern that we must remember each morning as we dress for work since we are the role models for the students at our school. Staff members who are not appropriately dressed will be asked to go home and change their attire. Listed below are items that need to be reviewed. All persons employed by Miami-Dade County Public Schools are representatives of the school system and should dress in a manner, which sets a positive example and conveys to students that education is a serious and professional endeavor.

Furthermore, all persons employed by M-DCPS are representatives of the school system. As such, they are expected to conduct themselves in a manner that will reflect credit upon them and the system. Therefore, "neatness in dress and grooming" is an indicator of appropriate personal characteristics.

Special Days

While it is recognized that on special days (spirit day, field trips, special class or school activities) a staff member's attire may be a bit more informal, it is important to note that on daily basis professional attire is expected.

Dress

Please note that dresses should be appropriate for school (no house dresses or house coat type dresses) and at a moderate length.

Shorts

Shorts are not considered professional attire and should not be worn (except for special occasions).

Shoes

Flip-flops, thongs, or slides are not professional in nature and should not be worn. These types of shoes are unacceptable footwear due to safety concerns. For safety purposes all sandals should have a back strap.

Leggings

Leggings are not appropriate nor are they professional. They are not acceptable attire in a professional setting.

AUDIO-VISUAL EQUIPMENT

Checking Out

All equipment will be checked out through the media center. You will sign out your equipment and be responsible for it. **Do not lend the equipment while it is signed out in your name.**

Broken Equipment

Report all broken equipment to the media specialist immediately.

Movement of Equipment

Teachers or the custodial staff must move audio-visual equipment. Students may carry or move only small, lightweight items. Students **may not** lift or move projectors, cassette/CD players, or small equipment; however, they may transport these items on rolling carts when directly supervised by a staff member. Please **PLAN AHEAD**.

Off Campus Use of Property

Equipment is to remain in school. It cannot be removed from the building unless an "Off Campus Use of Property" form has been completed and approved by the principal **ONLY**.

End of Year Procedure for Audio-Visual Equipment

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

BACK TO SCHOOL NIGHT ACTIVITIES

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

BELLS

The opening of school bell will ring at 8:20 a.m. Homeroom teachers are to pick up students by 8:20 a.m. The tardy bell rings at 8:30 a.m. Students who are not in their seats at the time of the tardy bell should be

marked tardy. All tardy students must report to the main office for a tardy pass. The dismissal bell will ring at 2:00 p.m. and 3:00 p.m.

BULLETIN BOARDS

In-Class Bulletin Boards

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

BRINGING RELATIVES TO SCHOOL

Bringing relatives to school is a liability to the school system if something should happen to your loved ones. Please **do not** bring relatives to school at any time during the school year.

CAFETERIA PROCEDURES

Teachers are not to leave their classrooms until the designated time. Students are to be escorted into the serving line. All students must be given an index card with their meal identification number when coming to eat in the cafeteria until they memorize their meal identification number.

Teachers must help students learn their numbers. Teachers should also assist the students initially in locating their appropriate seats. Students should enter and leave the cafeteria quietly. Complete rules and regulations concerning cafeteria behavior should be reviewed and enforced. The support of all of teachers is crucial to the establishment of a proper cafeteria environment.

A thirty minute lunch period has been scheduled with no lapse of time between classes. The schedule calls for punctuality. Please adhere to the schedule, table locations and review cafeteria rules carefully with your students. It's also most important for each teacher to establish lines of communication with the cafeteria aides. **Classes are responsible for cleaning their cafeteria area daily.** Teachers, please select responsible cafeteria helpers.

School personnel are free to leave the work location during their duty-free lunch period, but only after signing the log maintained in the main office. School personnel may eat in the cafeteria or the faculty lounge **ONLY**. **Please do not eat or drink inside your classroom.** Everyone needs to assist during the dismissal process.

CERTIFICATION

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

CHILD ABUSE

Child abuse is defined to include harm or threatened harm to a child's physical or mental health or welfare by acts or omissions of a parent, adult household member, or other person responsible for the child's welfare, or, for purposes of reporting requirements, by any person. Harm to a child's health or welfare can occur when the parent or other person responsible for the child's welfare inflicts, or allows to be inflicted upon the child, physical, sexual or mental injury that causes or is likely to cause the child's physical, mental or emotional health to be significantly impaired.

It is the responsibility of every school personnel to report all cases of suspected abuse to the Department of Children and Family Services and the principal. Each school board employee is responsible for reporting cases of abuse or neglect to the Department of Children and Family Services.

This process **DOES NOT** require approval from anyone! Under no circumstances will any staff member be permitted to physically or mentally abuse a child. Any case of abuse involving a school board employee will be reported to the School Police Unit and to the Department of Children and Family Services.

STUDENT DEVELOPMENT TEAM/COOPERATIVE CONSULTATION MODEL

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

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

The teacher chooses one or two problem areas that he/she would like to address. SDT members, including the teacher, develop alternative strategies to address target areas. Strategies are generated from the experience of SDT members, as well as from other resources such as Beyond Maladies and Remedies

CLASSROOM MANAGEMENT PROCEDURES

The (IPEGS) includes a section on managing the learning environment which assesses teacher performance relative to five components: 1) time management; 2) learning routines; 3) learner engagement; 4) managing engagement in learning and 5) monitoring and maintaining learner behavior.

Under no circumstances should the classroom teacher leave his/her students unattended or placed them outside the classroom unsupervised. The teacher is responsible for those students enrolled in his/her class. Students should not be permitted to walk the halls. A school hall pass must be used whenever a student leaves the classroom without the teacher. The teacher should make every effort to prevent a situation where the student is in the building unattended. (The teacher is responsible for the students at all times when he/she is responsible for the supervision of the students. The teacher must not leave his/her class until the special area teacher arrives. Special area teachers must then remain with the students until the classroom teacher returns.) Teachers must walk the **entire class** to any special area class-taking place outside the classroom (e.g. Physical Education).

Any teacher desiring class coverage must clear this with the principal. Special area teachers are required to arrive at their scheduled classes on time in order to promote effective classroom management. Additionally, teachers must pick students up on time from all special classes and follow appropriate time schedules throughout the day. To make it possible to know what is expected, it is necessary that each teacher hold certain standards in regard to class procedures and discipline. Good discipline is required for good teaching.

Good discipline can usually be obtained without difficulty; one teacher who departs from the requirements makes it harder for the rest of the faculty. Therefore it is necessary that every teacher establishes and enforces from the first meeting of the class exactly what he/she expects later.

Each teacher is expected to handle the discipline problems, which occur within the classroom. If a disciplinary situation arises that a teacher cannot resolve the teacher should seek assistance from the administration or guidance counselor. Every teacher and staff member are expected to correct any breach of discipline he/she may observe, providing no other teacher is directly in charge of the situation. Discipline referrals to an administrator or the guidance counselor are to be sent with the following necessary materials: **a Student Case Management Form (SCM Form)** and appropriate academic work for the student to perform while with the administrator or guidance counselor.

In order to detain students after school for disciplinary measures, parents/guardians must be notified at least 24 hours in advance by telephone or in **writing prior to** the child being kept after school. Documentation of the notification should be kept in the teacher's parent contact log. Students should not be permitted to stay without verbal or written confirmation by a parent, when in actuality the parent is unaware of the circumstances.

The Code of Student Conduct should be familiar to each student and teacher. Teachers should use this guide of conduct for grades K-12, judiciously.

CLASS PARTIES/CELEBRATIONS

All parties will need to be approved by the administration, **NO EXCEPTION**. Although the School Board permits only two school parties per year, a schedule to ensure student's celebration will be developed. Birthday parties will not be allowed in the classroom in order to ensure a clean environment for everyone. If a parent requests permission to celebrate their son/daughter's birthday a form will have to be sent home informing the parents of the food that will be eaten and requesting their permission. Additionally, students' birthdays will be recognized over closed-circuit television.

CLINIC

When a child comes to the main office because of illness or an accident, a pass describing the problem should accompany him/her. The supervising teacher and/or the office will contact parents or persons named on the emergency contact card. No medication or treatment may be administered by any school personnel. No child may bring or take any medication unless proper documentation is on file in the office, and then only under office personnel supervision. No child will remain in the office for more than thirty minutes. We do not have the personnel to supervise the students, so be prudent when children ask to come to the office. The main office will be utilized to house ill students. Once personnel come on board from the health department the clinic will be the official place to send all ill students.

COFFEE BREAK/EATING

Staff members who want to have a cup of coffee or consume food should arrive early enough to finish it before 8:15 a.m. (or before your scheduled reporting time). Coffee, food, and soft drinks should never be consumed in the classroom or in front of the students. The cafeteria and the faculty lounge area are designated eating-places in the school. School personnel may not eat in their classrooms. Classes are not permitted to eat in their rooms, with the exception of special occasions as determined and approved by the administration. No personnel should walk through the school with food or drinks.

COLLECTION OF MONEY FROM STUDENTS

All activities requiring the collection of monies from students or parents must be approved by the principal exclusively. Once the activity has been approved and money is being collected, a Recap of

Collections Form must be completed for each day's collection. All monies and Recap of Collections Forms are to be turned in to the Ms. Estela Maura, Principal's Secretary/Treasurer or the principal, in the event of her absence before **10:00 a.m. on the day of the collection.** It is the teacher's responsibility to make sure that the money goes to one of the above-mentioned persons only. The office personnel or the administration will not be responsible for money turned in to any one else.

No money should be left in your classroom overnight. Do not lock money in the desks or closets/cabinets overnight. All monies collected must be submitted with a Recap of Collections Form listing the student's name (Pre-K – 5) to cover the amount reported.

COMMITTEES

COMMITTEE RESPONSIBILITIES

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

Academic Committee
Public Relations Committee
Social Committee

COMMITTEE MEETINGS

All Committees will meet on the first Wednesday of each month at 3:20 p.m. These minutes should be typed and given to the assistant principal no later than the Friday following the meeting. Please refer to the schedule of meetings:

Meetings – 3:20 p.m.

September 2, 2009
October 7, 2009
November 4, 2009
December 2, 2009
January 6, 2010
February 3, 2010
March 3, 2010
April 7, 2010
May 5, 2010
June 2, 2010

ACADEMIC COMMITTEE
2009-2010

<p>AUGUST</p> <ul style="list-style-type: none"> • Welcome Back • Introductory Meeting • Monthly Student Attendance and Cafeteria Incentives 	<p>SEPTEMBER</p> <ul style="list-style-type: none"> • Monthly Reading Incentives • Student United Way Campaign • Monthly Student Attendance and Cafeteria Incentives 	<p>OCTOBER</p> <ul style="list-style-type: none"> • Monthly Reading Incentive • Student United Way Campaign • Quarterly Awards Assemblies • Red Ribbon Week • Monthly Student Attendance and Cafeteria Incentives • Character Reading Day
<p>NOVEMBER</p> <ul style="list-style-type: none"> • Monthly Reading Incentive • Veteran’s Day Program • Parent Teacher Conference Evening • Monthly Student Attendance and Cafeteria Incentives 	<p>DECEMBER</p> <ul style="list-style-type: none"> • Monthly Reading Incentive • Holiday Program • Monthly Student Attendance and Cafeteria Incentives 	<p>JANUARY</p> <ul style="list-style-type: none"> • Monthly Reading Incentive • Science Fair Process Begins • Quarterly Awards Assemblies • Parent Teacher Conference • Monthly Student Attendance and Cafeteria Incentives
<p>FEBRUARY</p> <ul style="list-style-type: none"> • Monthly Reading Incentive) • Paraprofessional of the Year • Monthly Student Attendance and Cafeteria Incentives • Science Fair Process Ends 	<p>MARCH</p> <ul style="list-style-type: none"> • Monthly Reading Incentive • National Women’s History Month • Quarterly Awards Assemblies • Monthly Student Attendance and Cafeteria Incentives 	<p>APRIL</p> <ul style="list-style-type: none"> • Monthly Reading Incentive • National Library Week of • Monthly Student Attendance and Cafeteria Incentives
<p>MAY</p> <ul style="list-style-type: none"> • Monthly Reading Incentive • Mother’s Day Tea • Quarterly Awards Assemblies (Monthly Student Attendance and Cafeteria Incentives) 	<p>JUNE</p> <ul style="list-style-type: none"> • Have a Wonderful Summer! 	<p>MEETINGS – 3:20 P.M.</p> <p>September 2, 2009 October 7, 2009 November 4, 2009 December 2, 2009 January 6, 2010 February 3, 2010 March 3, 2010 April 7, 2010 May 5, 2010 June 2, 2010</p> <ul style="list-style-type: none"> •

PUBLIC RELATIONS COMMITTEE
2009-2010

AUGUST	SEPTEMBER	OCTOBER
<ul style="list-style-type: none"> • Welcome Back • Introductory Meeting (8/20/09) 	<ul style="list-style-type: none"> • Monthly Parent Outreach • Monthly Dade Partners • Monthly Parent Volunteers • Monthly Parent Newsletter & Calendar • OPEN House • Interim Progress Report • Monthly Title I Parent Training • Employee United Way Campaign 	<ul style="list-style-type: none"> • Monthly Parent Outreach • Monthly Dade Partners • Monthly Parent Volunteers • Monthly Parent Newsletter & Calendar • Monthly Title I Parent Training
NOVEMBER	DECEMBER	JANUARY
<ul style="list-style-type: none"> • Monthly Parent Outreach • Monthly Dade Partners • Monthly Parent Volunteers • Monthly Parent Newsletter & Calendar • Report Card #1 • Interim Progress Report • Monthly Title I Parent Training • American Indian Heritage Month 	<ul style="list-style-type: none"> • Monthly Parent Outreach • Monthly Dade Partners • Monthly Parent Volunteers • Monthly Parent Newsletter & Calendar • Monthly Title I Parent Training • World AIDS Day 	<ul style="list-style-type: none"> • Monthly Parent Outreach • Monthly Dade Partners • Monthly Parent Volunteers • Monthly Parent Newsletter & Calendar • Monthly Title I Parent Training
FEBRUARY	MARCH	APRIL
<ul style="list-style-type: none"> • Monthly Parent Outreach • Monthly Dade Partners • Monthly Parent Volunteers • Monthly Parent Newsletter & Calendar • Report Card #2 • Family Math Night • Monthly Title I Parent Training • National African American Read-In Chain • Interim Progress Report • Outstanding School Volunteer & Liaison 	<ul style="list-style-type: none"> • Monthly Parent Outreach • Monthly Dade Partners • Monthly Parent Volunteers • Monthly Parent Newsletter & Calendar • Monthly Title I Parent Training • Dr. Seuss' Birthday • Absolutely Incredible Kid Day • Parent Involvement Award • Exemplary Dade Partner 	<ul style="list-style-type: none"> • Monthly Parent Outreach • Monthly Dade Partners • Monthly Parent Volunteers • Monthly Parent Newsletter & Calendar • Monthly Title I Parent Training • Take Your Daughters & Sons to Work Day • Report Card Day #3
MAY	JUNE	MEETINGS – 3:20 P.M.
<ul style="list-style-type: none"> • Monthly Parent Outreach • Monthly Dade Partners • Monthly Parent Volunteers • Monthly Parent Newsletter & Calendar • Interim Progress Report • Monthly Title I Parent Training • National Bosses' Week 	<ul style="list-style-type: none"> • Report Cards Sent Home Via US Mail • Have a Wonderful Summer! 	<ul style="list-style-type: none"> September 2, 2009 October 7, 2009 November 4, 2009 December 2, 2009 January 6, 2010 February 3, 2010 March 3, 2010 April 7, 2010 May 5, 2010 June 2, 2010

SOCIAL COMMITTEE

2009-2010

<p>AUGUST</p> <ul style="list-style-type: none"> • Welcome Back • Introductory Meeting (8/20/08) 	<p>SEPTEMBER</p> <ul style="list-style-type: none"> • Monthly Teacher Recognition & Monthly Teacher Attendance Recognition • Beautification (As Needed) • Monthly Faculty & Staff Birthdays • Hispanic Heritage Month Begins 	<p>OCTOBER</p> <ul style="list-style-type: none"> • Monthly Teacher Recognition & Monthly Teacher Attendance Recognition • Beautification (As Needed) • Monthly Faculty & Staff Birthdays • Hispanic Heritage Month Ends • Hispanic Heritage Program & Luncheon
<p>NOVEMBER</p> <ul style="list-style-type: none"> • Monthly Teacher Recognition & Monthly Teacher Attendance Recognition • Beautification (As Needed) • Monthly Faculty & Staff Birthdays • Hispanic Heritage Program & Luncheon • Thanksgiving Baskets • Educational Support Professionals Day 	<p>DECEMBER</p> <ul style="list-style-type: none"> • Monthly Teacher Recognition & Monthly Teacher Attendance Recognition • Beautification (As Needed) • Monthly Faculty & Staff Birthdays • Holiday Baskets • POD Holiday Celebrations 	<p>JANUARY</p> <ul style="list-style-type: none"> • Monthly Teacher Recognition & Monthly Teacher Attendance Recognition • Beautification (As Needed) • Monthly Faculty & Staff Birthdays
<p>FEBRUARY</p> <ul style="list-style-type: none"> • Monthly Teacher Recognition & Monthly Teacher Attendance Recognition • Beautification (As Needed) • Monthly Faculty & Staff Birthdays • Black History Month • Black History Program & Black History Luncheon • National School Counseling Week 	<p>MARCH</p> <ul style="list-style-type: none"> • Monthly Teacher Recognition & Monthly Teacher Attendance Recognition • Beautification (As Needed) • Monthly Faculty & Staff Birthdays • AFSCME & Office Employee of the Year 	<p>APRIL</p> <ul style="list-style-type: none"> • Monthly Teacher Recognition & Monthly Teacher Attendance Recognition • Beautification (As Needed) • Monthly Faculty & Staff Birthdays • Secretary's Week
<p>MAY</p> <ul style="list-style-type: none"> • Monthly Teacher Recognition & Monthly Teacher Attendance Recognition • Beautification (As Needed) • Monthly Faculty & Staff Birthdays • Teacher Appreciation Week • Parent Appreciation Dinner 	<p>JUNE</p> <ul style="list-style-type: none"> • End of Year Faculty Luncheon • Have a Wonderful Summer! 	<p>MEETINGS – 3:20 P.M.</p> <p>September 2, 2009 October 7, 2009 November 4, 2009 December 2, 2009 January 6, 2010 February 3, 2010 March 3, 2010 April 7, 2010 May 5, 2010 June 2, 2010</p>

COMMUNICATIONS OUTSIDE THE SCHOOL

No form letters or notices bearing the school's letterhead are to be sent to parents, agencies, organizations, or individuals within the school without being approved by the principal. Use of stationery without authorization by the principal is absolutely forbidden.

Teachers and other personnel who send personal communications (without school's letterhead) i.e.: bulletins, flyers, circulars, home learning assignments, letters, notices, notes, progress reports, etc. home to parents via student(s) or by U.S. Mail are directed to proofread the written or printed material for grammatical errors, incorrect spelling and punctuation, and legibility before forwarding it to parents. Written assignments placed on the chalkboard should be scrutinized by the same aforementioned process in order to avoid criticism and embarrassment. Communications generated, displayed, forwarded and distributed to parents, agencies and the school/community should depict a positive image of our school.

CORPORAL PUNISHMENT

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

Any violations of the above will be reported to the Miami-Dade School Police Department, Office of Professional Standards, and Department of Children and Families.

CORRIDORS – Staff

Especially important is the quiet movement of students from one area of the building to another. The teacher in charge should position her/himself in order to have visual control of the group in movement. Avoid yelling to maintain discipline. It is generally ineffective and usually sounds even worse than the group of noisy children.

CORRIDORS – Students

Children should walk through the hallways quietly and on the yellow line. They should walk in a quiet and orderly manner. All children should be instructed that doors swing outward. Children should be reminded constantly that others are working in classrooms and movement through the hallways could disrupt lessons. Therefore, it is important to remain as quiet as possible while in the hallways. Consideration of others is an important part of being a good citizen.

CRISIS TEAM MEETINGS

October 19, 2009, January 11, 2010, March 15, 2010 and May 17, 2010.

CUMULATIVE RECORD FOLDERS

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

Cautions About Cumulative Records

1. The information in the cumulative record folder is confidential.
2. NO students, parents, volunteers or paraprofessionals (aides) are to handle cumulative records at any time.

3. Cumulative record folders must never be taken from the school grounds or left in the classroom overnight.
4. The cumulative record folders are located in the main office under the supervision of the registrar.
5. Items in the cumulative record folder should be organized according to the checklist received at the end of the school year.
6. Information contained within the cumulative records may be accessed by school employees who are actually involved in making an educational decision about a student.

CUSTODIAL SERVICES

Please encourage your students to pick trash up off the floor and help keep the classroom neat. Personal pencil sharpeners are to be used only over the trashcans. If you find that your classroom has not been cleaned properly, please complete in writing what service was not done in your classroom and give it to an administrator. The form can be located in the 30-File Drawer (located in the work room of the main office).

DAILY ATTENDANCE BULLETIN

Several copies of the daily attendance bulletin made available to teachers in the area of where the mailboxes are located. Any discrepancies in student attendance must be brought to the attendance clerk's attention. It is the responsibility of all teachers to check and initial the attendance bulletin each day. If irregularities are found, you should document the names of students who were absent from class and whose names did not appear on the Attendance Bulletin or any students whose names appear on the Attendance Bulletin and are present and submit it to Ms. Fuertes.

DEADLINES

As per the M-DCPS UTD/UOPD bargaining agreement and the current assessment instrument, teachers are expected to meet all deadline responsibilities accordingly. Office requests are to be handled as efficiently as possible.

DETENTIONS

Students in grades K-5 may be kept after school for detention. Make sure that a detention form is sent home and returned signed by the parent. Parents must be given twenty-four hours notice so that they can make special arrangements for transportation, if necessary. Students who are kept after school must be under a teacher's supervision at all times and should not remain more than 30 minutes. The office and administration should be notified of students serving a detention on a daily basis.

DISCIPLINE

Do not leave students unsupervised at any time. Those students who are assigned to you are your responsibility.

Placing students in the hallway outside of the classroom, unsupervised, are not allowed. If you feel a child needs to be separated from the class due to total disruptive behavior, please send the student to the office and make an appointment with the child's parent and an administrator within twenty-four hours. Advise the administrator immediately as to when and at what time the parent conference will take place.

DISCIPLINE PLAN FOR 2009- 2010 - Responsibilities

The classroom teacher will handle the following classroom offenses:

- Tardies
- Profanity

- Eating in class
- Excessive talking
- Getting out of seat without permission
- Failure to complete assignments
- Failure to turn in home learning assignments
- Missing school supplies
- Minor fights (verbal)
- Other minor infractions of classroom/school rules

The following offenses will be referred to the administration:

- Leaving the classroom and/or school without permission
- Bringing weapons and/or drugs to class/school
- Serious fights which cause injury or disrupt the educational process
- Excessive profanity
- Destruction of school property
- Excessive disrespect or defiance of authority
- Verbal or physical assault on an employee
- Unauthorized removal of another's property
- Continued tardies or absences following teacher's warning

Recommended Techniques

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

- Conference with the student
- Conference with the parent
- Establish and enforce class rules early
- Use a reward system/positive reinforcement
- Send misbehaving student to another class
- Call or send a letter to parent
- Conference with student, parent, and/or administrator
- Request that parent observes the student in the classroom
- Establish grade-level detentions

SCHOOL-WIDE RULES

Please post the following rules in your classroom:

1. Follow directions first time given.
2. Raise your hand and wait to be called on.
3. Keep your hands, feet, and objects to yourself.
4. Stay in your seat.
5. Do not leave the classroom without a hall pass.

Please discuss the following rules with your students on the First Day of School:

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

Additional Guidelines

Good teaching is the best preventative discipline. Planning is the essence of good teaching. The teachers, who organize their classroom well, keep their students engaged, plan their work carefully, deal with parents tactfully and show genuine interest in each student will prevent many discipline problems. It is the teacher's responsibility to manage his/her class. The teacher should first make parental contact before referring a student to administration.

DRUG FREE WORKPLACE

Drug abuse by employees interferes with the educational and work process, and compromises the safety and well being of staff and students. Employees are expected to conduct themselves in a manner consistent with the following provisions:

- Employees on duty or on School Board property will not manufacture, distribute, dispense, possess or use illegal drugs, nor will they be under the influence of such drugs.
- Employees on or off duty will not influence students to use illegal or abuse legal drugs.
- An employee convicted, adjudicated guilty, or who has entered a plea of guilty for any criminal drug statute violation occurring in the workplace shall notify Miami-Dade County Public Schools within 48 hours after final judgment.

Section 893.13, Florida Statutes, makes it unlawful for any person to sell, purchase, manufacture, deliver, or possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance, in/on, or within 1000 feet of a public or private elementary, middle, or secondary school.

DUE DATES FOR SUBMITTING REPORTS

**Give the (I am in receipt of) form to Ms. Maura
for the following documents**

<u>Item</u>	<u>Due Date</u>	<u>Submitted</u>
Discrimination/Harassment Form	8/21/09	Yes ___ No ___
Employee Personal/Emergency Information	8/21/09	Yes ___ No ___
Opt/Temporary Duty Days Memorandum	8/21/09	Yes ___ No ___
Receipt of Electronic Staff Reference Guide and IPEGS Faculty Handbook, CD Lockdown Procedures, Florida School Grades and AYP 2009 FCAT Test Data (Memorandum/Signature)	8/21/09	Yes ___ No ___
Teacher Credentials FM 6530	8/21/09	Yes ___ No ___
Paraprofessional Credentials FM 6531	8/21/09	Yes ___ No ___
Current Valid Florida Educator's Certificate	8/21/09	Yes ___ No ___

(Give the following to Mr. Gutierrez, AP)

Class Schedule from Support Personnel	8/21/09	Yes ___ No ___
How Do My Students Get Home?	8/21/09	Yes ___ No ___
Emergency Temporary Instructor Procedures Folder with Five Days of Plans	8/21/09	Yes ___ No ___

(Give the following to Ms. Mingo Principal)

<u>Item</u>	<u>Due Date</u>
Faculty Supplement Request	August 28, 2009
Professional Development Plan (PDP)	September 18, 2009 January 21, 2010 May 28, 2010

DUPLICATING SERVICES

Each grade level has been assigned a specific day of the week to have copies made. This means that at no other time will you be allowed to get copies made. Approval from the assistant principal and principal must be secured before copies are made. Teachers in the 3rd through 5th grade are encouraged to make better use of the chalkboard and overhead projector as they plan for more application-based assessments. The schedule for duplicating services is as follows:

- ◆ Monday Pre-K & Special Areas
- ◆ Tuesday Kindergarten & First Grades
- ◆ Wednesday Second & Third Grades
- ◆ Thursday Fourth Grade
- ◆ Friday Fifth Areas

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL

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

The Educational Excellence School Advisory Council (EESAC) will meet on the Third Wednesday of every month. Each meeting will begin at 2:20 p.m. on the scheduled dates. Please refer to the schedule of meetings:

Scheduled EESAC Meetings
August 25, 2009
September 16, 2009
October 21, 2009
November 18, 2009
December 9, 2009
January 20, 2010
February 17, 2010
March 17, 2010
April 21, 2010
May 19, 2010 (Elections for upcoming school year and FCAT Scores if available)

EMERGENCY EVACUATION DRILLS (FIRE DRILLS)

A fire drill will be held at least once a month. We are required to conduct ten official drills per school year.

1. The fire drill signal is a constant shrill sound.
2. At the beginning of the year, each class will be instructed which EXITS ARE TO BE USED IN CASE OF FIRE.
3. Be sure a fire exit plan is posted in your room. Check this plan. It is to be posted by the time your students arrive on Monday, August 24, 2009. If you do not have a fire exit plan, see Mr. Gutierrez.

4. Teach your students about proper fire drill behavior. In addition, make sure that your students understand the secondary routes for leaving your particular room in case of an emergency.
5. Never allow furniture to block exits. There must be a 36" clearance.
6. Do not block vision of fire extinguisher or fire exit signs.
7. Teachers are the last to leave the room.
8. Teachers must take their grade book with them during an evacuation to account for each student.
9. Close the classroom door. Do not lock it.
10. Follow the assigned evacuation route to the designated area.
11. Evacuate quickly but do not permit running, shoving, tripping or talking.
12. Take attendance and report missing children to the administration immediately.
13. Everyone will be notified as to when to report back in the building.

EMERGENCY PROCEDURES – CODE RED

When and if an incident or any kind of threat or crisis occurs, the following procedures need to be set in place to expedite matters in the most effective way:

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

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

EMERGENCY PROCEDURES – CODE YELLOW

When and if an incident or any kind of threat or crisis occurs, the following procedures need to be set in place to expedite matters in the most effective way:

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

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

EMERGENCY PROCEDURES OF SERIOUSLY ILL OR INJURED STUDENTS

It is imperative that each student in every homeroom must have a completed EMERGENCY CONTACT CARD on file in the main office. Emergency procedures of any kind must be simple in nature and clearly understood by all personnel. All members of the school staff are expected to study the following procedures and clearly understand what is to be done in the case of any emergency.

When a child is judged to be seriously ill or injured by the classroom teacher or the person in charge of the activity, follow these procedures:

1. The teacher should immediately dispatch two reliable students to the main office or should push the nearest communication device to notify the principal and or the assistant principal.
2. In the case of serious illness, make the child as comfortable as possible under the circumstances. Do not attempt to move the child.
3. In the case of an accident, take First Aid measures depending on the nature of the accident. (Each staff member should have a basic working knowledge of First Aid).
4. The student should be moved to the main office as quickly and as carefully as possible. Ask for help of other teachers or reliable students. This step will not apply where the teacher might suspect serious internal injury or conditions that may become more serious by moving the student.
5. The main office will notify the parent and/or relative, neighbor, physician, etc. listed on the Emergency Contact Card.
6. In cases where the parents or others listed on the Emergency Contact Card cannot be reached and it is apparent that immediate professional help is needed, the administrator in charge shall contact fire rescue for the purpose of summoning help.
7. All accidents are to be reported to Ms. Hernandez by the teacher in charge of the group or activity in writing on a Miami-Dade County Public School accident/injury report form before the close of the school day that the accident happened.
8. If in doubt about the seriousness of an injury or illness, take action that assumes the worst. Do not assume all will be okay in time.
9. When a teacher must leave the room to bring a student to the main office, notify the teacher closest to your room to monitor your students while you attempt to make contact with the parent. If no contact can be made, notify FIRST the principal, SECOND the assistant principal or THIRD the principal's secretary.

EMERGENCY TEMPORARY INSTRUCTOR PLANS

Emergency Temporary Instructor Plans should be developed with five days of work for students. These are not regular plans that you would prepare if you knew you were going to be out. These will be used only in case of an emergency during your absence. Updated emergency plans should be kept on file with the assistant principal or designee. When making these plans, be sure to include a seating chart and a copy of your schedule. Do not depend on the emergency temporary instructor plans to teach, just to monitor students while students complete the work assigned by you. These emergency plans are to be submitted to Mr. Gutierrez by **Friday, August 28, 2009.**

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

- Daily schedule, seating chart and other routine materials should be in plain sight.
- The instructional plan should be a self-contained series of assignments, which require no detailed study by the temporary instructor.
- Emergency Temporary Instructor Plans should be reviewed monthly by the teacher to monitor appropriateness of activities.
- Teachers must replenish plans as they are utilized by the Temporary Instructors.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

A wide range of problems not directly associated with an employee's job function can have an effect on an employee's job performance and/or attendance. Assistance will be provided to such employees through the Employee Assistance Program (EAP). The EAP is intended to help employees and their families who are suffering from such persistent problems as may tend to jeopardize an employee's health and continued employment. The program goal is to help individuals who develop such problems by providing for consultation, treatment, and rehabilitation to prevent their condition from progressing to a degree, which will prevent them from working effectively.

Appropriate measures will be taken to ensure the confidentiality of records for any person admitted to the program, according to established personnel file provisions, state statutes, and federal regulations.

EMPLOYEE-STUDENT RELATIONSHIPS

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

ENTRY INTO THE SCHOOL BUILDING AFTER THE SCHOOL DAY

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

ESOL

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

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

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

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

FACULTY LOUNGE

The teacher workroom and lounge are for the use of all school employees. Please maintain a clean environment at all times.

FACULTY MEETINGS

The transmittal of information, exchange of ideas, and staff interaction are vital parts of the educational process. Faculty meeting days will be written on the weekly Curriculum Bulletin. Any changes will be announced. Attendance **is mandatory** at all faculty meetings. During each faculty meeting, someone from the grade level will be responsible for taking minutes on his or her assigned faculty meeting day. This minutes/attendance should be **typed** and given to the Assistant Principal no later than the Friday following the Faculty Meeting. Please refer to the schedule of meetings:

<i>Scheduled Faculty Meetings</i>	<i>Grade Level Responsible for Minutes</i>
August 25, 2009	Pre-Kindergarten
September 8, 2009	Kindergarten
September 23, 2009	First Grade
October 13, 2009	Second Grade
October 28, 2009	Third Grade
November 10, 2009	Fourth Grade
November 25, 2009	Fifth Grade
December 15, 2009	SPED
January 5, 2010	Special Areas
February 2, 2010	Pre-Kindergarten
February 14, 2010	Kindergarten
March 2, 2010	First Grade
March 24, 2010	Second Grade
April 13, 2010	Third Grade
May 4, 2010	Fourth Grade
May 26, 2010	Fifth Grade

Faculty meetings will be held on the second and fourth Wednesday of the month at 2:20 p.m. Attendance at these meetings is mandatory. Teachers will be given proper notification should it be necessary to hold meetings at times other than the scheduled meeting dates/times.

FACULTY PARKING

Please park in designated areas only. Parking in other areas is discouraged. Parking on the grass is not permissible.

FACULTY SUPPLEMENTS

Supplements will be assigned and approved annually by the principal. All supplements will be paid for time spent beyond the normal workday, additional responsibilities, special and/or additional training, or assigned duties which are beyond the normal scope of employment. Supplement salaries are based on the number of years the service is performed.

If you wish to be considered for one of the following positions, all of which include a supplement, please apply to the principal in writing by the end of the day on **Friday, August 21, 2009** no later than 3:20 p.m.

Supplements at West Homestead Elementary School

- Grade Level Chair: Pre-K, Kindergarten and First (\$1,185.00)
- Grade Level Chair: Second and Third (\$1,185.00)
- Grade Level Chair: Fourth and Fifth (\$1,185.00)
- Future Educators of America (FEA) (\$794.00)
- Intramural (2.5 Hours/Week) (\$922.00)
- Elementary School Activities (\$660.00)

FIELD TRIPS

The administrative team will approve field trips that are educational in nature. When planning a field trip, guidelines and procedures must be followed accurately. The field trip coordinator is responsible for their grade level's account. The grade level is responsible for counting the money, turning the money to be deposited in to Ms. Maura, keeping their own bookkeeping records, and matching their records with the principal secretary's records. In the event that the balances do not match, the principal secretary's balance will be the valid one. Grade levels need to make sure that they have enough money to cover expenditures. The administration will not pay the difference. In this case, the grade level needs to raise the money to pay the difference and will not be allowed to go on any other field trips until that debt is paid. See the Assistant Principal before proceeding or initiating a field trip. Proper documentation must be submitted prior to approval.

Please do not bring your personal children or relatives (nieces, nephews, cousins, friends, and neighbors) on field trips. The only relatives who can accompany you are chaperones who are at least 18 years old. The school system is not responsible for any accidents or mishaps that may occur during the field trip.

FILMS/EDUCATIONAL TELEVISION

Teachers are encouraged to plan for the use of educational films and educational television programs. All films and television programs must be cleared through an administrator before being shown to students. These films should be previewed prior to their use with the students. The educational objective(s) should be clearly identified on your lesson plans. Films and/or educational television programs are never to be used as busy work. Only "G" rated films may be shown. Submit your film request form to Mr. Gutierrez at least one week prior to your planned showing date. See Ms. Woodard for the request form.

FIRST WEEK ATTENDANCE PROCEDURES

All teachers must prepare to accept students on Monday, August 24, 2009 no later than 8:15 a.m. On the first day of school, please be visible in the corridor near your classroom until 8:30 a.m. to assist students in locating their classroom. All special area teachers, paraprofessionals and any staff member who does not have an assigned class (excluding office personnel) must assist in the hallway and with the registration process.

Main Entrance	Prudence Mingo
Main Office Entrance	Lourdes Molina
Bilingual Building & Music Suite	Natalya Stas
Cafeteria (Outside) Hallway	Gloria Allen, Norma Gutierrez
Rooms 11 – 18	Paola Navarrete
Physical Education Court	Peter Gutierrez
Rooms 20 – 28	Kenneth Arguinsoni
Rooms 80 – 82	Yseult Tomlinson
Playground	Maria Herrera
Media Center Entrance	
Rooms 77 – 29	Shante Thompson
Faculty Lounge and Rooms 5 – 8	
Rooms 69 – 71	Mercedes Throckmorton
Outside Rooms 130 – 136	Jennifer Brito
Real Entrance/ESE School Buses	Connie Vindigni (ESE Teachers and Paraprofessionals)
Between Media Center & Main Building	Michelle Harris
ESE Building	
School Buses	Everett Sewer

FIRST WEEK OF SCHOOL ATTENDANCE PROCEDURES

Monday, August 24, 2009 (First Day)

1. Arrive by 7:30 a.m. and open classroom doors by 8:00 a.m. Be sure that your name and class list are posted on the door (which we will provide for you).
2. Admit only students for whom you have attendance cards, or who walk in with an attendance card. Do not admit, under any circumstances, a child that you do not have an attendance card for. Direct them back to the main office.
3. Once things have settled down, an announcement will be made to take attendance to the office. Please use the following procedure:
 - a. Have all students stand.
 - b. Ask them to wave and answer, “Here”, and then sit as you call their names and recognize them
 - c. Make two piles as you do so (Present/No Shows)
 - d. Fill out the No Show Form for the first day
 - e. **Write** a list of all students present in your class on the form provided. Make sure the number of students match the “Head Count” recorded on your form.
 - f. Submit a written class list of all students and the attendance form, when it is requested.
 - g. Return all “No Show” cards to the main office, when they are requested.

Tuesday, August 25 - Friday, August 28, 2009

1. Pick up your new roster from your mailbox **daily**.
2. Please **do not** use the term “**NO SHOW**” after the first day, to avoid confusion in the office.

3. Continue **not** to admit any new students to your classroom without an attendance card (even if they were on your list on the first day, as we may have placed them in another room, depending on numbers).
4. Take attendance each morning by having children stand, calling their names, making two piles (Present and Absent), and filling out the attached sheet. Submit cards of absent students and the enrollment sheet, to the office when the announcement is made to do so (please do not send them before).
5. Students will **not** be marked tardy the first week of school – they are simply present or absent.

Your lesson plans for the day should include a discussion of cafeteria conduct, dress code (mandatory uniform), media center rules, classroom discipline plan, conduct in the halls, the use of hall passes, the Miami-Dade County Public Schools Code of Student Code, etc. Room visitations will occur on the first day. **The administration will continue to visit the classroom often, so please carry on without interrupting the lessons after this date.**

Please distribute the following letters/handouts to students on **Monday, August 24, 2009:**

- Accident Insurance Form
- Adult Supervision Letter
- Title I Federal Funding Letter
- Free and Reduced Lunch Application
- Mandatory Uniform School Letter
- Two sets of Emergency Contact Cards (one for the main office and the other for the homeroom teacher)
- Participation in the Spanish Program

FORMS/LETTERS

Below, please find a listing of forms and/or letters that may be obtained from the 30-file drawer located in the main office.

1. Accident Report
2. Accountability Summary Sheet
3. Announcement Form
4. Approval of Off-Campus Use of School Board Property
5. Committee Planning Minutes Form
6. Custodial Request Form
7. Daily Progress Report Form
8. Dolch Basic Word List by Levels
9. Fax Cover Sheet
10. Field Trip Permission Request
11. Fry's Sight Words
12. Grade Level Planning Minutes Form
13. Home Learning Sheet
14. Honor Roll Criteria Selection
15. Map of Cafeteria
16. Media Release Parental Consent Form
17. Retention Prevention Plan
18. Request for Assistance Form
19. Request for Copies Form

20. Request to Leave Early Form
21. Request for Service (Zone Mechanic)
22. Request for Supplies
23. School Health Clinic Referral Form
24. School Improvement Plan Implementation Form
25. Speech-Language Screening Referral
26. Substitute Needed Form
27. Troubleshooting Form
28. Vacation Leave Request (12 Month Employees)
29. Video Request Form

FOOD AND BEVERAGE

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

GRADES

A student's academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Students have the right to receive a conduct and an effort grade consistent with their overall behavior and effort. All grades must be accurately annotated. **Social Studies and Science** should have a minimum of **nine** recorded grades per grading period. All other subjects should have a minimum of **eighteen** recorded grades per reporting period. All grades should be annotated with the date and subject of the grades; other pertinent information, such as the specific assignment, should be noted.

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

Kindergarten

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

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

Code of Development

E = Excellent Progress

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

S = Satisfactory Progress – Progressing toward grade level expectations

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

N = Needs additional reinforcement to meet grade level expectations

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

N/A = Not assessed this reporting period

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

Kindergarten - Effort

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

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

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

Kindergarten - Conduct

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

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

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

GRADES

Grades 1 - 5

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

IF A STUDENT IN GRADES 1 THROUGH 5 IS FUNCTIONING BELOW GRADE LEVEL IN LANGUAGE ARTS/READING, THE HIGHEST GRADE THAT STUDENT CAN RECEIVE IS A “D”.

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

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

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

C – A grade of “C” (70 – 79%) indicates average progress. The student performs at an average level in terms of mastery of skills/performance standards and/or content of the program. The student’s rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.

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

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

Grades 1 – 5 Effort

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

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

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

Grades 1 – 5 Conduct

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

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

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

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

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

Remember:

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

The following guidelines are to be observed:

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

GRADE BOOK

- ◆ Excelsior Electronic Grade Book will be fully implemented in grades K-5. Each week, a summary of grades will be submitted to Mr. Gutierrez, Assistant Principal, by the Grade Book Manager, for accountability purposes.

Recording Attendance Codes: Attendance data is to be recorded in the teacher’s grade book using the following codes:



unexcused absence
unexcused tardy



excused absence
excused tardy

GRADE LEVEL CHAIRPERSON

Grade level chairpersons' report directly to the principal and work with the assistant principal on a regular basis. They secure appropriate textbooks and materials, produce assembly programs, and coordinate all activities as so designated by the principal and duplicate materials for teachers, as necessary. Grade level chairpersons are encouraged to take the initiative and create programs and develop curriculum.

GRADING SCALE

<i>Grade</i>	<i>Numerical Value</i>	<i>Verbal Interpretation</i>	<i>Grade Point Values</i>	<i>Averages</i>
A	90 – 100%	Outstanding Progress	4	4.00-3.50
B	80 – 89%	Above Average Progress	3	3.49-2.50
C	70 – 79%	Average Progress	2	2.49-1.50
D	60 – 69%	Lowest Acceptable Progress	1	1.49-1.00
F	0 – 59%	Failure	0	.99-Below
I	0	Incomplete (secondary)	0	

GUESTS/GUEST SPEAKERS

Approval

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

Contact

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

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

SCHOOL CALENDAR

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

INTRODUCTION

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

HALL PASSES

Students are not to leave the classroom without a pass. Any student in the hall without a pass will be sent or escorted back to their classroom. NO STUDENT IS EVER TO BE OUT OF CLASS WITHOUT A HALL PASS.

HANDWRITING

Handwriting should be taught daily as well as practiced daily.

HEADING OF STUDENTS' PAPERS

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

Date (spell out month of year)
Name of School (spelled out)

HOLIDAYS

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

HOME LEARNING POLICY

Regular, purposeful home learning is an essential component of the instruction process. Home learning is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular home learning provides opportunities for developmental practice, drill, the application of skills already learned. Home learning should provide reinforcement and extension of class instruction, and should serve as a basis for further study and preparation for future class assignments. In light of the major purposes for home learning, it is not to be assigned as punishment for students for disciplinary reasons.

Home Learning Sheets will be collected by the administration at the end of each marking period.
October 29, 2009, January 21, 2010, March 26, 2010, and June 9, 2010.

<i>Grade Level</i>	<i>Frequency of Assignments</i>	<i>Total Daily Average (All Subjects)</i>
Kindergarten and First	Daily (5 days per week)	30 minutes
Second and Third	Daily (5 days per week)	45 minutes
Fourth and Fifth	Daily (5 days per week)	60 minutes
All Grades	Daily (5 days per week)	Reading for 30 minutes

HONOR ROLL ASSEMBLIES

Honor rolls provide the mechanism to recognize students for academic achievement. At the end of each grading period, West Homestead Elementary School will conduct honor roll assemblies for each grade level. Listed below are criteria for standard honor roll programs available from the Information Technology Services (ITS) Department. A conduct grade below a "B" will not be acceptable for any honor roll.

1. Principal's Honor Roll
 - Academic Grade All A's
 - Effort All 1's
 - Conduct Grades All A's
2. Superior Honor Roll
 - Academic Average 3.60
 - Academic Grades All A's and B's
 - Effort All 1's and 2's
 - Conduct Average 3.60
 - Conduct Grades All A's and B's
3. Regular Honor Roll
 - Academic Average 3.00 to 3.50
 - Academic Grades All A's and B's
 - Effort All 1's and 2's
 - Conduct Average 3.00 and greater
 - Conduct Grades All A's and B's

4.	Citizenship Honor Roll	
	Conduct Average	4.00
	Effort	All 1's and 2's
5.	Average Citizenship Honor Roll	
	Conduct Average	3.6
	Effort	All 1's and 2's

Scheduled Honor Roll Assembly Dates
During the Week of:
November 2, 2009
January 25, 2010
April 6, 2010

IMPORTANT DATES AND INFORMATION TO REMEMBER

- ◆ Committee Meetings – 1st Wednesday (2:20 p.m.)
Committee minutes/attendance due on the Friday following the meeting to Mr. Gutierrez.
- ◆ Faculty Meetings – 2nd Tuesday (3:20 p.m.) and 4th Wednesday (2:20 p.m.).
Faculty Meeting minutes/attendance due on the Friday following the meeting to Mr. Gutierrez.
- ◆ Educational Excellence School Advisory Council Meetings (EESAC) – 3rd Wednesday (2:20 p.m.)
EESAC minutes/attendance due on the Friday following the meeting to Ms. Mingo.
- ◆ Committee Chairs Meeting with the Principal
- ◆ Leadership Meeting with the Principal – Each Tuesday at 9:30 a.m.
- ◆ Grade-Level Planning
Grade-Level Planning minutes/attendance due each Friday to Mr. Gutierrez.

INCLEMENT WEATHER PLANS

Each teacher must have on file an inclement weather plan for each student in his or her classroom. This should be done on the first day of school. All students who walk home should be detained inside the teacher's classroom during dismissal time if the weather is bad.

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

Reference IPEG Instructional

INTER-SCHOOL COMMUNICATION

No memorandums, flyers, or other informative material is to be placed in the mailboxes without prior approval of administration, with the exception of UTD materials. All memorandums must be reviewed, approved and initialed by the principal prior to dissemination. If any correspondences are not initialed, they are not to be duplicated or distributed.

INTERIM PROGRESS REPORTS

These reports are sent home at the middle of each nine-week grading period for every student. These reports should reflect the child's progress or lack of progress. No student can receive an academic or

conduct grade of D or F or 3 in effort unless this was indicated on the Interim Progress Report previously sent home to the parent by the homeroom or the special area teacher. In addition, a parent conference must be held and recorded in your parent log before a student is issued grades of D and/or F in any subject, or given a 3 in effort.

Progress reports are an integral part of the instructional program. The purpose of issuing progress reports is to notify both students and parents regarding the academic and behavioral performance of students.

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

New for 2009-2010, envelopes will be disseminated to parents requesting their signature in receipt of the Interim Progress Report.

Distribution Dates of Interim Progress Reports
September 30, 2009
December 12, 2009
February 24, 2010
May 5, 2010

(IPEGS) INSTRUCTIONAL PERFORMANCE AND EVALUATION GROWTH SYSTEM

All teachers will be assessed using the IPEGS instrument. Annual teachers must be observed two times a year. Continuing and Professional Services Contract teachers must be observed a minimum of one time a year. The principal or assistant principal completes the evaluation.

IPEGS orientation will be provided for all instructional personnel. IPEGS materials are provided on the IPEGS diskette issued to you at the opening of schools meeting by the principal. It is the responsibility of the teacher to read the material and become familiar with the entire IPEGS process. The principal and the assistant principal will conduct all observations. All are available for assistance at all times. An IPEGS overview will be offered during pre planning week and sessions will continue throughout the school year. All school personnel are encouraged to attend. This is required for all instructional personnel.

JOURNAL WRITING

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

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

JURY DUTY

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

KEYS

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

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

LEARNING RICH ENVIRONMENT

Each classroom should be filled with rich literate materials for students to enjoy.

LEAVING CAMPUS DURING THE SCHOOL DAY

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

LESSON PLANS

All teachers are required to develop weekly lesson plans according to contract provisions while using the School Improvement Plan (SIP). These plans must reflect one or more objectives, activities, home learning assignments, and a way of monitoring student progress. Lesson plans should be developed collaboratively during grade level planning meetings.

It is agreed that the manner in which these components are to be reflected in a lesson plan shall be left to the discretion of the individual teacher except as noted above. Teachers shall not be prohibited from reflecting required lesson plan components utilizing abbreviated notation and/or referencing techniques. For example: “K.111/2”, as a notation, would reference a “lesson card” which would provide all necessary information required for appropriately teaching a vocabulary lesson. Similarly, a subject area reference would adequately indicate the component of a lesson, in social studies, science, or other subject area. The component need not be written out in its entirety. (Component from the *Competency-Based Curriculum*). Good teaching results from realistic planning; good plans are reflected in systematic and effective teaching. Lesson plans shall be available to the principal or designee during classroom visits or immediately prior to an official observation.

For the 2009-2010 school year, the administration is requesting that all lesson plans within the grade level be similar, if not the same. Therefore, it is the responsibility of the entire grade level to develop, write, and disseminate the weekly lesson plans.

Lesson plans shall be available to the principal or designee during classroom visits or immediately prior to an official observation. Teachers in their 1st, 2nd, or 3rd year of teaching are required to submit their weekly lesson plan to Ms. Leveille-Brown each Friday.

LEAVE CARDS

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

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

All students who are classified as limited English proficient (LEP) are required to participate in a program of English for Speakers of Other Languages (ESOL). All schools with students classified as limited English proficient must provide an appropriate ESOL program to meet the specific needs of such students in language learning and cultural integration to comply with the requirements of the League of United Latin American Citizens (LULAC) et al. v. State Board of Education (SBE) Consent Decree, Florida Statute, and corresponding State Board of Education Administrative Rules on LEP student services.

State Board of Education Administrative Rule, specifies that national origin minority or Limited English Proficient students shall not be subjected to any disciplinary action because of their use of a language other than English.

LOCATION OF POLICY MANUALS

A copy of all policy manuals is available to staff members in the professional library and/or principal's office. M-DCPS School Board Rules are online and also available in the media center. Please see an administrator if you are unable to locate a needed manual. Each staff member will receive (signature acknowledgment) a faculty handbook on CD each school year. It is the responsibility of each staff member to read and act in accordance with rules and regulations in the *M-DCPS Electronic Staff Reference Guide 2009-2010*.

LOST AND FOUND

A lost and found box is kept in the cafeteria. Students must be taught to respect the property of others. Students are encouraged to bring any money or articles found in the school or on the grounds to the office. They are to be instructed in the care of their belongings. Have students check the items found periodically. Items not claimed by the end of the school year will be donated to an organization.

LUNCH

- Students are to enter the cafeteria quietly.
- Once seated, students need permission to leave seats.
- Students are responsible for all items on their trays; food is not to be thrown. It must either be eaten or discarded properly along with trash items.
- Students are responsible for leaving their area, including the floor, free of trash.
- Students should be directed to their tables and assigned seats (boy, girl, boy, girl, etc.)
- Students must be dismissed table by table by the classroom teachers.

By following these basic lunch procedures, student behavior will be reinforced throughout the day.

LUNCH APPLICATION PROCEDURES

- + Each child is to receive a lunch application.
- + When your students return the lunch applications, you must;

1. Record the student's ID# at the top of the form
2. Write your name (teacher's name) in the appropriate place.

3. Check for adult signatures (if this section is blank, do not collect the application from the student; send the application home, indicating that the signature is missing).
- + Please send all completed lunch applications daily to the main office with your attendance. Incomplete applications will be returned to your mailbox the following day.
 - + Remind students daily to return their lunch application as soon as possible.

MAILBOXES

Please check your mailbox each day before, during, and after school. Look each morning for announcements on the bulletin board located in the Faculty Lounge that requires your attention. Since confidential and personal information may be located in your mailbox, students are not allowed to retrieve your mail. Mailboxes should be emptied on a regular basis.

MANDATORY REPORTING OF CHILD ABUSE

All school board employees are mandated by Statute 827.07 to report any suspected or confirmed cases of child abuse. There are no exceptions. Failure to do so can result in criminal or civil liability. All child abuse reports and records are confidential. The name of the person reporting child abuse or neglect shall in no case be released to any person other than employees of the Department of Children and Families (DCF). At any time, if a staff member has suspicion that a student has been abused or is a victim of neglect, contact DCF at 1-800-342-9152. Share your concerns with student support service staff and/or administration. Real or suspected child abuse must be reported. See the counselor or an administrator if you have any questions or concerns. Safety is our number one priority. Do not hesitate to report any situation that appears to be unsafe.

MASTER CALENDAR

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

MATERIALS EQUIPMENT AND SUPPLIES

Basic supplies will be supplied to teachers at the opening of school. If you need additional supplies, fill out the Request for Supply Form and leave it in the designated location in the office. Please do not send children to the office during the day to request supplies. Please request your supplies by 2:00 p.m. (on Tuesdays only) so the order can be filled by 8:00 a.m. the following morning, if the materials are available.

MATHEMATICS

Mathematics instruction should cover the skills outlined in the Competency Based Curriculum and Sunshine State Standards. The McMillan Mathematics Curriculum will be fully implemented in all grades. The classroom will be the primary place for students to master mathematical problems and applications. The classroom teacher will also reinforce these skills inside the classroom.

MEDIA CENTER

The media specialist is responsible for the issuing and collecting of audiovisual equipment. Notify him/her immediately if any equipment is not functioning satisfactorily. Please return materials and equipment as you finish with them, and return them in a manner, which makes them ready for the next teacher. In returning materials, make sure they are complete and in sequence. Attach a note to any material that is incomplete indicating the missing and/or defective parts.

MEDICAL EMERGENCIES

If a student or school personnel is injured, the principal or designee must be notified at once, and the proper forms must be completed. The principal or designee will make the decision to call 911. If the

situation is serious and an administrator is not available, professional judgment will dictate the decision to call 911. Remember, the safety and welfare of our school family is our number one concern.

MEDICATION

Medication is not to be administered to students at any time.

MEETINGS

Staff members are expected to comply with all directives regarding required meetings. Any staff member unable to attend a required meeting must provide written notification to the principal at which time he/she may request a conference.

MORNING LINE UP

All students will report directly to the cafeteria. Students are to be seated at the same table number as their lunch table number and remain seated until the homeroom teacher arrives to pick them up no later than 8:20 a.m. Please review morning line up with your students on the first day of school so that they will be familiar with the procedure. All classes are to leave their assigned area under the supervision of their teacher. Classes are to move in a straight, quiet line when passing through the building at all times.

NEWSLETTER/MONTHLY PARENT CALENDAR

Monthly articles from each grade level and special areas must be submitted to the assistant principal or designee. See the Curriculum Bulletin for due dates. This newsletter will be used to highlight what is going on in the classrooms. Parents will be sent a copy of the newsletter quarterly. In addition, monthly calendars will be sent home to parents.

OFFICE RESTROOM

The use of the office restroom will be limited to office employees and visitors only. Teachers are welcome to use the restroom in the classrooms or other areas of the school.

OPENING EXERCISES/ANNOUNCEMENTS

The opening of the school day for students will begin at 8:30 a.m. by saying the "Pledge of Allegiance" and singing the "Star Spangled Banner." All students participating, along with their teacher, should stand at attention. Talking should not be permitted. Please teach and/or review the words to the "Pledge" and the National Anthem. The scheduled times for announcements will be 8:25 a.m. and 1:30 p.m. All students and staff members are encouraged to listen attentively to announcements. Remember that all persons employed by M-DCPS are representatives of the school system and are highly visible examples to their students.

OPEN HOUSE

All teachers are required to attend back-to-school-night.

PARENT COMMUNICATION

According to the Student Progression Plan and the UTD Contract, the teacher has the responsibility to communicate with the parent about the student's progress in school. As person the UTD Contract, teacher-parent conferences shall occur when students begin to display a consistent pattern of disruption or when students are demonstrating unacceptable academic achievement through failure to exert sufficient effort.

In addition, the School Board rule on parent involvement encourages an ongoing effort with home-school communication, which is cooperative, mutually respectful, linguistically accessible, and sensitive to both culture and exceptionally. This dialogue should take advantage of all forms of communication.

Teachers must log parent-teacher conferences in their official grade book and specify whether such contact was in person, by telephone or through written correspondence. When required parent contact is not achieved, evidence of attempts to contact parents should be recorded in the grade book and referred to the visiting teacher.

PARENT LOG

- ◆ Obtain address, home phone, and emergency contact number and parents' names from students or office to keep for personal use.
- ◆ Log each contact (phone, conference, letter) made to parents.
- ◆ Maintain a Parent Log inside the grade book.

- ◆ It's a good practice to contact all parents during the first few weeks of school, on a positive note, to introduce yourself to parents. Later, when you have to make contact regarding a problem, parents may be more receptive.
- ◆ At the end of the school year, all parent logs must be turned in with the grade book.

PARENTAL INVOLVEMENT

Parental involvement is greatly encouraged at our school. Parents are to be encouraged to visit the school at their leisure, but are to stop at the office before entering classrooms. Please do not hold informal conferences with parents during the time you are responsible for supervising students. Also, do not impart any information to parents regarding any aspect of the school other than exactly what pertains to you and your teaching. Refer them to an administrator instead.

PAYROLL PROCEDURES

All employees must sign in on the Payroll Sheets at the beginning of the workday and sign out at the end of the workday. Failure to sign in or/and sign out may result in the loss of pay for the specific period of time. Upon receiving a payroll check, employees must verify the accuracy of their attendance and sign the payroll receipt sheet.

PERSONNEL FILES

Pursuant to Florida Statutes 231.291 Personnel Files and M-DCPS/UTD Article XV, Personnel Files, UTD Contract employee personnel files are maintained at the school site. Employee evaluations prepared pursuant to s. 231.17 (3), s.231.29, s.231.36, Florida Statutes or School Board Rule 6Gx13-4-1.03, shall be confidential until the end of the school year immediately following the school year during which each evaluation is made. No evaluations prepared prior to July 1, 1983 shall be made public pursuant to this section.

PHYSICAL EDUCATION POLICIES

Second through Fifth grade classes will have physical education that will be taught by the Physical Education teacher. Pre-K through First Grades will receive physical education on a daily basis from their regular classroom teacher. This needs to be reflected in your lesson plans. The classroom teacher should escort students to the physical education field. It is expected that children will be brought into the building in an orderly fashion and to adhere to the established schedule.

Children should not be left unsupervised. Children should walk to their classes in physical education under the direct supervision of their classroom teacher. The teacher bringing her/his class to physical education should remain with them until the outgoing class leaves. The physical education teacher should not release the class until the classroom teacher is there to accompany them to the classroom. Teachers must be punctual.

Children may not be deprived of their physical education period because of behavioral problems or special tasks in the classroom. In case of inclement weather, physical education classes will be held in the classroom. Free play is not permitted at any grade level.

On rainy days or if the weather is too hot, physical education will be held inside the homeroom teacher's classroom.

PLANNING TIME

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

POLICY MANUALS

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

PRAYER IN THE CLASSROOM

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

PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION OF FLORIDA

Please review the official and State Board of Education Procedures located in the M-DCPS Electronic Personnel Handbook. All members of the professional staff are expected to conduct themselves in a professional manner at all times.

PROFESSIONAL ATTIRE/SPIRIT DAY

Professional attire is to be worn Monday through Thursday. You also have the option of wearing the school's uniform. West Homestead Elementary School Spirit Day will be on Fridays. Jeans and West Homestead Elementary School T-shirt may be worn on Fridays only. Remember that all persons employed by M-DCPS are representatives of the school system, are highly visible examples to their students and should dress in a manner, which sets a positive example and conveys to students that education is a serious and professional endeavor.

PROTECTION AND SECURITY

All visitors to the school must report to the main office. At that time they will sign-in and receive a visitor's pass. All school personnel share in the responsibility of questioning strangers in the building and directing these individuals to the main office. The office is to be notified immediately if a problem arises.

PUBLIC ADDRESS SYSTEM ANNOUNCEMENTS

Teachers are expected to require students to pay attention to all announcements and to model that behavior themselves. Request for announcements must be submitted in writing, using the form provided, to the News Team in the Media Center. All announcements must be brief, comprehensive, and legible. Classes will not be interrupted to make announcements. An administrator must authorize any emergency announcements.

PUBLIC RELATIONS

Image

Our public image as a faculty is important and each of us is in a position to enhance or detract from it by our actions. Hopefully, our high degree of professionalism in all areas will serve to enhance it.

Correspondence

Strive to answer all correspondence from parents, whether telephone call or written notes, promptly.

Irate Parents

Do not let an unpleasant encounter with a parent result in loss of composure on your part. Arrange a conference with the parent and give him/her the opportunity to voice his/her frustrations. Your patience and understanding in such cases will usually result in the parent working with you rather than against you.

Confidentiality

Never discuss a child's progress or behavior with another child's parent. Even though it is difficult at times, do not indicate to the parent that you agree with him/her when he/she blames another child for his/her child's problem.

Clearance

All communications sent home must be cleared by the principal and/or the assistant principal.

RAINY DAYS

At the beginning of the year, students should formulate a rainy day dismissal plan with their parents and/or bus driver. Teachers must be aware of these plans so that only students who have someone waiting for them are dismissed promptly on rainy days. All other students are to be supervised by their teacher until the weather improves or the teacher's workday is completed (3:20 p.m.)

REFERRAL OF STUDENTS

Students experiencing difficulties in academic, social, or emotional adjustments should be brought to the attention of the administration and the Student Development Team (SDT) for Cooperative Consultation and a Request for Assistance. The SDT will offer additional classroom strategies and recommend further assistance, which might be necessary. Referrals for students for whom teachers seek disciplinary assistance are to use the SCM Form. This form is used throughout the district to keep better records of student referrals and the dispositions of these cases; these reports are recorded in the student's permanent computer record.

REGISTRATION

Teachers are responsible for completing all necessary paper work accurately in the registration process. Teachers should become familiar with student lists, locators, attendance cards, no show procedures, etc. Teachers are encouraged to ask if they are uncertain about the specific procedures and/or problems.

REPORT CARDS

- ◆ The Excelsior Grade Book program will be utilized fully, in grades K-5.
- ◆ No student can receive an academic or conduct grade of D or F or 3 in effort unless this was indicated on the Interim Progress Report previously sent home to the parent by the homeroom or the special area teacher. If a student is receiving a grade of D or F in academics or conduct or 3 in effort, please attach a copy of the **signed** progress report to the student's bubble sheet. Proof that an Interim Progress Report must be on file if the student does not bring the report back to school signed by their parent.
- ◆ New students in attendance for 10 days or more days during the grading period must receive grades. Students with insufficient attendance because of excessive absences, having less than 10 days present, will receive comment # 31. Students who were recently enrolled and have been enrolled for less than 10 days at West Homestead Elementary will receive comment # 49. Students who recently transferred

from a Miami Dade County Public School and have earned their grades at another M-DCPS must receive comment # 50 on a Grade Adjustment Form.

- ◆ Report card dissemination will be discussed prior to the report cards going home.

REPORTING TO WORK LATE

The entire staff is expected to report to work on time and remain until the scheduled time for leaving. When an employee is more than five minutes late, upon arriving to work, the employee must notify the principal's secretary when he/she reports. The school reserves the right to obtain a temporary instructor if the employee has not notified the office within thirty minutes after the time due on the job. Excessive tardiness will result in a meeting with the principal and/or a potential **Conference-for-the-Record**.

Calling in to say that you are going to be late does not negate the fact that a tardiness to work did occur. If you have an appointment in the morning and will be late to work, you must receive prior permission from the principal.

REPORTING TO WORK ON TIME

All employees are required to report to work on time and to remain in the building until their workday has contractually ended. Working hours are from 8:15 a.m.- 3:20 p.m. Teachers are required to meet their students daily at 8:20 a.m.

Teachers who do NOT pick up their students by 8:20 a.m. will be considered LATE TO WORK. All school personnel must be on their supervised posts by the required time daily. School personnel who do NOT report to their designated post by 8:20 a.m. will be considered LATE TO WORK.

REQUEST TO LEAVE BEFORE 3:20 PM

If it becomes necessary for staff members to leave school any day before 3:20 p.m., he/she must give two days prior notice to the principal/assistant principal. If an emergency arises, contact the principal/assistant principal and complete the required form. Before leaving, it is necessary for the employee to sign-out in the book in the office.

In case of late arrival or early departure from the work location, an employee present more than $\frac{1}{4}$ and less than $\frac{3}{4}$ of the work day is considered as working $\frac{1}{2}$ day; and an employee present $\frac{3}{4}$ or more of the work day is considered as having worked a full day, upon prior notification and **approval** by the principal.

Individual courtesy will be extended to each staff member, if proper procedure is followed and the privilege is not abused. A limit of three (3) Request to Leave Before 3:20 p.m. requests will be honored if the reasons are valid, more than three (3) will warrant a meeting with the principal.

REQUEST TO SPONSOR ACTIVITIES

The following steps need to be followed in an effort to reduce and/or avoid any conflicts with having more than one activity in the same location. This request is for activities held at West Homestead Elementary School such as awards ceremonies, programs, auditions, musical events, rehearsals, oratorical contests, plays, etc. In addition, staff members are not permitted to order food for students (reward incentive) at any time without written administrative approval. The following procedures must be followed in preparation for sponsored activities:

1. Check with the Assistant Principal to verify if the date is available.
2. Complete the Request to Sponsor Activities form a minimum of four (4) weeks prior to the date of the activity and submit to Ms. Maura, Ms. Mingo's secretary.

3. Once the date has been secured, Ms. Maura_ will place the activity on the school calendar. She will then sign the request. See Mr. Gutierrez with Part II completed three (3) weeks prior to the activity.
4. Once Part II has been completed, Mr. Gutierrez will sign off and a copy will be given to you for your records.

RETENTION POLICY

The Miami-Dade County School System has implemented a strict policy regarding retention. Students who have not received appropriate professional activities are not to be retained. The district mandates early identification, timely intervention through the development of a Student Performance Plan and recording of services in the SCAM system. The counselor will maintain a Student Retention List. This list is to be reviewed with classroom teachers. Appropriate professional activities must be provided and entered in the SCM system.

The Improvement Needed List identifies students who have failing or remedial grades, or needs improvement grades (D's). The counselor will order this report alpha by grade and teacher every nine weeks.

An Incomplete Intervention Strategy Report will be forwarded to West Homestead Elementary School in June. This report will identify retention and the required interventions, which have not been recorded in the SCM system.

It is extremely important that each classroom teacher meet with the counselor concerning any student who is danger of being retained. No student will be retained without proper identification and the implementation of appropriate documented strategies in accordance with Miami-Dade County Public School rules and regulations.

The following activities must occur **prior** to retention:

- a) Teacher-Student conference
- b) Principal-Teacher conference
- c) Development and implementation of a Student Performance Plan for 2 years
- d) Individual counseling
- e) Developmental group counseling
- f) Parent Conference-Contact parents concerning possible retention
- g) Student Development Team/Cooperative Consultation

All of the above actions must be documented on the SCAM form. Please forward a list of any student in danger of being retained to the guidance counselor. Retention Procedures start December 12, 2008.

ROOM APPEARANCE AND CARE

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

SCHOOL DRESS CODE

The School Board policy on school dress is identified in the Miami-Dade County Public Electronic Staff Reference Guide. Dress for members of the professional school personnel is not governed by UTD

Contract or School Board policy. However, all employees of the school should take pride in their appearance.

SCHOOL FINANCES-INTERNAL ACCOUNTING

The State of Florida has defined and established the responsibility for school system internal funds in State Board Rules, Section 6A-1.85. Consequently, the School Board of Miami-Dade County, Florida, in Board Rule 6Gx13-5C-1.06 and other rules, has established rules consistent with the mandate to allow for uniformity in observance of the regulations. The *Manual of Internal Accounting* is available in Ms. Maura's office. **Do not collect money from students unless the principal has approved the activity and all internal accounts procedures are followed.**

SCHOOL IMPROVEMENT PLAN IMPLEMENTATION (SIP)

A teacher from each grade level must submit the SIP Implementation Plan form, planning attendance and minutes each Friday to Mr. Gutierrez.

SCHOOL HOURS FOR INSTRUCTIONAL STAFF

Teachers and full-time paraprofessionals operate on a schedule from 8:15 a.m. to 3:20 p.m.

Elementary classroom teachers' normal workday will be 8 hours and 5 minutes. Employees may leave the work location during the hours they are not directly responsible for students, provided prior authorization has been given by the principal or the assistant principal.

Teachers are required to extend the workday for the purpose of attending faculty meetings. Such meetings shall be of no more than 1-hour duration and shall begin no later than ten (10) minutes after students are dismissed. Except in a school emergency, no more than two (2) faculty meetings shall be conducted each month, excluding meetings on planning/preparation days.

On a school day that immediately precedes a holiday or vacation day, the teachers' day shall end at the close of the students' day.

SCHOOL VISITORS

All visitors (including your relatives) must be cleared through the office. Parents are **not** to meet with teachers during instructional time. Appointments should be arranged before or after school or during planning time. In addition, please do not socialize with family and/or friends during published work hours.

SCHOOL VOLUNTEERS

School volunteers are greatly encouraged as a part of our school. It is important that all volunteers complete a Dade County Public School Volunteer Application. You may get the application from the Community Involvement Specialist. A person will not be considered a volunteer, and therefore will not be covered under Florida Workers' Compensation Law, unless a completed application is on file in the Department of Community Participation. Florida Statutes define a school volunteer as any non-paid person who may be appointed by a School Board or its designee. School volunteers may include, but not be limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.

SECURITY

This is an extremely critical area, related to safety, morale and community support for the school. No staff member or student should leave any money, jewelry or other valuables unattended on campus. Students should be discouraged from bringing unnecessary money or valuables to school. All outsiders should be reported, all legitimate visitors should go to the office. Any security problems should be reported to the office immediately.

Parents should report to the office when picking up their children. The office will call the teacher's room by the PA (Public Announcement) system and students will go to the office to meet their parents. No parents are allowed to the classrooms. Appointments will be made at the office if a conference is needed between parents and teachers.

SIGN-IN AND SIGN OUT PAYROLL

The contract states that **ALL** employees must sign in upon arrival and sign out at departure on a daily basis. Not only is the record necessary for payroll purposes, but also to determine if you are in the building for messages and telephone calls. This document can be requested by attorneys (plaintiffs and defendants), unions, and government agencies (Worker's Compensation, Department of Labor, etc.). Part-time (hourly) employees must sign in by indicating the actual time they start and end the workday.

SMOKING

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

SPECIAL AREA CLASSES

The homeroom teacher must accompany his/her class to and from all special area classes. Students must arrive on time in an orderly manner and are expected to be dismissed on time in an orderly manner. It is the homeroom teacher's responsibility to supervise his/her class until the special area teacher assumes the responsibility (do not walk away from your class until you are certain that the special area teacher has assumed this responsibility). Special area teachers will not leave one class unsupervised in order to assume the responsibility of another class. Art, Music, Physical Education, Spanish, Media, Guidance Counselor, etc., **are not** to be used as rewards or punishments for students. These subjects are of equal importance to any academic subject and all scheduled students are to attend.

STANDARDS OF COMPETENT PROFESSIONAL PERFORMANCE

Please see the [Miami-Dade County Public Schools Electronic Staff Reference Guide](#) for appropriate information on this state standard.

STUDENTS

The teacher should be aware at all times of students for whom the teacher is responsible. No student is to be sent to the office without a note from the teacher explaining the problem or purpose. When sending students to the clinic for reason of illness, please send an explanatory note and an accompanying child.

Keeping in touch with the family, shows the personal concern of teachers for the welfare of their students. A note must follow each absence from the home. Three consecutive days of absence should dictate a telephone call to the home by the teacher. The visiting teacher should be contacted if you are unable to contact the parent. Please indicate in your Parent Log, the date called and the reason for the absence.

STUDENTS' ATTIRE

Students are expected to come to school with proper attention given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work, shall be required to make the necessary alterations to such attire before entering the classroom or be sent home by the principal. Students that fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal, and as specified in this rule, shall be subject to appropriate disciplinary measures including suspension. Remember that we are a mandatory uniform school Monday through Thursday. Students can wear their West Homestead Elementary T-shirt and jeans on Fridays.

STUDENT CASE MANAGEMENT SYSTEM (SCMS)

The Student Case Management System (SCMS) is an automated system of reporting and recording data that allows for more efficient delivery of services that are provided for students and the disciplinary actions taken to improve student behavior.

Teachers must complete a Student Case Management Referral Form **before** sending a student for administrative processing. SCMS referrals are to be completed when a teacher has exhausted all practical means of modifying a student's behavior.

STUDENT WORK FOLDERS/PORTFOLIOS

Purpose

The purpose of the individual student classroom folder is to provide the opportunity for the student to evaluate progress by comparing representative samples of work throughout the year. It should also be used in parent-teacher conferences as a basis for planning a cooperative approach to student improvement. Excess papers should be sent home periodically. Retain those samples, which are most representative of the pupil's progress for each nine (9) weeks.

Policy

It is county policy that samples of the child's work should be filed in a folder to indicate growth throughout the year.

Grades

The grades recorded in your grade book should be the same grades taken from these papers filed in the student's work folder. Please file one paper per week per subject. The materials in the folder should correspond to the grades in the teacher's grade book.

Content

These folders should also contain samples of student's work which have been reviewed and signed by the parent(s). Work samples must also go home with students so that parents will be made aware of their children's progress.

Organization

Work folders must be maintained in a neat and orderly fashion and kept up-to-date at all times.

A folder must be kept for each student in all courses. Each folder should be marked with the teacher's name, the student's name, and the course. The contents of the student folders should, in general, reflect the nature and quality of teaching and planning. They should reveal student progress to the teacher, the student, and the parent.

A variety of work samples and assessment items are to be included in student folders. Some examples include:

- Class work
- Home Learning (labeled as such)
- Corrected work rewritten by students
- Laboratory reports
- Project documentation
- Tests, quizzes, exams

Portfolios are a reflection of student's academic growth over a period of time. The selection of work contained within the portfolio is described in the Competency-Based Curriculum competencies.

Portfolios may accompany the student from one academic year to another. Student Portfolios to document good cause exemption # 4, which if the student is successful, would provide an exemption from mandatory retention in grade 3 are described in the *Student Progression Plan*.

Student work folders and writing portfolios are required for every student in every class. A minimum of two assignments per week should be included in the folder. Special Area teachers must also maintain class folders containing graded assignments representative of the student's work.

STUDENT WORK FOLDERS/SPECIAL AREA TEACHERS

Class Sets

Special area teachers are required to maintain class sets of folders. There must be samples of written work of students. Special area teachers may include a performance sheet on individual students that is used to assess the student's ability and performance of skills as well as formal test data (this includes P.E. teachers).

Organization

Work folders must be maintained in a neat and orderly fashion and kept up-to-date at all times.

Parent Notification of Progress

Interim progress reports must also be maintained in a class set and filed in folders.

STUDENT TARDY POLICY

- ◆ After the third unexcused tardy, a warning should be issued.
- ◆ After the third and fourth unexcused tardy, parent/guardian contact should be made.
- ◆ After the fifth unexcused tardy, a detention may be issued, and school site recognition of perfect attendance may be affected.
- ◆ After the sixth unexcused tardy, the student should be referred to the principal or the principal's designee, and the student's conduct and/or effort grade(s) may be lowered in the subject(s) missed.
- ◆ After the seventh tardy, the student's opportunity to participate in extracurricular/special participation activities may be affected.

Excused Tardiness

- a. Student Illness
- b. Medical Appointment
- c. Death in the Family
- d. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed
- e. School sponsored activity or activity previously approved
- f. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or the principal's designee

A note from home must accompany each tardy, in order for that tardy to be excused.

Unexcused Tardiness

Tardies that do not fall into one of the above excused tardiness categories are to be considered unexcused.

SUGGESTED WAYS TO AVOID PERSONAL INJURY/LOSS IN OUR SCHOOL

The primary function of school personnel is the effective education of the children entrusted to them-in a safe environment. Personnel are less effective if they are in fear of personal injury or loss. Therefore, the best way to counter this fear is to be aware of the dangers, which do exist and take proper precautions to minimize or eliminate these dangers.

The following are the safety precautions to be seriously considered for implementation by all school personnel:

1. Visible jewelry, such as gold and silver chains, gold and silver medallions, rings, and other expensive items should not be worn to school.
2. Large handbags, purses or pocketbooks, normally carried by females, and most often considered an easy target by thieves, should not be visible in school.
3. Teachers should plan their schedules so that it is not necessary to work in the evenings or after school when they might be alone or isolated in the building.
4. School personnel should be encouraged to exit the school building in small groups or pairs to assure safety in parking lot areas.
5. Articles of value should not be left visible on car seats in the school's parking lot. Additionally, automobiles should be checked and locked before entering the building.
6. School personnel are to avoid being alone in the school or on the school grounds. The danger of any attack is greatly lessened if there are two or more persons together; the individual who is alone is more likely to be attacked.

The following are safety suggestions:

1. Parking lot - School personnel should arrive at work or leave at such time that she/he is not alone in the parking lot.
2. Ways to avoid injury and/or loss in the parking lot are:
 - Arrive with your windows up and doors locked.
 - Avoid arriving at school too early.
 - Have a good grip on your purse or have the pocket with your wallet buttoned.
 - Lock your car doors.

SUNSHINE STATE STANDARDS

The Sunshine State Standards were approved by the State Board of Education in 1996 to provide expectations for student achievement in Florida. The Standards were written in seven subject areas, each divided into four separate grade clusters (PreK-2, 3-5, 6-8, and 9-12). This format was chosen to provide flexibility to school districts in designing curriculum based on local needs. However, as Florida moves toward greater accountability for student achievement at each grade level, the Sunshine State Standards have been further defined. In the subject areas of language arts, mathematics, science, and social studies, the Sunshine State Standards have been expanded to include Grade Level Expectations. These Grade Level Expectations are the basis for state assessments at grades 3-10 in language arts, mathematics, and will be in the state assessment in science, and my eventually be used in state assessment in social studies.

SUPERVISION OF STUDENTS

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

Students must be supervised by designated school personnel at all times throughout the school day and at all pre-approved events. Teachers are responsible for walking students to and from Art, Music, Spanish,

the Media Center, and Physical Education. In instances where a teacher must leave his/her assigned students, the teacher must make provisions for supervision by designated school personnel prior to leaving the room.

SUPPLIES

No supplies will be issued at any time without a Supply Form being filled out and submitted to the office designee. Supplies will be disseminated on Tuesdays.

TAKE HOME TUESDAY

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

TEACHER EDUCATION CENTER (TEC)

TEC, the professional library for teachers, is housed at 1080 La Baron Drive, Miami Springs.

1. TEC coordinates the in-service education program to improve the effectiveness of teachers and paraprofessionals, when involved with the M-DCPS instructional program.
2. Staff may earn master plan points that may be used to extend teaching certificates.
3. All courses shall be arranged by the TEC representative and the administration. **M-DCPS/UTD Article XXVII.**

TEACHER GUIDELINES FOR UTILIZATION OF PARAPROFESSIONALS

1. All paraprofessionals are to be under the physical supervision of a certified teacher at all times.
2. Initial presentation must be made by the certified classroom teacher. Paraprofessionals may perform follow-up activities in accordance with the directions given by the teacher. Paraprofessionals may work with students, monitor tests and may help grade objective tests.
3. Paraprofessionals/Aides/ Assistants may type materials needed for classroom instruction; may run off materials for classroom instruction; and may perform any other duties which are directly related to instruction in the classroom.
4. Paraprofessionals/Aides/Assistants are not to be held responsible for planning classroom lessons or tests.
5. When with the teacher, paraprofessionals/aides/assistants shall not perform office clerical-type duties, which are not directly related to classroom instruction. (For example: attendance procedures).
6. At a minimum, the paraprofessional is to spend 50% of his/her time working directly with children. Special program-funded paraprofessionals will follow the requirements of the program.
7. The teacher is to orient the paraprofessional as per classroom and school policies.
8. The teacher is to monitor and inform administration concerning professionalism, effectiveness, and punctuality of the paraprofessional.

TEACHER OBSERVATIONS

In accordance with the UTD contract, teachers will be observed using the

TEACHERS' PLANNING DAYS

The majority of the time during teachers' planning/preparation days is to be used by instructional personnel for instructional planning, recording of grades, reviewing student cumulative folders and/or instructional material or activities.

This valuable planning/preparation time will be used for total group, small group, and/or individual teacher responsibilities.

TEACHERS' WORK DAY

Teachers/paraprofessionals work hours are from 8:15 a.m. to 3:20 p.m. All school personnel must be signed in by reporting time every day. School personnel must sign out personally at the conclusion of the workday. It is the professional responsibility of all school personnel to adhere to the hours of employment.

When it is necessary to be absent, the staff member must notify Ms. Allen no later than 7:00 a.m. on the day of the absence. The staff member must notify the secretary of his/her intention to return to work the next day by 2:00 p.m. Failure to do so will result in the substitute teacher's automatic re-employment for the next workday. All school personnel must be signed in by 8:15 a.m. School personnel should not leave campus without authorization (except during lunch).

The sign-out book is to be used at all times school personnel is leaving the school campus. School personnel may sign out for their duty-free lunch period.

Request to Leave Early Forms must be completed and signed by the principal or designee (only if the principal is not in school). This must be done 48 hours in advance of the designated time.

Planning time is to be used for the specific stated purpose, which is planning.

School personnel are not permitted to bring their own children to school due to School Board liability policies.

TEACHING CERTIFICATES

It is the professional responsibility of each teacher to provide the principal with a copy of a current, valid Florida Educator's Certificate. Please ensure that a copy of your current certificate is on file in the office.

TELEPHONE

Staff Members – In order to cut down interruptions on instructional time, you will not be called to the telephone unless it is an emergency. Otherwise, a message will be placed in your mailbox. Staff members are asked to refrain from sitting at the office personnel desks to use the telephone. Teachers should contact parents of students who frequently call home for sickness. In addition, you will not receive incoming calls in your classroom; a message will be taken for you (if it is not an emergency). *Personal cellular telephones should not be turned on during instructional time.*

TEN FOOT RULE

In an atmosphere of congeniality, if you see someone within ten feet of yourself, speak with a good morning, afternoon or evening. Nothing else can put a smile on someone's face with a simple salutation. Try it, it is contagious.

TESTING

It is important that we expose our students to the concept of testing. It is a necessary evil for their survival in the real world. All kinds of tests should be used: timed tests, multiple choice, true/false, essay, etc. In the upper grades percentages can be used to indicate how well students do and graphing of tests results indicates to a child how he did in relationship to others. Additionally, whenever possible give students the experience of using answer sheets. Pretests should be given to determine the students' prior knowledge. Summative tests must contain a variety of formats.

Finally, assessments should measure how well you as a teacher score in getting materials and information across; however, they are by no means the only indicator you should use. Testing days should not conflict with religious holidays. It is the professional responsibility of every teacher to adhere to strict security and testing guidelines on all standardized tests.

TEXTBOOK CONTROL

Each student issued a textbook will write his/her name, room number and condition of the book on the inside cover. Teachers must maintain a record of books issued to the students. Textbooks are to be covered, and a periodic textbook check must be made. No tapes or other adhesive materials should be attached to the book. The assistant principal should be notified as soon as a textbook is lost or damaged. Students will be assessed a fee should they lose or damage a textbook(s). School personnel must make students aware of this policy. All teachers will assist with the annual textbook inventory. It is understood that all school personnel will conscientiously complete the inventory and diligently pursue the necessary assessments.

TITLE I ADMINISTRATION MISSION

Title I Administration provides supplemental funding to ensure that all children in the neediest schools are afforded a fair, equal, and significant opportunity to obtain a high-quality education; achieve academic success; and work towards narrowing the achievement gap while affording parents substantial and meaningful opportunities to participate in the education of their children. West Homestead Elementary School is a school wide Title I school.

TITLE IX

Elementary schools are required to implement the necessary actions to fully comply with Title IX Regulations prohibiting sex discrimination in schools. Physical education classes will be organized according to ability rather than sex, except for certain contact sports. You might need to reconsider some of your previously established classroom routines such as boys' and girls' lines, boys or girls of the week, and/or classroom responsibilities, which cast sex stereotypes. The intent of the requirement is to ensure equal opportunities and remove cultural biases, which limit aspiration due to sex.

TOBACCO-FREE WORK PLACE

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

TRUANCY INTERVENTION PROGRAM (TIP)

The Truancy Intervention Program will be fully implemented in 1-5 grades. It is extremely important to take accurate attendance during the school year. A note from home must accompany each absence, in order for that absence to be excused and should be turned in to Ms. Woodard or Ms. Fuentes.

TUTORING

It is expected that every effort will be made to help students with their difficulties at school before recommending that parents engage a tutor. The employee shall not arrange to tutor for a fee any student currently enrolled in his/her classes. Tutoring for a fee shall not be during regular working hours or on public school premises.

The Intensive Care Unit (ICU) tutorial after school model will target students in grade two who are reading below grade level. The reading leader will train teachers and paraprofessionals on how to effectively teach students using this recommended model by the Division of Language Arts. After school tutoring will be facilitated by the reading coaches.

If you wish to be considered for a tutoring position, please apply to the principal in writing by the end of the day on Friday, August 21, 2009 no later than 3:20 p.m.

TWO REQUIRED (ANNUALLY) BACK-TO-SCHOOL-NIGHT TYPE OF ACTIVITIES

Per M-DCPS/UTD, unit members may be required annually to attend four (4) back-to-school-night types of activities (Article X – Section 1-B). You are given notice that the two required night meetings for West Homestead Elementary School are:

- Open House – September 10, 2009
- Academic Committee - Reading Under the Stars (TBA)
- Public Relations Committee – Family Math Night (TBA)
- Social Committee – Parents’ Appreciation Dinner 5/6/09

VALUABLES

We are not responsible for money or valuables left in the building. All money collected from children is to be sent to the office each morning.

VANDALISM AND BURGLARY

If you encounter an area where there are obvious signs of vandalism or burglary, please do not enter the area. We must protect the integrity of every crime scene so that all identifiable evidence may be gathered. You are to notify the office immediately.

VISITORS

School law and county policies require the schools to protect the students assigned to the schools. The school administration has the responsibility for screening visitors. Approved visitors will be escorted to your room, or you will be called to see if you would like the visitor to come to your room. If an unapproved visitor appears at your door, tell him/her politely that the office personnel will be happy to arrange an appointment for him/her. If you are able to make the appointment without disturbing the class, you may do so. No parent has the right to interrupt the instruction of the class. No outside visitors should come to the school during your instructional time period.

VOTING LEAVE

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

WEAPONS

School Personnel are not permitted to bring a weapon of any kind to school, nor should a weapon be in the car of a faculty member. Please refer to the Miami-Dade County Public Schools' Electronic Staff Handbook for further clarification of School Board policy.

WEEKLY CURRICULUM BULLETIN

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

WITHDRAWALS

All students who transfer to another school should notify the main office at least one day in advance. At that time the office will ascertain that all textbooks and library books are accounted for and that no money is owed the school. Teachers are expected to facilitate the students' withdrawal process in concert with office personnel.