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FORWARD

This handbook was developed to serve as a useful guide for procedures to follow in specific situations. The items included herein are derived from policies established by the School Board of Miami-Dade County and from the unique needs of Miami Lakes Educational Center and its off-campus extensions.

It is the responsibility of each member of the staff to become familiar with these policies and to implement them as appropriate. Also, if each member of this staff conscientiously accepts responsibility for following the procedures enumerated in this handbook, it will enhance our efforts to serve the needs of the students we strive to serve.

The policies and procedures contained in this handbook are intended to assist the staff rather than set arbitrary limitations. Additionally, they should serve as a reference for personnel in the appropriate operation of the school and off-campus satellite programs.

The Miami Lakes Educational Center Faculty and Staff handbook can be accessed from the school's website. However, selected personnel such as custodians, security and cafeteria workers will receive a copy.

Your support and cooperation is sincerely appreciated.

Miami Lakes Educational Center

MISSION STATEMENT

The mission of Miami Lakes Educational Center is to create a highly qualified future workforce by offering state-of-the-art academic, career and technical education to all generations within our community.

MESSAGE FROM THE PRINCIPAL

T.E.A.M: Greetings, Congratulations and welcome to the 2010–11 school year. Your performance during the 2009-2010 school year made Miami Lakes Educational Center one of the top performing Miami-Dade County Public Schools.

You are the best of the best – Thank You

During the 2010-2011 school year we need to identify areas of opportunity for improvement. Embrace those areas and through a team effort and implement improvement strategies.

All employees at Miami Lakes Educational Center need to be involved in the improvement and decision making process at Miami Lakes Educational Center.

Take Time to Become Involved

This handbook will provide general information for all employees at Miami Lakes Educational Center. It is understood that all necessary information cannot be included in a document such as this, therefore, you will find additional information in the **M-DCPS Electronic Staff Handbook /Site Specific Staff Handbook**. Each employee at Miami Lakes Educational Center should feel free to ask questions regarding any matter of concern.

James V. Parker
Principal

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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**MIAMI LAKES EDUCATIONAL CENTER
ADMINISTRATIVE STAFF**

PRINCIPAL

Mr. James V. Parker

VICE PRINCIPALS

Dr. Angela Thomas-Dupree

Dr. Ana Maria Lopez-Ochoa

ASSISTANT PRINCIPALS

Ms. Valentina A. Diaz

Mr. Juan R. Gonzalez

Mr. Thomas W. Jenkins

Mr. Michael D. Tandlich

Ms. Ana M. Varona

FOOD SERVICE MANAGER

Mr. Mark Moyel

BUSINESS MANAGER

TBA

ADMINISTRATION OF THE SECONDARY AND POST-SECONDARY EDUCATION PROGRAMS

Office of Adult/Vocational, Alternative and Community Education

In the development and implementation of procedures, effective administration and communication are of the utmost importance. The following is an enumeration of the responsibilities of the administrative staff in the implementation of our educational programs.

- 1. SUPERINTENDENT OF SCHOOLS** – is the chief executive officer of Miami-Dade County Public Schools. He/She has the responsibility for all matters concerning public education in Miami-Dade County.

- 2. CHIEF EDUCATION OFFICER AND ASSOCIATE SUPERINTENDENT OF SCHOOLS** – is responsible for all matters concerning elementary, secondary, adult and vocational education. He/She oversees the planning, organization and implementation of all programs related to elementary, secondary, adult, vocational, career, and community education.

- 3. ASSISTANT SUPERINTENDENT** – Office of Adult/Vocational, Alternative and Community Education – is responsible for the administration and supervision of adult, vocational, alternative and community education programs.

- 4. ADMINISTRATIVE DIRECTOR** - Office of Adult/Vocational, Alternative and Community Education – is responsible for the administration and supervision of adult, vocational, and community education within selected Adult and Technical Education Centers.

- 5. SCHOOL PRINCIPALS** – are responsible for the daily operation of the school budget, personnel actions, and administrative procedures. The principal reports to the Administrative Director in their Region. Principals have numerous responsibilities concerning their school which include, but are not limited to, the following:
 - a. adhere to all policies and procedures established by the School Board of Miami-Dade County
 - b. preparation of school's Critical Incident Response Plan
 - c. monitor and approve payroll
 - d. monitor programs and curriculum activities
 - e. advertisement and promotion of programs and services
 - f. dissemination of information and curriculum with regards to professional organizations
 - g. monitor operation of all off-campus programs and classes
 - h. develop and implement schedules to observe and evaluate instructional and non-instructional personnel
 - i. community relations and participation

6. ADMINISTRATIVE AND SUPERVISORY PERSONNEL – will spend a major portion of their time evaluating, supervising, and auditing assigned educational programs in an effort to improve the quality of instruction. Among other considerations to be addressed are: contractual agreements, administrative responsibilities, community interest, policy requirements of state and federal governments, fiscal limitations, and class visitations. A supervisor's role is one of support.



**MIAMI LAKES EDUCATIONAL CENTER
SITE SPECIFIC STAFF HANDBOOK**

**SECTION 1
TERMS AND CONDITIONS
OF EMPLOYMENT**

SECTION 1

TERMS AND CONDITIONS OF EMPLOYMENT

MIAMI-DADE COUNTY PUBLIC SCHOOLS' POLICY HANDBOOKS AND MANUALS

M-DCPS handbooks and policy manuals are available online at www.dadeschools.net/employees/laborcontracts or in the office of your program administrator. Certain other documents such as Policies and Regulations of Miami-Dade County Public Schools, Labor Relations Notebook, etc., are available in the principal's office and online. You may arrange with your supervising administrator for a suitable time to review these documents if necessary.

EMPLOYEE WORKDAY

For payroll purposes, all full-time employees must sign in **daily** upon arrival when they report to work sign out when leaving the center. **Under NO circumstances is any employee allowed to make changes on the payroll sheet.** The teaching day for all full-time instructors is **seven hours and twenty minutes**. In accordance with the M-DCPS/UTD Contract, five hours of this time is spent with students in direct instructional activities. Forty minutes are allowed for lunch/dinner; the remaining portion of the workday is spent in planning and preparation.

UTD CONTRACT, ARTICLE XX, Section 3 - Workday - Item C *"In the case of late arrival or early departure from the work location, an employee present more than one-fourth and less than three-fourths of the workday is considered as having worked one-half day; and an employee present three-fourths or more of the workday is considered as having worked a full day, upon prior notification and approval by the principal or the supervising administrator where no principal exists."*

BREAK, LUNCH AND DINNER PERIODS

All break and lunch/dinner periods are established at the beginning of the school year. All instructors must adhere to their schedules. Instructors and post-secondary students are permitted to leave the campus for lunch or dinner but must return by the end of the allocated time.

LEAVING THE PREMISES DURING SCHOOL HOURS

Full-time 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 his designee. Before leaving, the employee must initial out on the "**SIGN OUT SHEET**" kept in your respective payroll area. When initialing out, instructors should indicate the time they leave and their destination. They must also initial in and indicate the time they return.

PLANNING/PREPARATION DAYS

The majority of time during teacher planning/preparation days is to be used by the teacher for instructional planning, recording of grades, and/or instructional activities. The principal or immediate supervisor will assist teachers in utilizing planning days by providing materials and other instructional data when requested. Days designated on the school calendar as planning/preparation days, pre/post planning days

or teacher work days will not be used for area or county meetings except as designated on the school calendar.

Vocational instructors may use instructor planning/preparation days to visit industry for technical updating, student placement, etc., providing that he/she has the approval of the building administrator and prior arrangements have been made. The instructor visitation form must be completed and approved before plans for industry updating are made.

PART-TIME INSTRUCTIONAL EMPLOYEES

Part-time instructional employees are paid only for the number of hours that the class meets or the number of student contact hours. For payroll purposes, it is the responsibility of the instructor to sign in and out for the appropriate number of hours he or she is in attendance, not to exceed the number of hours the class meets.

Under no circumstances should a part-time employee sign out at the same time he/she signs in.

ABSENCE OF INSTRUCTIONAL PERSONNEL

An instructor who finds it necessary to be absent from work for any reason must report their absence to the designated substitute locator. This courtesy enables designated office personnel the opportunity to contact available substitute teachers. In such cases the instructor should notify the appropriate personnel **(no later than one hour before the start of the scheduled workday)** so that arrangements can be made for a substitute. **No instructor should make arrangements for his/her own class coverage.** In the event of extended absence, instructors should inform the appropriate person at least one hour prior to the scheduled end of the workday absent. Failure to do this could result in an instructor being charged an additional day absent. Should the absentee teacher return to work the next day without notification he/she will have the option to choose personal leave or leave without pay for the day.

EMERGENCY LESSON PLANS

All instructional personnel will prepare a substitute folder which will contain attendance information, a teaching schedule, emergency lesson plans, seating charts (are recommended), a bell schedule and class evaluation forms for use by substitute teachers.

All teachers are to prepare and submit in advance emergency lesson plans for five days for use by temporary instructors. Plans should reflect curriculum objectives, reinforce previously taught concepts, or correlate with new material. Plans should be complete and kept on file with the department chair or academy leader. In addition, emergency lesson plans should be updated in a timely manner.

EMPLOYEE DRESS CODE

The primary purpose of this institution is to prepare students for employment; all employees are requested to wear appropriate business attire for their area of instruction.

EMPLOYEE IDENTIFICATION BADGES

An integral part of the school's security plan is to be able to identify all persons entering the facility. Therefore, in order to differentiate between school personnel, students and members of the community,

ALL EMPLOYEES of Miami Lakes Educational Center are encouraged to wear Miami Lakes Educational Center's personnel identification badges while on duty.

EMPLOYEE INJURIES AND ACCIDENTS

All employee injuries or accidents that occur during school hours are to be reported immediately to an administrative personnel. If applicable, appropriate medical attention/first aid will be given and the necessary paperwork prepared to record the injury or accident. The Principal's secretary will facilitate the preparation of applicable Workers' Compensation documentation for processing of secondary and post-secondary personnel. Affected school employees are obligated to be treated in authorized Workers' Compensation Centers listed in the Miami-Dade County Public School's Worker's Compensation Procedures Manual. See pages 1-9 thru 1-14.

EMPLOYEE ASSISTANCE PROGRAM

The Board and the Bargaining Unions recognize that a wide range of problems not directly associated with an employee's job function can have an effect on the employee's job performance and/or attendance.

The Board and the Unions also agree that assistance will be provided to such employees through the establishment of an Employee Assistance Program. The Employee Assistance Program is intended to help employees and their families who are suffering from such persistent problems that may tend to jeopardize an employee's health and continued employment. The program's 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 inhibit their work performance.

Referrals to the Employee Assistance Program include employees who refer themselves to the program voluntarily, employees who are referred by family, and employees who are referred by supervisors. Appropriate measures established by personnel file provisions, state statutes, and federal regulations will be taken to insure the confidentiality of records for any person admitted to the program. For more information, call the Employee Assistance office at (305) 995-7111.

EQUIPMENT REPAIR

Report non-operating equipment to your supervising administrator. He/she will advise you of the steps which must be taken to obtain estimates for the repair. Employees should not make arrangements for equipment repair unless approval is granted. Students may not use equipment that is not in safe working condition. Any equipment awaiting repair should be clearly marked as **out of order**.

FACULTY MEETINGS

Except in a case of emergency, no more than two (2) faculty meetings will be conducted each month. Excluding meetings on planning/preparation days, instructors are required to extend the workday for the purpose of attending faculty meetings. Such meetings will be of no more than one hour duration and will begin no more than ten minutes after the time scheduled for student dismissal.

FILE FOLDERS (STUDENT)

An active file must be maintained on each student enrolled in your class. The file should contain such items as student information card, individual progress charts, test results, anecdotal information, student referrals, individual achievements, and any other materials which are deemed to be pertinent to the student's accomplishments and progress in the class.

All program completer folders must be maintained in perpetuity by the school. Do not dispose of any contents of these folders.

FINAL CLASS REPORT

All vocational and technical education instructors are required to complete a final class report. Instructors are provided a General Procedures Manual for completing the report.

For secondary students this pre-printed report must be reviewed, updated, and completed by the instructor at the end of each trimester. The information reported is used for follow-up purposes to meet Federal/State mandatory placement in each program; therefore, it is absolutely necessary that due care and attention is exercised when completing the report. For post-secondary educators this report is due at the end of each trimester.

This report must be completed by June of each year or by the ending date of the course, as directed by your program administrator.

PROGRAM COMPLETERS – a student is a program completer when he/she has satisfactorily finished a planned sequence of courses or competencies designed to meet a vocational occupational objective. A student completing a single course that is only *part* of a program should not be reported as a program completer.

For **Post-Secondary programs of 450 hours or more in length**, an additional requirement exists before a student can be identified as a completer. In addition to satisfying all the program/competency requirements, **the student must pass the basic skills test before the student can be classified as a full program completer.** The state automatically rejects those students identified as completers on the Final Class Report if they have not passed the basic skills exam. Instructors are advised to determine that provisions are made at their school for timely basic skills testing, and appropriate entry of test results into the student's computer registration record (VACS). Students who pass a state or federal license examination as a part of their training program (i.e., Cosmetology and Licensed Practical Nursing) are not required to pass the TABE.

GRADE BOOK, GRADING CRITERIA, AND GRADING SYSTEM

All secondary students should be given a letter grade. Student evaluation is an important aspect of the total instructional program. Evaluation devices are to be used for assessment purposes. They are used to show each student, as well as instructors, what the student has mastered, where the student needs help, and how to motivate the student for continued learning. Instructors' oral and written tests, group discussions, written work, student folders, checklists, and observations are representative of the means to be used to determine student progress. An examination grade should never constitute the entire grade for any given period. Secondary students are given interim progress reports each nine weeks and unsatisfactory progress reports are issued towards the end of each nine weeks when necessary.

All post-secondary students must be notified when it is apparent that the student is performing unsatisfactorily in any program. A student conference should serve as the primary means of communicating student progress and achievement of the standards. If improvement is not seen, a counseling referral should be submitted to student services.

An individual progress chart listing the specific competencies of your program must be maintained for each of the students. These charts must be up to date with a letter grade or competencies completed and kept on file in the student's folder.

KEYS

Instructors are not permitted to have Master Keys. This is a M-DCPS policy. If you possess an unauthorized general master key, you may be held liable for missing equipment, etc.

Keys will be issued and collected by authorized personnel at the beginning and at the end of the school year. Lost or misplaced keys are to be reported to the administration immediately. Under no circumstances are students to be given classroom keys or keys to any other area of our facility.

LESSON PLANS

Lesson planning is an essential teaching tool which is necessary for the evaluation process of all instructional personnel. The principal or supervising administrator has the authority to determine whether or not instructional objectives and related course content are consistent with the educational policies and instructional guidelines established by the school district. The program administrator or department head will be available to assist with lesson plans when necessary. In accordance with **Article XI** of the UTD/M-DCPS contract.

PERSONAL LEAVE, SICK LEAVE, ETC.

If administrators or instructional personnel are to be absent from the work location it will be necessary for them to request the appropriate leave. Their leave must be classified as one of the following:

- | | |
|-----------------------|---------------------|
| 1. Temporary duty | 5. Sick leave |
| 2. Professional leave | 6. Vacation leave |
| 3. Leave without pay | 7. Sabbatical leave |
| 4. Personal leave | 8. Leave of absence |

Temporary Duty. Temporary duty, means the employee is reporting to a work location within the Miami-Dade County Public School System other than Miami Lakes Educational Center. This type of leave must be supported with a memorandum from the supervising administrator or a member of the District or regional staff requesting such leave.

Professional Leave. Professional leave should be used when an employee finds it necessary to be away from his or her assigned duties at the Center to participate in schedule professional activities either at or away from the Center, within or outside of the School District. Whenever it becomes necessary for the employee to take a professional leave, a memorandum from the supervising administrator must be directed to the Center's principal outlining the activity the employee wants to attend and requesting approval for attendance. Appropriate documentation announcing the activity and listing all necessary fees and other

pertinent information must accompany the memorandum. Approval or disapproval of the leave will be noted on the memorandum which will be returned to the supervising administrator.

Leave Without Pay. (Unauthorized and authorized). Employees requesting a Leave without pay must submit this request in writing to their supervising administrator. In cases where the employee has no sick or personal leave time and the leave cannot be classified and approved as professional or otherwise, it will automatically be charged as leave without pay.

Whenever an employee finds it necessary to take a leave of absence (more than thirty days) for any reason, a Leave Form must be completed, signed by the principal and forwarded to the Leave Office for approval. Other leave information may be obtained from the principal's office as needed.

Personal Leave. An employee may request personal leave when it becomes necessary for them to be absent from work for personal reasons other than illness.

Sick Leave. Sick leave is to be used for the following categories.

1. Illness of self or illness and/or death of:

Mother	Sister-in-law	Step-children
Father	Brother-in-law	Grandchild
Sister	Uncle	Son-in-law
Brother	Aunt	Daughter-in-law
Foster children	Husband	Grandmother
Step-parents	Wife	Grandfather
Mother-in-law	Child	Niece
Father-in-law	Foster Parent	Nephew

2. Illness and/or death of:

Persons who reside at the same address as the person who is requesting sick leave.

Vacation Leave. Twelve (12) month personnel may only earn vacation leave. The number of days earned per month would vary depending on the classification of the employee. Unlike leave without pay, personal leave and sick leave, vacation leaves cannot be taken at will. Whenever a qualified employee desires vacation leave time, a form should be submitted five (5) working days in advance to the appropriate supervising administrator, requesting desired vacation days. Once approved by the appropriate administrator, a copy of such form **must be** forwarded to the Principal's office for inclusion in a Master Vacation Schedule.

Administrative personnel must submit their request for vacation leave directly to the principal's office. If the vacation time for which you are asking is not included in the Master Vacation Schedule submitted at the beginning of the year, then a memo requesting the specific vacation leave must be submitted for approval to the principal one week prior to the leave date(s). The request should include dates of vacation leave and the administrator who will assume administrative responsibilities for personnel under their supervision in their absence. (This information must also be communicated to all persons under their supervision.) It is recommended that administrators not approve vacation time for their secretary that is in conflict with their vacation time. It is preferred that secretaries be available when their administrator is out.

REPORTING CRIME AND DISRUPTIVE BEHAVIOR

All employees of the Miami-Dade County Public School System are under an affirmative duty to report any criminal act and/or disruptive behavior occurring on School Board property to the responsible administrator or designee. This administrator has the responsibility to conduct an immediate investigation of the allegation and, upon verification of a criminal act and/or other law violation, report to the appropriate police agency and to the Miami-Dade County Schools Police Department. (School Board Rule 6Gx13-4A-L21) The Miami-Dade County Public Schools Police Department will also determine the extent of follow-up by Investigative Specialists.

Students have the responsibility to report to the instructor or principal any criminal act or disruptive behavior occurring on the school premises. All students should be notified annually of this responsibility.

RIGHT TO PRIVACY

Employees are not to release any information on students' attendance, progress, etc., to anyone including parents and/or spouse without having a signed release. Inquiries by phone or in person should be referred to Student Services.

TEACHER CERTIFICATION

All instructors who are employed at Miami Lakes Educational Center by the Miami-Dade County School Board must be certified in the appropriate subject area. It is the instructor's responsibility to maintain proper certification.

State and/or local M-DCPS requirements for renewal of certificates and extension of certificates vary for different teaching areas. Instructors not familiar with the requirements in their area, should contact their department head, supervisor, or building administrator.

Ignorance of your specific certification requirements is not accepted by the School Board as a valid excuse for allowing a teaching certificate to lapse. Instructors without a current certificate are subject to termination.

TEACHER OBSERVATION AND EVALUATION

PACES is a method for observing an instructor's performance in a classroom setting and for using observation data to develop performance improvement activities for instructors.

Instructor assessment should serve the following purposes:

- Aid the individual instructor to grow professionally.
- Raise the standards of the teaching profession as a whole.
- Raise the quality of instruction and educational services to the community.
- Encourage compliance with professional responsibilities as stated in Domain VII.

UNION BARGAINING AGENTS

The United Teachers of Dade (UTD) is the exclusive bargaining agent for Miami-Dade County instructors, clerical, selected school personnel, security monitors and paraprofessionals. The UTD, each of its members and the affiliating unions (DCSMEC, DCSAA and AFSCME) support the concept that all employees support the effective and active development of a positive, forward-looking and cooperative attitude toward the operation of schools in Miami-Dade County.

The American Federation of State, County, and Municipal Employees (AFSCME) unit represents selected support personnel, i.e.; custodians, food service workers, security specialist, etc., at the school site and county level.

Further information can be obtained from the specific UTD, DCSAA, AFSCME, and DCSMEC contracts located in the Principal's Office, with the Union Steward, or online at www.dadeschools.net/employees/laborcontracts.



**MIAMI LAKES EDUCATIONAL CENTER
SITE SPECIFIC STAFF HANDBOOK**

**SECTION 2
EMERGENCY PROCEDURES**

SECTION 2

EMERGENCY PROCEDURES

BUILDING/SCHOOL EMERGENCY EVACUATION

Any drill or actual emergency evacuation of our school must be conducted in a serious and speedy manner. Building evacuation routes are posted in each room and must be followed.

Complete student silence is necessary to insure that all students may hear teacher or administrative instructions. Students must keep clear of emergency personnel.

If an emergency should occur, all personnel will be notified of the situation by an announcement over the public address system **stating "CODE RED"**. Immediately upon notification, all site personnel will implement the following procedural guideline:

All employees should assume their assigned posts and proceed to implement the activities stipulated in this protocol.

Coordination: The principal or his designee will coordinate the efforts of all personnel including, but not limited to, school police, school security, employees, and visiting teachers.

When the disturbance is over, the principal or his designee will meet with the press, parents, and community representative as necessary.

Media: The principal with the Office of Public Relations will report information regarding major incidents, emergencies, and/or related events. All media personnel, community leaders and pressure groups will be escorted to a designated area and the principal will be notified.

BOMB SCARES

Follow the same evacuation procedures listed for evacuation.

ELECTRICAL FAILURE

In the event of an electrical failure, students are to remain quietly in the classroom or lab. Emergency lights will automatically turn on during a power failure. Administrative instructions will be given if further action becomes necessary.

ILLNESS OR ACCIDENT OF STUDENT

Any student who becomes ill while in class should be sent to the office if possible, an administrator should be called immediately. **DO NOT ADMINISTER MEDICATION.** Miami Lakes Educational Center, does not have a nurse on duty, however, if necessary the Miami Dade County Fire/Rescue Squad will be called from the Main Office. No instructor should call the Rescue Squad without permission from an administrator. Remain with the ill individual until help arrives.

POSSESSION OF A WEAPON

No employee or student is allowed to bring a firearm, weapon, or destructive device on school property. Any employee in violation of this rule is subject to dismissal and any student is subject to expulsion.

EVACUATION PROCEDURES

The following procedures will assure a successful emergency evacuation.

1. Evacuation routes are posted in each room or laboratory, giving specific routes to be followed by the occupants of that area.
2. The alarm signal for evacuation is the blaring of horns and blinking of strobe lights. This will continue until evacuation of all personnel is assured.
3. A student should be appointed to operate the exit door to the room when the evacuation signal is sounded. If the door cannot be secured in an open position, it should be held open by the person assigned. When the evacuation is complete, the person assigned to the door must join the group at the designated area. The instructor should take roll and report missing persons to the building administrator.
4. The instructor shall procure the roll book, take his/her place at the room exit; and at his/her signal, students shall move out of the room in an orderly manner.
5. All classroom or laboratory items such as books, tools, etc., are to be left in the classroom.
6. As the students exit the room, the instructor must confirm that everyone has evacuated. The instructor must close, but **not lock** the door and join the students as they move out of the building to the area designated on the Fire Drill and Evacuation Diagram.
7. Those students who are not under the direct supervision of an instructor should be instructed by any school employee to exit the building with the nearest supervised group.
8. Custodians must check restrooms and other areas where students may not be under the direct supervision of an instructor.
9. All evacuated faculty, staff, and students must stand against the perimeter fences. All parking lots must be clear.
10. The all clear for returning to the building will be announced by the administration.

SCHOOL SITE - SECURITY PLAN

- The school site is under video surveillance.
- The school security monitors and specialists monitor campus day and night.
- Signs displayed on campus direct all guests and visitors to the specific building where assistance will be provided.
- Teachers who have invited guest speakers **must** clear such visitors **three weeks** in advance of

the invitation with the designated volunteer liaison.

- Students must remain in class until the scheduled break time.
- Office staff and student services personnel will alert teachers to any danger.
- Neither faculty nor staff will return to the campus buildings on the weekends, except those that may be assigned specific work related duties.
- Faculty and staff are discouraged from remaining in a building at the end of the day/night with or without students unless a specific assignment is given by an administrator within the school operational hours.

For more specific information see the Emergency Management Procedures and the M-DCPS Electronic Staff Handbook online at <http://www.dadeschools.net>

The School Board of Miami-Dade County

6Gx13-6A-1.05

Instruction--Elementary and Secondary

EMERGENCY CLOSING OF SCHOOLS(S)

The emergency closing of a schools(s) for any cause, such as inclement weather or violent or disruptive activities in which the safety of individuals might be endangered, shall be at the discretion of the Superintendent of Schools.

In the absence of the Superintendent of schools, the authority for emergency closing of a school(s) is delegated to the Deputy Superintendent of Schools during the Superintendent=s absence. The affected region superintendent shall immediately report the necessity for such action to the Office of the Superintendent of Schools.

When an emergency necessitates the closing of a school(s), the members of the School Board shall be notified immediately of the action taken and the reason therefore. In the event the emergency is of such a nature that the schools(s) must remain closed for more than one school day, with the exception of a closing for inclement weather (hurricane), the Superintendent of Schools shall call an emergency meeting of the School Board to consider the necessity for the schools(s) remaining closed.

When an emergency necessitates the closing of a schools(s), the Superintendent of Schools may provide for the payment of salaries of the members of the instructional, non-instructional, and managerial exempt staff on such occasions.

Specific Authority(2),23.23(20)FS

Law Implemented, Interpreted, or Made Specific: 228.041(17),230.03(2);230.223(4)(f);
230.23005(11);230.33(6)FS

History THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Technical Change:5-1-98

Amended: 1-30-77;1-8;9-22-98;9-13-00

The official Rules of the School Board Of Miami-Dade County, Florida are maintained by the School Board Clerk.

This is not an official copy

The School Board of Miami-Dade County

Instruction-Elementary and Secondary

BOMB SCARES

- I. When a bomb scare occurs at your school
 1. Follow the procedures outlined in Directives 1-4 and 15, Bomb Search Procedures for Dade County Public Schools in **Handbook for Emergency Procedures**.
 2. Keep an exact record of the classroom time lost.
 3. Do not allow students to leave the jurisdiction of the school without the approval of the Office of the Superintendent of Schools.

- II. Making up Time Lost Due to Bomb Scares
 1. Within a week, contact the access center superintendent to discuss the feasibility of making up the school time lost due to the bomb scare. While the make-up procedure minimizes the loss of valuable educational opportunities and serves in part as a deterrent to discourage future false alarms, certain factors such as extended school days, multiple shifts and school bus transportation schedules may militate against a reasonable plan for making up time. The final decision regarding this shall be made by the appropriate area superintendent after a conference with the school principal.
 2. Make every effort to apprehend parties turning in bomb scares. The Miami-Dade County Public School Police is to be notified so they may assist the school principal
 3. Specific Authority: 230.22(2) F.S.
 4. Law Implemented, Interpreted, or Made Specific: 228.041(13) and (17)FS;
 5. A-1.44(2)FAR
 6. History THE SCHOOL BOARD OF DADE COUNTY, FLORIDA
 7. Repromulgated: 12-11-74



**MIAMI LAKES EDUCATIONAL CENTER
SITE SPECIFIC STAFF HANDBOOK**

**SECTION 3
EMPLOYEE GUIDELINES**

SECTION 3

MIAMI LAKES EDUCATIONAL CENTER EMPLOYEE GUIDELINES

AIDS INFORMATION

Miami-Dade County Public Schools has an information policy with regard to Acquired Immune Deficiency Syndrome (AIDS). This policy includes provisions for continually receiving and disseminating accurate and timely information to administrators, staff, students, and parents. Procedures for determining an employee's fitness to work are in place in both Board rule and labor contracts and will be utilized in any AIDS issue.

ANTIDISCRIMINATION POLICY

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination and nonharassment in employment and in the provision of educational programs/activities, as stipulated in School Board Rules 6Gx13-4A-1.01, 6Gx13-4A-1.32, and 6Gx13-5D-1.10.

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

**Administrative Director
Civil Rights and Diversity Compliance
1500 Biscayne Boulevard, Suite 234
Miami, Florida 33132
(305) 995-1580 – TDD: (305) 995-2400
crdc@dadeschools.net**

BOOKSTORE

The bookstore, located in Building AC@ stocks the various textbooks required for all vocational courses offered at Miami Lakes Educational Center. Other items such as drafting materials, cosmetology kits, safety glasses, pencils, pens, rulers, etc. are also available for purchase. The bookstore hours are as follows:

Morning	Evening
Monday – Friday 11:00 a.m. – 2:00 p.m.	Monday, Tuesday, Thursday 5:00 p.m. – 7:00 p.m.

The bookstore operates on **cash sales only**. Please remind students that checks or credit cards are not accepted for payment of items purchased from the bookstore.

Students receiving books through, grants or special programs may pick up books and supplies the **next** workday after the bookstore personnel receive and process the **approved AUTHORIZATION FOR CHARGE BOOKS AND SUPPLIES** Form.

BULLETIN BOARD

A student bulletin board is located in the student lounge area of Buildings "A" and "B" and in the cafeteria in Building "C" so that students may post approved items of interest: announcements, personal items for sale (cars, tools, etc). Any building administrator with an "approved for posting" stamp may approve an announcement for posting. Items that have not been stamped "approved" will be removed.

CAMPUS BEAUTIFICATION

It is requested that all employees make an effort to assist in maintaining the pleasant appearance of our campus. Please report graffiti, litter, etc., to the administrative or custodial staff so that unsightly conditions can be corrected promptly.

Student clubs have been involved in the campus beautification efforts through the "adopt a plot" campaign. Through this project a club may adopt an area for the express purpose of planting flowers, shrubs and other landscaping.

CLASSROOM OBSERVATIONS

The district adopted PACES Observation process will be utilized to formally assess classroom instruction. Successful classroom observations should meet domain and component standards listed on the PACES Observation Form for Annual Evaluation. Professional Staff Development Activities involving PACES Training, and the implementation of Professional Growth Team activities should facilitate adoption of effective teaching strategies in all subject areas.

COPYRIGHT LAW INFRINGEMENT

School Board employees are obligated to comply with copyright restrictions outlined in School Board Rule 6Gx13-6A-1.12. Directives prohibit the use or duplication of computer software technology and computer operating systems without the purchase of proper licenses. Copyright protections also apply to the use of certain audio/visual recordings, and photocopying practices. More specific restrictions are contained in the M-DCPS Electronic Staff Handbook under the heading Copyright Law.

DRUG FREE/TOBACCO FREE/WEAPONS PROHIBITION POLICY

Section 893.13 of the Florida Statutes makes it illegal for any person to sell, purchase, manufacture, deliver or possess a controlled substance in, on, or within 1000 feet of a public or private, elementary, middle, or secondary school. Use of tobacco products is also prohibited on School Board owned/leased properties and vehicles. Use of tobacco products is further prohibited in areas where students are located or where there are sensitive or hazardous materials. In addition, no employee, except as legally authorized, or as part of one's regular job responsibilities, shall bring upon any school property or have in his or her possession, while on any school property any firearm, weapon, or destructive device. Employees in violation of this directive shall be subject to reprimand, suspension and/or dismissal.

EATING, DRINKING AND SMOKING

Instructors/students are not permitted to eat, drink, or smoke in any classroom, shop, or laboratory. All eating and drinking should be confined to designated areas in each building. **Smoking, the use of alcoholic beverages and illegal use of drugs are expressly prohibited anywhere on campus.**

The use of tobacco products is prohibited in all Miami-Dade County Public Schools owned/leased facilities and vehicles. All employees shall abide by the terms of the Tobacco-Free Work Place Policy as a condition of employment.

Smoking cessation workshops will be made available to employees, free of charge. Additional information on smoking cessation programs in the community will also be provided to those employees who choose to seek outside assistance.

EXPULSION AND SUSPENSION. POSSESSION AND/OR CONCEALING OF WEAPONS BY STUDENTS

A major objective of the administration is to establish procedures which contribute to an orderly and safe climate conducive to teaching and learning. It is of utmost importance that everything possible is done to assist in creating this atmosphere in the classroom and school.

As a means of curtailing or stopping the escalation of incidents involving students in possession of weapons on school campuses, area superintendents and principals strictly enforce Board Rule 6Gx13-5A-1.062 - Suspension, Board Approved Alternatives Expulsion, and Referral to Children and Family Services see the Appendix section.

Students Subject to Disciplinary Action

Subject to law and the rules of the State Board, students who disrupt the orderly educational process are subject to disciplinary action (see appendix E). The disciplinary action is for those who have committed a serious breach of conduct, including but not limited to:

1. Willful disobedience
2. Open defiance of authority to a member of the staff
3. Violence against person or property
4. Any other act which substantially disrupts or has a detrimental effect on the orderly conduct of the school.

The possession and/or use of weapons is defined in the Code of the Student Conduct includes any instrument which may produce death or bodily harm. Many violations by students on school grounds fall into the third or fourth categories.

In order to provide consistent and uniform direction as to what action is expected when a student is found to be in possession of a weapon on school grounds, the following administrative procedure will be adhered to:

1. Possession will result **AUTOMATICALLY IN A RECOMMENDATION FOR EXPULSION.**
2. In the event an administrator does not recommend expulsion due to extenuating circumstances, a written explanation from the principal and the area superintendent as to the reason for an alternative action must accompany the report.

ADDITIONAL SUSPENDABLE OFFENSES

The following are additional suspendable offenses:

1. Having an alcoholic beverage on school grounds.
2. Being under the influence of an alcoholic beverage on school grounds.
3. Being at another school without the consent of home school's principal or assistant principal.
4. Breaking the law or committing a crime while under the jurisdiction of the school.
5. Truancy (skipping class or school).
6. Fighting.
7. Smoking anywhere on school grounds.
8. Chronic tardiness to class or school.
9. Using a motor vehicle in a careless or reckless manner on school grounds.
10. Setting off a false fire alarm or calling a false bomb threat.
11. Lighting any pyro substance which includes incense, firecrackers, sparklers, and etc.
12. Vandalism of school property.

STUDENTS IDENTIFIED USING DRUGS WILL BE AUTOMATICALLY SUSPENDED

Any student using, possessing, or selling mood modifiers will immediately be reported to Miami-Dade County Schools Police Department (SIU) and the appropriate police agency.

FOOD FACILITIES

The Commercial Foods and Culinary Arts class welcomes all students and school personnel to dine in the cafeteria located in Building "C". The cafeteria is open for lunch Tuesday - Friday from 11:00 a.m. - 12:10 p.m. and for dinner Monday - Thursday from 4:00 p.m. - 5:30 p.m. and again from 7:30 p.m. - 8:00 p.m. The program is entirely self-supporting and is not part of the Miami-Dade County Schools Lunch Program. The center also has the cafeteria located in the "F" building that is open for lunch providing from Miami-Dade County's Lunch program as well as an array of outside vendors. Vending machines are available in student lounge areas in Buildings "A" and "B". **No food or drinks are allowed in instructional areas.**

On certain occasions during the trimester it may be necessary to close the cafeteria for regular meal service; however, faculty, students, and staff will receive advanced notice whenever this becomes necessary.

HALL PASSES

No student is allowed in the corridors during the school day without an acceptable hall pass. For security reasons, teachers are not to issue hall passes to any student during the first 15 minutes nor the last 15 minutes of any period. Unless an emergency occurs, teachers are not to detain students enroute to other classes. Under no circumstances are teachers to retain students in their classrooms beyond the regular dismissal time without the written consent of the student's subject area teacher.

INTERNAL ACCOUNTING

The policies and procedures for collecting and expending all Internal Funds are governed by Board rules. The Manual of Internal Accounting provides guidelines for complying with these rules.

Expending internal funds is in some cases, limited to the program that generates the funds. Cafeteria and club revenues can only be spent on the cafeteria and the clubs that generate the funds. Generally speaking, the priority placed on all expenditures is to first purchase those emergency supplies necessary for a program to continue to operate. Only programs that generate revenue may expend funds through Internal Funds. The primary expenditure for production shops is to replace supplies used to purchase parts necessary to complete the production work order. Revenues collected from interest, vending machines, and telephone commissions may cover those necessary school accounts that do not generate funds such as advertising, travel, property improvement, and some instructional supplies.

Any expenditure requested through Internal Funds should first be submitted in writing on an item list to the immediate supervisor for approval. It is then submitted to the business manager who determines if funding is available. The business manager submits the request to the principal for final approval. Reimbursement for items purchased by personnel without the written approval of the principal will be denied.

LESSON PLANS

Lesson plans should reflect PACES components outlined in Domain I of the PACES Observation Manual. In addition, lesson plans should be available to the principal or designee during classroom visitations and prior to formal observations. Most importantly, teachers should prepare meaningful and comprehensive lesson plans reflective of district adopted curriculum frameworks and sunshine state standards. In addition, lesson plans should reflect “Integrated Academy Planning” with specific “academy applications” noted on lesson plans. If applicable, lesson plans should reflect “ESOL Strategies” and modifications for Exceptional Education Students assigned to regular classes.

MAINTENANCE SERVICES

Miami Lakes Educational Center has a full-time zone mechanic on duty to perform minor repairs of the building and classroom areas. The zone mechanic will refer major repairs to the School Board Department of Maintenance. Your building administrator has the appropriate form to request repair services from the zone mechanic.

Custodians are on duty from 6:30 a.m. to 12:00 p.m. (Mondays through Fridays) at Miami Lakes Educational Center. Light custodial duties are performed while classes are in session. Heavy cleaning and major custodial duties are performed when classrooms are vacated. Should you need the assistance of a custodian, contact your building administrator.

Custodial assistance forms should be utilized to address specific sanitary concerns. Completed forms should be returned to a building administrator for follow-up action.

All electrical, mechanical, or building related concerns fall under the jurisdiction of the zone mechanic (Lou Feldkamp). Whenever necessary repairs are needed in a teacher’s classroom, the appropriate zone mechanic maintenance request form must be completed and submitted to the building administrator for follow-up. Corrective action will be prioritized based on the nature of the problem.

MEDIA CENTER

The Media Center contains a collection of technical and industrial books that instructors may borrow. Automotive manuals, reference books, and career materials are also available. Trade journals for the various vocational areas, ordered through the media center, are distributed directly to each department. Items may be checked out in accordance with the Media Center policies. The Media Center is located in building “F”. The hours are Monday – Friday from 7:00 a.m. to 10:00 p.m.

The media center has an extensive collection of videos and other audiovisual materials that instructors may use to supplement their instructional program. These AV materials, and the equipment needed to view them, may be borrowed from the media center for classroom use. Additional equipment available include: televisions, video cassette recorders, overhead projectors, slide projectors, projection screens, LCD projectors, laptop computers, video cassette recorders, cassette tape players, CD players, and DVD players. All materials should be returned the same day unless other arrangements have been made.

Instructors may also assign individuals or small groups of students to view AV materials in the media center. It is necessary to reserve a room if a group needs to be accommodated. Post-secondary instructors sending individual students for specific assignments should indicate this information on a hall pass. For secondary students a yellow pass should be prepared and signed by the subject area teacher listing specific assignments given and the names and times of students authorized to use the media center during that specific block. A limit of five students per class will be admitted during any one block.

Secondary students, however, do not need a pass to use the media center during their respective lunch periods. They must, however, comply with the Code of Student Conduct and policies established by media center personnel. Computer usage will be allocated during lunch periods to provide equitable access to all students. The Lunch schedule is as follows:

- 11:00 a.m. to 11:50 a.m. – First Lunch
- 11:55 a.m. to 12:35 p.m. – Second Lunch

Students may use the media center without a pass after school hours. However, students must sign-in and sign-out during after school hours. Teachers must make arrangements in advance with media specialists in order to schedule classes to the media center. In such cases teachers are required to remain with their classes during scheduled times. In addition, teachers are to insure that students leave book bags, and other carrying cases in a locked classroom prior to entering the media center. Food and beverages are prohibited in the media center.

Media Center specialists will provide all faculty and staff with the class schedules for both secondary and post-secondary classes.

A current listing of AV materials related to specific curriculum areas is prepared and distributed to instructors each fall with updates provided when new materials are added. Additional copies of these lists are available.

Each teacher is also given a listing of the videos related to computers, operating systems (Windows), and computer software programs. Computer resources and Internet connections are available in the media center. Teachers may request that tutorial software related to their program be purchased and installed on the media center's computers for student use.

Teachers taking college classes are encouraged to use the media center resources when completing assignments or researching information. The Vice-Principal of the High School has the administrative responsibility for the Media Center Staff and operations.

OFF-CAMPUS USE OF SCHOOL BOARD PROPERTY

School board employees are responsible for the protection, maintenance and condition of school board property under their care. Employees may with prior approval seek to borrow for a limited time school board property. In such cases an M-DCPS property request form must be filled out by the individual requesting the item(s) listing the property control and serial number, employee's name and address and purpose for signing-out the property. All property **must** be returned to the Media Center at the end of each school year.

PARKING

All instructors should park in the designated faculty and staff parking areas located around the various buildings. Please observe the "**No Parking**" signs for safety reasons. The instructor is also responsible for advising his/her students as to where they may park. For security reasons and convenience, the instructor should have their students' park in a parking area closest to the building where his/her class meets.

Parking lots north of building "C" and building "E" will be reserved for Miami Lakes Educational Center faculty, staff, and H.S. students. Student parking will be restricted to parking lots on the west side of buildings "B", "C" and "D". Parking is on a first come, first served basis, except for reserved "yellow marked" areas reserved for designated personnel. Visitors will only be allowed to park in designated visitor spaces, and in the "swale area" adjacent to the north gate.

Please do not park:

- in handicapped parking spaces
- in reserved parking spaces
- in the parent drop-off circle
- in the school bus area

Faculty/staff members may obtain parking permits from designated administrative personnel on a needs basis. Security personnel will patrol faculty/staff parking areas and conduct periodic safety checks to insure the safety of parked vehicles. It is the responsibility of staff members however, to make sure that car headlights are turned off, doors are locked, and valuables are secured before leaving their vehicles.

PAYROLL AND PAYROLL CHECKS

Full-time instructors are paid according to the current salary schedule as approved by the Dade County School Board. Part-time instructors are paid for actual class contact time according to the pay schedule for hourly employed instructors. Pay checks are issued bi-weekly on Friday. Checks may be picked up in the main office. Each employee must sign a register before receiving his/her check. If an error has been made on the pay check, you should immediately notify the payroll clerk. **Please do not call the Payroll Department at the Central School Board Office.**

PERFORMANCE EXCELLENCE COUNCIL

The representation on the Performance Excellence Council (PEC) includes persons representing instructional, clerical, support services, community advisory members, students and administrative staff.

The PEC meets as needed to deal with issues that have school wide impact. Items for consideration for the council agenda must be submitted on the approved Agenda Request Form one week prior to the scheduled meeting.

PERSONNEL FILES

Personnel files are confidential and are secured in the Principal's Office. Access to your file may be solicited through the Principal's Secretary with a 24 hour advanced notice.

PHONE EQUIPMENT PROBLEMS

A Request for Assistance Phone form is to be used whenever users experience telephone communication problems. Completed forms should be forwarded to Mr. John Mixon's office for corrective action.

PROPERTY CONTROL (Inventory/Audit)

Equipment valued at \$1000 or more are assigned a Property Control (PC) number for identification and inventory purposes. The school is responsible for equipment listed on this inventory monthly. Please do not alter or remove property control numbers on equipment, furniture, etc. that has been assigned a property control number.

Equipment with PC numbers should not be moved from the area for which it was purchased or to another location within the school before completing the proper "transfer of equipment" forms. See Building Administrator for procedures.

Annually, auditors from the District Property Control office conduct an on site inspection of the school to verify the status of equipment with PC numbers.

Surplus, obsolete or irreparable equipment with PC numbers must be disposed of using the proper forms and procedures (See building administrator responsible for equipment in your building).

The principal is responsible for the total school equipment inventory. Each program administrator and all department heads will assist their program administrator by conducting two equipment audits in the fall and spring, and maintaining and up-to-date, accurate equipment inventory for their department.

Beginning in August 2005, teachers are responsible for specific PC'd equipment and will have to inspect issued items quarterly to verify the condition and location of this equipment. Reports will be submitted to a designated administrator for verification.

PUBLIC ADDRESS SYSTEM

Only an administrator or an appointed member of the staff is permitted to use the P.A. system. Instructors wishing to make an announcement must submit the information in writing to an administrator or get prior approval.

PUBLIC TELEPHONE USE

Public telephones are located in the student lounge areas in Buildings "A" and "B" for student use.

PURCHASING SUPPLIES PROCEDURES

Submit all requests for materials and supplies to your department head or program administrator on (REQ-4) Item List form or the new downtown purchase requisition form. Use a separate form for each vendor; provide all information requests including precise and complete descriptions of all items listed and the current cost of all items as well as any installation cost.

REPORTING CRIME AND DISRUPTIVE BEHAVIOR

All employees of the Miami-Dade County Public School System are under an affirmative duty to report any criminal act and/or disruptive behavior occurring on School Board property to the responsible administrator or designee. This administrator has the responsibility to conduct an immediate investigation of the allegation and, upon verification of a criminal act and/or other law violation, report to the appropriate police agency and to the Miami-Dade County Schools Police Department (SIU). (School Board Rule 6Gx13-4A-1.21). The Miami-Dade County Schools Police Department (SIU) will also determine the extent of follow-up by Investigative Specialists.

Students have the responsibility to report to the teacher or principal any criminal act or disruptive behavior occurring on the school premises. All students should be notified annually of this responsibility. (See Appendix F)

REQUESTS FOR COMPUTER/TECHNOLOGY ASSISTANCE

Appropriate forms are to be utilized whenever there is a malfunction involving the use of a computer, monitor, printer, program, Internet or e-mail Region. Completed forms should be returned to the school site computer technician, Leonardo Cabrera or Mr. John Mixon's Office for follow-up action.

REQUESTS FOR MEETINGS AND USE OF FACILITIES

A Use of Facilities Request Form is to be completed and submitted to the Principal's Office at least 10 days prior to the date of the scheduled activity. Approval signatures are needed from the food service coordinator and an on-site administrator, prior to final approval from the school site principal.

SCHOOL SECURITY

Any suspicious person observed on the MLEC campus should be reported immediately to school security personnel and/or an administrator. Do not attempt to handle these situations yourself.

All classroom and shop areas must be secured at all times while classes are in session and at the close of the school day. Be sure doors are locked and equipment is properly secured when leaving area.

Any accident, vandalism or damage to personal property should be reported to the school's administration as soon as detected. It is the student/instructors responsibility to report the incident. An Assistant Principal for the High School has the administrative assignment over school security personnel.

SPECIAL TRAINING

Miami Lakes Educational welcomes the opportunity to provide special training whenever the need arises. Special training is designed to meet a curricular need that may be extracted from an already approved curriculum. A request can be made for special training for a curriculum, which has not yet been prepared.

STORES AND DISTRIBUTION (S&D) REQUISITION WORKSHEETS

Stores and Distribution **Purchase Requisition Worksheets** are special forms used to purchase textbooks, custodial supplies, copy paper, financial forms and other limited school related material.

STUDENT HEALTH CARE

The school does not have facilities or personnel to render medical assistance. If a student has a medical problem that might result in an emergency situation, the instructor and Student Services Department should be notified when the student initially enters the class. School officials will not call for an ambulance but will call the fire rescue. The fire rescue personnel will make the decision as to the need for an ambulance. If an ambulance is dispatched, the student requiring the medical attention is responsible for all costs incurred.

STUDENT'S RIGHTS TO KNOW

The Family Educational Rights and Privacy Act became Federal Law in November of 1974, and was further revised in 1975 and 1976. The intent of this law is to protect the accuracy and privacy of student's educational records. Without the prior consent of the parents or eligible students (over 18 years of age), only parents or such students and authorized individuals having legitimate educational interest will have access to a student's educational records. Students may examine their records by appointment in the Guidance Office.

STUDENTS WITH DISABILITY

Section 504 of the Rehabilitation Act of 1973 states that "No qualified handicapped person, shall, on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal assistance". A disabled individual under Section 504, means **any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded of having such impairment.** If it is determined that an individual is a qualified person with a disability, then **the school will develop a 504 Accommodation Plan to ensure equal access to the instructional program.**

TEACHER EDUCATION CENTER (T.E.C.)

The Board and the Instructor's Union jointly agree that a Teacher Education Center shall be established to operate in the Miami-Dade County Schools.

The Board and the Union jointly agree that the purpose of the Teacher Education Center is to provide instructors and paraprofessionals with a greater opportunity for involvement in the development of curricular programs, experimental programs and joint programs with universities to improve the effectiveness of instructors, paraprofessionals, and the instructional program in the Miami-Dade County Schools.

TRESPASSING

Loitering or trespassing in or near a public school is prohibited by law. Students who have been withdrawn from school will be considered trespassing unless they return for school business and report directly to the office.

USE OF SCHOOL FACILITIES

The building facilities may be made available to qualified community organizations on a space available basis. A general statement of policy is contained in Board Rule 1D-1.01.

VENDING MACHINES AND STUDENT LOUNGE AREAS

The cafeteria and vending machine areas are the only areas in the school designated for eating and drinking. Vending machines are located in the student lounge areas of "A" and "B" buildings, in the "F" building cafeteria, and outside "A" building near the basketball court.

The receipts from the vending machines are deposited into the schools' internal fund account and are used to cover miscellaneous expenses, i.e.; advertising, instructional supplies from bookstore, incidental maintenance supplies and a portion of the monies are allocated for the schools' hospitality fund.

VISITOR'S PASSES

Post-secondary: For security purposes, only students, staff, and school system personnel are permitted on the school grounds. All others must obtain a VISITOR'S PASS from the Registration Department in Building "A." The only exception to this would be those individuals who come to the school for special functions such as open house, graduation, or other similar special functions.

Secondary: Visitor's passes will be issued on a limited basis by attendance personnel in the Building "E" Student Services area. Such passes may be issued to parents attending an arranged conference, authorized school volunteers, and individuals authorized by the administration. Persons not currently enrolled at the Miami Lakes Educational Center must obtain a "Visitor's Pass" while on school grounds for business other than registration. Passes will not be issued to friends and relatives (including younger brothers and sisters) unless the purpose of their visit is considered necessary and is approved by a member of the administrative staff.

WEAPONS SEARCH TEAM POLICY

Private security search teams have been contracted by the Miami-Dade County Public School District to conduct "random weapons searches" at all secondary and post-secondary school sites. "Safety Checks" will be conducted to insure the safety of faculty, students and staff for both the secondary and post-secondary divisions.



**MIAMI LAKES EDUCATIONAL CENTER
SITE SPECIFIC STAFF HANDBOOK**

**SECTION 4
POLICIES AND PROCEDURES**

SECTION 4

POLICIES AND PROCEDURES

OFFICIAL PROCEDURES FOR THE COMPUTERIZED ATTENDANCE REPORTS

This guide serves as the official source of instructions delineating the procedures for the biweekly attendance reports. These procedures, which are dictated by the State Department of Education for all adult, vocational, and skill centers, must be followed when completing the computer generated attendance reports.

The following Florida statutes contain pertinent facts in reference to keeping attendance records and are furnished for your information.

- 232.21 ATTENDANCE RECORDS AND REPORTS REQUIRED: All officials, teachers, and other employees in public, parochial, denominational and private schools, including private tutors, shall keep all records and shall prepare and submit promptly all reports that may be required by law and by regulations of state and district boards under the provisions of law. Such persons named above shall make such reports available as may be required by the state board. The computerized Attendance Report shall show the absence or attendance of each student enrolled for each school day of the year. The register shall be open for inspection by the superintendent or attendance assistant of the district in which the school is located. Violation of the provisions of these sections shall be a misdemeanor of the second degree, punishable as provided in the law.
- 232.22 FALSIFICATION OF ATTENDANCE RECORDS: PENALTY: The presentation of reasonable and satisfactory proof that any teacher, principal, any other school personnel or school officer, has falsified or caused to be falsified attendance records for which he is responsible shall be sufficient grounds for the revocation of his teaching certificate by the department of education, or for dismissal or removal from office.

These reports are to be kept on file for five years for audit purposes. You, as the instructor, are responsible for their accuracy. It is, therefore, essential that you adhere to the following procedures:

GENERAL INFORMATION

- Attendance must be completed daily at the end of each class period.
- Attendance reports for classes held on site may NOT be taken off school grounds.
- Attendance reports MUST be kept in your mailbox in "C" building. They need to be picked up from your mailbox every day before your class begins and returned to your mailbox at the end of class.
- Mark attendance NEATLY in blue non-erasable ink.
- Errors are to be lined through, corrected, and initialed. Liquid correction fluids (white out) or correction tape must NOT be used.

- Do not write below the pre-printed lines. (Only 16 names per page) If additional pages are necessary, please obtain them from Student Services.
- Print new students' names and ID's NEATLY on the attendance report exactly as they appear on the registration schedule.
- Do not sign attendance reports prior to taking attendance.
- Sign the attendance reports in blue ink at the END of the reporting period. Reports MUST be turned in no later than the last Friday of the current reporting period, at which point you would receive the attendance report for the following reporting period. *Off campus locations must turn in the reports by Monday following the end of the reporting period.*

RECORDING ATTENDANCE

Examine your biweekly attendance reports for the correct teachers' name course title, days, and hours of class meetings. Also, examine the report for the CORRECT reporting period dates.

- Make sure the student is registered in your class for the current trimester before entering their name on your attendance report. Ask each student for their Schedule Fee Receipt and match the reference number on the schedule with the number on your attendance report. Prior to adding the student to your class attendance report, you **must** check with the registrar to see if the student is registered in your class before you add their name on your attendance report. **INITIAL AND RETURN THE SCHEDULE TO THE STUDENT AS THEY WILL NEED IT FOR INCOME TAX PURPOSES.**

ABSOLUTELY NO STUDENTS SHOULD BE ACCEPTED TO CLASS WITHOUT THE PROPER STUDENT RECEIPT. Passes to class, when given are to be issued for one day only. Anything beyond one day must contain an administrator's signature and an expiration date. **Do Not** add these students to you official attendance report until you have seen and initialed their Schedule Fee Receipt.

OFF CAMPUS: Students will be officially registered and be able to appear on the Attendance Report when they fill out the *Data Input Form* and it is faxed to 305.231.5183, attention: Registrar. Please note that original must be submitted with the attendance reports.

- Verify the student information on the report. Any discrepancy such as incorrect spelling of names and social security numbers should be corrected immediately. Please send student to the office for any corrections.
- Check periodically with those students who do not have a Social Security number. Ask them to bring the card to the office as soon as they receive it. Our funding is diminished if the student does not have a social security number.
- New students might or might not be listed on your current biweekly attendance report, depending on when the report was generated and when the student registered. In blue ink enter the social security number and the student's name as follows:

PRINT: LAST NAME, FIRST NAME

- **ATTENDANCE CODES**

- E/(# hours) First day of Attendance - VOCATIONAL CLASSES, VPI, ABE, GED.
- E/P First day of Attendance - ESOL, VESOL, Community School and ABE classes at Job Corps.
- NS No Show – This code is only possible when a student’s name appears pre-printed on your attendance report, and he/she **HAS NEVER PHYSICALLY REPORTED TO CLASS IN THE CURRENT TERM.**
- A Absent – student is absent after having attended at least once.
- TR Transfer
- Re Re-entry after withdrawal due to absences within the current term. Add student to the roll after checking the new schedule (schedule is usually marked re-entry by cashier (date is the date printed).
- Class hours are to be reported in half hour increments.
 - Students attending less than ½ hour are not to receive credit for that day.
 - TARDIES: Tardy over 15 minutes – one half hour deducted.
Tardy over 45 minutes – one hour deducted.
 - Classes allowed to record “P” and “A” (Refer to item 1 and 2 – Attendance codes):
Students should be marked “P” regardless of the amount of time spent in class.

TRANSFERS

Transfers must be done through the student services office. The “departing instructor” or counselor will initiate a Transfer form. Transfer form is to be signed by the departing teacher, the receiving teacher, the counselor and the Student Services administrator. The signature of the Financial Aid Officer is required for all Pell and SFW students.

After these signatures are obtained, **student must report to the Student Services Office to complete the transfer process in VACS.**

Student must present a schedule listing the new class before the “receiving” instructor can enter student on the attendance report.

The “departing” teacher should receive the yellow copy of the transfer form indicating the date of the transfer. Mark roll “T”.

The “receiving” instructor should mark the roll “T/E”.

WITHDRAWALS

- VOCATIONAL CLASSES:** students are to be withdrawn on the day following the 6th consecutive absence or at any other time the student officially withdraws from school.
- In order to officially withdraw, student must report to the Student Services office.
- The “W” must be placed on the calendar day immediately following the 6th consecutive absence regardless whether class meets or not. (Even if the 7th day is a Saturday.

- D. **ESOL, VESOL, ABE, GED, VPI:** students are to be withdrawn on the day following the 4th consecutive absence.
- E. Items B, C, and D, apply as applicable.
- F. **NO SHOWS:** students must report to class by the third class meeting after registering. **Report no shows as N1, N2, W.**
- G. Absences are to be sequentially numbered when students are consecutively absent. Mark absences as A1, A2, A3, A4, A5, A6, W.
- H. **Carry over the number of absences or no shows to the new roll (A's or N's) to the next biweekly attendance report.** It should be recorded by the student's name.
- I. Always make a copy of your attendance report before turning it in.
- J. Hours attended must be correctly totaled for each student in the space provided.
- K. If class is cancelled for any reason (teacher's absence, etc), please indicate so in the column for that particular day.

REPORTING WITHDRAWALS AND NO SHOWS

Withdrawals and no-shows are to be reported on the **SAME DAY** a student withdraws by means of the Daily Withdrawal Form. Do not wait until the end of the week to turn in form.

Obtain forms from the Student Services Office.

When reporting withdrawals, fill in the date of withdrawal, name and social security number of student, your name and Class Reference Number. Mark as follows:

- WX – for withdrawals due to absences
- WN – for NO SHOWS

COMPLETERS: Do not carry completers for 6 absences. Place a “W44” on the day following the last day attended.

***W44= Adult student who left school with a Certificate of Completion.**

FEES AND CHARGES

- A full registration fee is charged from the first day of the trimester through the 21st day.
- Seventy-five percent (75%) of the fee is charged from the 22nd through the 49th day.
- Fifty percent (50%) of the fee is charged from the 50th day through the end of the trimester.
- Students registering for the short-term classes will pay a course fee based upon the duration of the course and the total hours of the class.

PARTIAL PAYMENTS

Partial Payments are offered to students in most vocational courses. The first payment, which is due at the time of registration, is 60 % of the total tuition fee. The first payment must include any special

material, insurance, testing and picture identification fees in addition to the 60%. Please check with the Student Services Department regarding the amount of partial payment due.

Partial payments are due no later than the end of the sixth week of the trimester. Students who do not fulfill their financial obligations by the due date will be withdrawn and will not be re-entered until such obligation has been paid. Please note that students must provide a validated, paid in full schedule or an official approved partial payment extension.

No partial payments will be issued for Community School classes.

No personal checks will be accepted for tuition. The following are acceptable forms of payment: cash, cashier's check, money order, VISA, or Master Card. Company checks are accepted provided it is a local check and the name of the company if imprinted on check. Check must be for the exact amount.

REFUND, WITHDRAWAL AND TRANSFER POLICY

1. Upon withdrawal, fees are refunded as follows:
 - a) After registration but before classes begin: full refund.
 - b) After the class begins but without the student attending class: full refund.
 - c) Before the end of two full weeks (14 calendar days) after registration: 50% refund. (If student attends any portion of a class they will only receive 50%).
 - d) After two full weeks (14 calendar days): No refund.
 - e) Refunds are issued by check or credited to the student's credit card, depending on how the tuition was originally paid.
2. Withdrawal for administrative reasons:
 - a) If the student is withdrawn from the school as a result of administrative action, not involving disciplinary reasons, the student is entitled to a prorated refund.
 - b) If a student is withdrawn from the school as a result of administrative action, involving disciplinary reasons, the student is not entitled to a refund.
3. Withdrawal because of class closing:
 - a) If a class is closed due to low enrollment and cannot be combined with a similar class, the student may transfer to a similar class in another Miami-Dade County Adult Education Center without further charge.
 - b) If neither of these options is acceptable, the student's fees will be refunded on a prorated basis.
4. Students transferring to a higher priced class will be required to pay the difference at the time of the transfer. Students transferring to a lower-priced class will be entitled to a refund of the difference if the transfer occurs within two weeks of the date of registration.
5. Title IV programs withdrawal policy is in accordance with Federal guidelines.
6. Community School Classes are subject to minimum number of enrolled. Full Refund will be granted to students in the event that the classes are closed prior to the 1st day. Please note that there will be no refunds issued after the 1st day of class.

WAITING LIST

When classes are filled to capacity, a chronological waiting list of eligible students is maintained. As space becomes available, the prospective student's name is advanced in order.

CERTIFICATE OF COMPLETION/CLEARANCE FORM

Certificates will be issued to students who successfully complete all program and test requirements. The instructor, program administrator, media center, Technical Resource Center (IMTS- SAIL) lab, financial aid and the student services department must sign the Clearance Form indicating that all program/school obligations have been met before a certificate is issued to a student. A copy of the progress chart and TABE scores must be attached to the clearance form. Students who have successfully completed all course requirements including basic skills requirements of the program will be issued a certificate of completion which includes the name of the technical program and the total hours of the course or program.

State Board of Education Rules identify the basic skills requirements for the post secondary adult technical education programs. These requirements are as follows:

All students who are enrolled in a career and technical (vocational) program of 450 hours or more, except where indicated, shall complete a basic skills test within the first six (6) weeks from the time of entry (enrollment) into the program. The examination designated by Miami-Dade County Public Schools is the Test of Adult Basic Education (T.A.B.E.). The exceptions being:

1. Students possessing an Associate of Applied Science degree or higher, or who have passed the College-Level Academic Skills Test (CLAST) and/or who are exempt from the college entry-level examination do not require basic skills testing. Students must present an official copy of the degree, transcript, and/or documentation of test scores as evidence of the above.
2. Students enrolled in programs of 450 hours or more that require a state, national, or industry licensure exam as identified by the Department of Education, Workforce Education, for employment must be tested initially. If upon program completion, the student documents passage of the licensure exam, the basic skills exit requirement is waived.

Minimum basic skills grade levels in reading, mathematics, and language are defined for each technical or vocational program. These basic skills are exit requirements from those programs, not entry or placement (see program description for required basic skills levels)

- Students who lack the required minimal level of basic skills as measured by the designated examination shall be provided with instruction specifically designed to correct the deficiencies.
- Upon completion of the instruction which is tailored to meet the individual needs, students shall be retested by using the same examination that was used for initial testing.

Adult students with disabilities may require testing modifications. Consideration of modifications, however, requires the student to provide written documentation verifying the disability. Testing Modifications may include:

- Flexible scheduling
- Flexible setting
- Flexible responding
- Flexible presentation

A graduation ceremony is held each trimester to acknowledge program completers; family and friends are invited.

CHILD ABUSE AND DISABLED OR AGED ADULT ABUSE (LAW)

Under Florida law, school instructors and other school officials are **legally obligated** to report suspected child abuse and disabled or aged adult abuse directly to (DCF) Department of Children and families authorities. Florida law protects those reporting such abuse in two ways--immunity from liability and

confidentiality. Anyone making a report in good faith is specifically immune from any civil or criminal charges that might result. Reports can be made by calling 1-800-962-2873

CHILD CARE CENTER

Miami Lakes Educational Center operates a childcare center, which is part of the Child Care Training program for the high school program. At the child care center, currently enrolled daytime students and staff with young children between the ages of 18 months and 5 years may apply to utilize this service subject to availability for a nominal fee. The childcare center operates from 8:30 a.m. to 2:30 p.m.

CLASS ROSTER

The Class Roster, is a record of your students' telephone numbers and addresses. It provides a means for you to contact your students in the event of an emergency. This Class Roster should always be kept in the folder with your attendance report.

CLASS PARTIES

School Board Policy prohibits class parties: however, observance of special events such as birthdays, special achievements, etc. may occur within limitations established by a member of the school's administrative staff. Class parties are to be held in either the C or F cafeterias.

STANDARD OF CONDUCT

The primary objective of Miami Lakes Educational Center and the Miami-Dade County Public Schools is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school environment be free of disruptions which interfere with the teaching and learning activities. The student's conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships. A good learning environment provides order and discipline as evidenced by the absence of distractions, frictions, and disturbances which interfere with effective functioning of the student, the class, and the school. It is also the presence of a safe, friendly, yet businesslike atmosphere in which student and school personnel work cooperatively toward mutually recognized and accepted goals.

Students may be expelled for conduct reflecting discredit to the students, the Center, or the community. Some behaviors that will be considered grounds for dismissal of a student are as follows.

The following will be considered grounds for dismissal of students:

- Profane or indecent language and behavior.
- Open defiance of authority of a staff member.
- Violence against personal property.
- Defacing or destruction of public property.
- Attending class under the influence of alcohol, illegal mood modifiers, or the possession of either.
- Smoking on school property.
- Improper conduct causing disturbances in the classroom, hallways, or other places on the school premises.
- Tampering with fire equipment, safety, and evacuation signs or setting off a false fire alarm.

- Failure to perform assigned classroom and/or laboratory cleanup duties.
- Unauthorized removal or willful destruction of tools and/or equipment.
- Possession and/or concealment of firearms, knives, explosives, inflammable materials, and/or any other items that may cause bodily injury or death.
- Having radios, musical instruments, or other musical reproducing devices on campus.
- Committing a combination of any of the violations listed on a continuing basis so as to interfere with the rights of others.
- Being on school premises under the influence of alcohol, sale of or distribution of mood modifiers or drugs.

**** Please be advised that this is not an all-inclusive list. For a more comprehensive list please refer to the Code of Conduct for Adult Students.**

COURSE OUTLINES

Each course has an approved course outline. The course outline lists all of the subject matter in blocks, units, topics, and sub-topics which are to be covered in the course. It is not necessary that the course outline be followed in sequence; however, students must demonstrate competency in all areas before they complete the program and are issued a certificate.

CURRICULUM FRAMEWORKS/STUDENT PERFORMANCE STANDARDS

Each technical program has a state-approved Curriculum Framework that is updated on a yearly basis with student performance standards designed to prepare students for employment or to provide supplemental training for persons previously or currently employed in the occupational area. All intended outcomes or student performance standards must be mastered or demonstrate a passing grade before a student completes a program and is issued a certificate.

FINANCIAL AID

Students enrolling in certificate programs of more than 600 hours may qualify for financial aid to assist them in meeting their expenses. The programs consist of grants, loans. For additional information and applications, see the Financial Aid Officer located in Building AA@.

FOREIGN STUDENT ASSISTANCE

A Foreign Student Advisor is available to assist Visa students with immigration problems. The advisor is located at 489 East Drive, Miami Springs, Florida. 33166, telephone (305) 883-1445. VISA students **must** be registered with the Division of Foreign Students.

GUIDANCE

Miami Lakes Educational Center provides an organized and effective guidance program to serve all students. The Post-secondary staff consists of four counselors and a financial aid officer. This program assists students in solving social and personal problems and in making educational and vocational plans with respect to their training.

Students are encouraged to see a counselor whenever they need assistance. A student may make arrangements for a conference by stopping by the Guidance Office and completing a "Conference Request."

The Guidance Office is open from 8:00 a.m. to 9:30 p.m. Monday through Thursday and on Fridays from 8:00 a.m. to 6:00 p.m. Students are encouraged to use the guidance services to review pamphlets on employment, vocational training, etc.

SKILLS FOR THE ACADEMIC, VOCATIONAL AND ENGLISH STUDIES (S.A.V.E.S)

S.A.V.E.S is a federally funded project that provides services to individuals granted asylum and refugees from any country who meet the eligibility criteria. S.A.V.E.S. clients receive assistance with scholarships, textbooks, bus passes, and childcare costs. This is an innovative program that meets the educational needs of adult refugees from all over the world. The following documents must be provided to determine eligibility in the program.

- Parole (I-94)
- Social Security Card
- Passport
- Asylum Letter
- Driver's license or Florida Identification card
- Any other immigration documents that you may have

For more information on the S.A.V.E.S program contact Mr. John C. Hazelton, Jr. at (305) 557-1100 ext. 2215.

ABILITY TO BENEFIT

It is the philosophy of Miami Lakes Educational Center to offer technical education to every prospective student. However, it is recognized that not everyone is ready to immediately benefit from the training offered.

Therefore, the following procedure has been established to ensure that students have the "Ability-to-Benefit" from our programs:

1. If students have a high school diploma, they are presumed to have the "Ability-to-Benefit".
2. If applicants do not have a high school diploma, the counselor will arrange for students to take an approved standardized test to determine the "Ability-to-Benefit".
3. If test scores so indicate, remedial classes will be added to the "Ability-to-Benefit" students' curriculum of study until the prescribed remediation is completed.
4. Applicants will be allowed to retake tests as prescribed by district policy.
5. Students admitted under the "Ability to Benefit: may have their eligibility for certain types of financial aid affected by their test scores.

GRIEVANCE PROCEDURES

PURPOSE

The purpose of this grievance procedure shall be to settle equitably, at the lowest possible administrative level, differences and issues relating to school policy. This procedure does not apply to alleged discrimination relating to race, sex, disability, or other federally legislated civil rights. The proceedings shall be kept as informal and confidential as may be appropriate at all levels of the procedure.

DEFINITION

An informal grievance is an alleged violation, misunderstanding or misinterpretation of school policy by any member of the student body. Each grievance level shall be observed and used in proper order. Exceptions may be made in emergencies.

LEVEL ONE (INFORMAL PROCEDURES)

The aggrieved person must first discuss their grievance with their immediate supervisor with the objective of resolving the matter informally. It is acknowledged that the teacher is the student's immediate supervisor. The aggrieved person and the supervisor shall confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. If, as a result of the discussion between the complainant and the supervisor, the matter is not resolved to the satisfaction of the complainant, then within five (5) days the aggrieved person shall set forth the grievance in writing to the administrator of Student Services. Ask Student Services for appropriate documents for complete information:

- a. The nature of the grievance.
- b. The result of previous discussion.
- c. Dissatisfaction with decisions previously rendered.
- d. The administrator of Student Services shall communicate the decision to the aggrieved in writing within three (3) school days of the written grievance.

LEVEL TWO (FORMAL PROCEDURES)

Formal grievance procedures for students apply to those situations in which students believe themselves to be victims of discrimination based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability. These formal complaint procedures also apply to situations in which students believe themselves to be victims of harassment, including sexual harassment. If the aggrieved student is not satisfied with the disposition of the grievance at level one, they may within five (5) days present their grievance to the principal. The principal and the aggrieved will meet and the aggrieved may have representation present, if mutually agreed upon. Within five (5) days of the meeting, the Principal should render a decision. A copy of the decision shall go to the aggrieved and all others involved.

If the aggrieved person is not satisfied with the disposition of the grievance at level two, he/she may file the grievance in writing to:

Region Center 1 Office
Miami-Dade County Public Schools
733 East 57 Street
Hialeah, Florida 33013
305-687-6565

This must be done within five (5) schools days after the decision from level two.

VOCATIONAL PREPARATORY INSTRUCTION LAB (VPI)

The Technical Resource Center lab (TRC) is a vocational education special instructional program designed to support students who score below the state required skill levels for the job preparatory program in which they are enrolled. These students must receive remediation and achieve the state mandated level before they are eligible for a certificate.

Vocational students in programs of 450 or more hours are tested within the first six weeks of program entry. If their test scores fall below those required by the state, they are referred to the TRC lab for remediation. A diagnostic test identifies the student=s strengths and weaknesses. TRC remediation materials address these weaknesses and individual prescriptions allow the student to concentrate on a particular area.

Students are scheduled to the lab by the TRC staff and the remediation is conducted during regular class time. Students are supervised and guided by the TRC instructors. Students progress at their own pace and are retested at intervals to determine their progress. Upon attainment of the required skill levels, students may continue to work to attain higher sill levels if space permits and they so desire.

INDUSTRIAL COOPERATIVE EDUCATION (I.C.E.)

Any student who has completed at least 50% of a Trade and Industrial training program and has obtained employment in the field of training may be recommended by his/her instructor for the industrial Cooperative Education (I.C.E.) Program. Students who qualify for the I.C.E. program should be referred to the appropriate administrator for proper processing.

LAB AND SHOP MAINTENANCE

It is suggested that the instructor develop an acceptable plan of tool control in checking out and checking in tools for student use. All tools and materials should be accounted for daily.

Students in specific shop areas are responsible for housekeeping duties. The work area shall be maintained in a safe and clean condition.

The instructor is **directly responsible** for safety in the shop and classroom. The instructor is responsible for maintaining student safety files, instructing students in safe work habits, and maintaining a safe work environment.

Defective or otherwise unsafe equipment must be brought to the attention of the program administrator. Equipment bearing a PC number must be identified, tagged, and surveyed according to Miami-Dade County Public Schools= policies. Do not dispose of tools unless directed to do so by the program administrator.

LOST AND FOUND

All lost and found articles should be turned in to the Student Services Office. If an individual loses an item on campus, it must be reported to the Student Services Office as soon as the item is discovered missing. A detailed description must be given of all lost articles when reported.

SCHOOL ACADEMIC YEAR

The school year is divided into three trimesters, each approximately 15 weeks in length. The first trimester begins in August 8, 2005 and ends in November 21, 2005. The second trimester begins November 23, 2005 and ends in March 24, 2006. The third trimester begins in March 28, 2006 and ends in July 18, 2006 (see school calendar).

STUDENT CLEARANCE PROCEDURE

Please refer to Certificate of Completion. (See page 4-5).

STUDENT DRESS CODE

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 or grooming before entering the classroom or be sent home by the principal. Failure to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall subject the student to appropriate disciplinary measures including suspension.

Cleanliness, personal appearance, and proper dress are important in setting the pattern of school and social conduct. There is considerable evidence to indicate that there is a close relationship between pupil dress and pupil behavior. Our school is judged by our appearance. Consequently, good and proper grooming should be encouraged at all times. School should be thought of as one's place of business where good grooming is essential. Miami Lakes Educational Center has adopted and enforces the following "dress for success" guidelines.

- Hats and sunglasses are not permitted.
- Shorts are not permitted.
- Shoes and sandals must have heels. No thongs, slippers, etc. are permitted. Safety shoes are recommended for industrial shop area.
- No tube tops, see-through blouses, bare backs, bare midriffs, fish net jerseys, halter tops, or tank tops are permitted.
- No written messages or pictures or symbols on clothing which portray messages related to drugs, alcohol, smoking, sex, or profanity.
- No clothes with metal studs, ornaments, or other objects which could scratch furniture or cause damage may be worn. Metal cleats or shoe taps are not permitted.
- Mini-skirts and "cutoffs" are not allowed.
- Non school-related items such as weapons, beepers, radios, Nintendo cartridges, or other game-related items should not be brought to school.
- Cellular phones may only be used before the start of school and/or after dismissal.
- Valuable items (jewelry, cameras, etc.) should not be brought to school. School staff cannot be responsible for the safekeeping of such items.
- Students will adhere to all additional dress requirements as defined by their selected programs.

STUDENT PICTURE IDENTIFICATION CARD

A valid Miami Lakes Educational Center picture identification card must be worn at all times and displayed above the waist and must be shown to school officials upon request. This card must be presented whenever requesting refunds, when using school facilities such as the Media Center and the Student Bookstore, and when registering for future classes.

Student I.D. cards are obtained by paying a nominal fee of \$5.00 at the time of registration and a renewal fee of \$5.00 every trimester they are enrolled. The same picture ID will be retained throughout the program. Lost cards should be reported to the Registration Office immediately. There is a \$5.00 replacement charge. In the event a student is suspended, expelled, or withdrawn from a class, the I.D. card must be returned to the Student Services administrator.

STUDENT INSURANCE

Student Accident Insurance is available to all students registered in classes at Miami Lakes Educational Center. The student must purchase this insurance directly from the insurance company. The forms for the insurance coverage are available from the registration department located in Building AA".

NATIONAL VOCATIONAL-TECHNICAL HONOR SOCIETY

MLEC has a local chapter of the NV-THS. The honor society is a nonprofit, honor organization for students enrolled in occupational, vocational-technical programs. Membership qualifications are set by the MLEC committee. Candidates for NV-THS should be **students who have good character, creditable achievement, exhibit leadership, and who plan to pursue a career in their field of vocational-technical study**. All candidates for membership in NV-THS must be approved by the school steering committee.

The purpose of NV-THS is to promote service, leadership, honesty, career development, and skilled workmanship; to reward student achievement; to encourage and assist student educational and career goal setting; to promote a stronger linkage between local vocational-technical institutions and business and industry; to promote the image of vocational-technical education in America.

Instructors interested in nominating outstanding students for the National Vocational-Technical Honor Society should contact the school sponsor.

ORGANIZATIONS

HOSA. Health Occupations Students of America is nonprofit local, district, state, and national organization for all students in secondary and post secondary schools and colleges enrolled in health related programs. The purpose of **HOSA** is to provide leadership skills and vocational competencies in health occupations. **HOSA** is an integral part of the instructional program and promotes a sense of civic and personal responsibility.

SKILLS USA-VICA. (Vocational Industrial Clubs of America) is a nonprofit, local, district, state, and national organization for all students in secondary and post secondary schools enrolled in trade and industrial education programs. The purpose of Skills USA-VICA is to provide opportunities for secondary and post secondary students to develop vocational competencies for trade and industrial occupations. Skills USA-VICA is an integral part of the instructional program and promotes civic and personal responsibility.

CONTINUING WORKFORCE EDUCATION STUDENTS

Continuing Workforce Education students are students registered in a program for the express purpose of improving or upgrading specific skills within the occupational area. These students are identified by a category 15 on the registration receipt, attendance report and final class report. An individual class outline specifying the skills to be taught needs to be on file for auditing purposes for each Continuing Workforce student.

VETERAN STUDENTS

Any student classified as a veteran must be withdrawn on the **THIRD** absence of each month **OR** after 15 hours have accumulated. These absences do not have to be consecutive.

If a veteran student is absent for any portion of the 15 hours within a given month and transfers to another veteran approved course within the same month, the receiving instructor must obtain his/her attendance record from the previous instructor and add any additional hours absent to those accumulated prior to the transfer.

A "V" is placed in the classification column of the preprinted attendance report to indicate that the student is a veteran. Veteran students withdrawn from the attendance report must see a counselor before reentering class. Instructors are not permitted to reenter a veteran on the class attendance report unless a valid reentry slip is presented.

A veteran is not permitted to reenter a class on veteran status after being dropped for 15 unexcused hours of absence until the following month. The only exception to this rule is when the veteran presents proof of medical attention, court appearance (subpoena's only), or death in the family (letter from mortician). In order to be excused or reentered for these reasons, proof of such absences must be presented to the Veteran's Clerk the day the veteran returns to school, regardless of whether it is the first, second, or third absence for the month. If a veteran brings in a medical excuse signed by the doctor, it must cover every day absent from class. For example, an excuse stating a veteran was under the doctor's care from the 10th of the month to the 17th of the month will not suffice. It must state EACH day and date the veteran was absent. These excuses will be kept in the Veteran's Permanent Record File in the Registration Office.

WE ARE REQUIRED BY LAW TO DROP VETERANS FROM CLASS BECAUSE OF POOR ATTENDANCE OR LACK OF PROGRESS.

- **NOTE:** The veteran's attendance is maintained on a computer network and total benefits are reduced as the number of absences increases. Because of the attendance system, the veteran's counselor must have access to the instructor's attendance records at all times. Instructors must store their attendance records in their designated mailboxes. The Veterans Office is located in the Registration Department. A clerk is available to help veterans from 10:00 a.m. to 5:00 p.m. Monday through Friday.

VISA STUDENTS ATTENDANCE

Visa students are under special regulations issued by the Immigration and Naturalization Service. They must maintain full-time status (25 hours per week of attendance) and satisfactory academic progress. Visa students must be referred in writing to the Guidance Department on their third unexcused absence within a month. Visa students who violate their probationary status may be dismissed from school and reported to the Immigration Service.

MIAMI LAKES EDUCATIONAL CENTER

SITE SPECIFIC STAFF HANDBOOK

~~SECTION 5~~

SECONDARY STUDENTS

SECTION 5

SECONDARY STUDENTS

STUDENT REGISTRATION, TRANSFER AND WITHDRAWALS

Senior High School students must satisfy admissions criteria which includes a residency requirement within Region Centers school boundaries. Prospective middle school students in grades eight in Region Center I middle schools, and ninth grade students residing within the American, Barbara Goleman, Carol City, Hialeah, and Hialeah-Miami Lakes Sr. High School feeder patterns must fill out an admissions application between October and January of their current school year to the start of the fall semester. Transfer students who satisfy admission requirements may only be admitted prior to the fall term. Exceptions may be granted through region waivers. Parent's withdrawing students from school are required to meet in person with the registrar, sign a release form and provide verification of a change of address. Teachers are required to fill out the "withdrawal card" information, which includes entries for attendance, grades, and the return of textbooks. If textbooks are not returned the teacher will sign "no" in the appropriate withdrawal card space.

ATTENDANCE PROCEDURES

Attendance Policy – Board Rule 6Gx13- 5A-1.041

Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students. In order to accomplish this goal, on April 18, 2007, the School Board of Miami-Dade County, Florida approved a new Student Attendance Board Rule, which is stated below.

The Attendance Review Committee



The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee and will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Convene a minimum of six (6) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing of quarterly, semester or final grades.
 - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 - (1) Make-up assignments
 - (2) Attendance probation for the following grading period(s)
 - (3) Completion of a school service project
 - c. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.
4. Review attendance history for student exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

Excused School and Class Absences and Tardies

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
3. Death in 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 event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and regional, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

TARDY TO SCHOOL

High School students arriving after 7:30 AM are considered tardy to school and must first report to the designated area to receive a tardy pass. After school tardy detentions will be issued to students accumulating four or more tardies. Students establishing a pattern of excessive tardies will be subject to counseling services and/or administrative action.

Tardiness—it is a reasonable expectation that in order for a learning activity to exist, each student must arrive to class on time (punctually). Accumulated unexcused tardies will be counted towards the threshold for initiating attendance review. Upon arrival to school late, the student must sign-in either tardy center located in the “C” Cafeteria or the Student Service Office located in the “E” building to obtain a tardy pass.

After the 3rd unexcused consecutive tardy:

- a detention will be issued and letter to parent

After the 5th unexcused tardy:

- Detention and referral will be issued and parent contacted

After the 10th unexcused tardy:

- Referral, mandatory parent conference and probationary contract with recommendation for their home school
-

Arrival/Dismissal

School Hours: 7:30 a.m. – 2:30 p.m.

STUDENT REFERRAL

Students exhibiting academic, attendance, or behavior problems should be referred by their teachers to the Student Services Department for counseling. Teachers are required to complete a counseling referral form (See Forms section) indicating the nature of the problem and what steps have been taken to address the issue(s).

DRESS AND APPEARANCE

Miami Lakes Educational Center (MLEC) is operating on a mandatory uniform policy. In order for students to be in compliance with our Dress Code, they are required to wear an “Academy Uniform” shirt bearing the particular academy logo. Listed below are the colors assigned to each.

Polo Shirt (Collared Shirt)

Health Academy

Red, White and/or Black (Logo red and white)

Entrepreneurship Academy	Forest Green and/or Maroon (Logo light blue and yellow)
Telecommunication Academy	Black and/or White (Logo black or white)
Industrial & Technical Academy	Navy Blue (Logo red and white)
Communication & Entertainment	Grey and/or Black (Logo Grey and/or Black)
Scholars' Academy	Light Blue and/or White (Logo: TBA)

Bottom- All Academies will follow the approved Miami Lakes Educational Center Dress Code.

- ✚ Slacks
- ✚ Jeans
- ✚ Skirts

*All pants or trousers, should fit properly and be secured at waist level.

Not Allowed:

- ✚ Shorts
- ✚ Bermudas
- ✚ Mini-skirts and "cut-offs"
- ✚ Oversized/baggy or low-hanging pants
- ✚ See through garments
- ✚ Mini-Skirts
- ✚ "Cutoffs"
- ✚ Mini dresses
- ✚ Halter tops, tube tops or tanks without over-blouses or shirts
- ✚ Shirts tied at the midriff
- ✚ Bare midriff outfits
- ✚ Fish net jersey or skirts
- ✚ Oversized/baggy or low hanging pants
- ✚ Spaghetti straps
- ✚ Hats, caps, or bandanas unless required by the special programs such as (Culinary Arts, athletics, or are worn for legitimate religious or medical reasons)

NOTE:

During the months of November thru February, we expect the weather to be sometimes cold. On those days, the uniform shirt must be worn on top of any other shirts.

Dress for Success

Students have a right to wear stylish clothes of their choice as long as they are appropriate for school, are not dangerous to health and safety, and do not distract or offend others. All students are expected to honor their responsibilities and behave in a way which respects the rights of all under the following rules:

1. Shoes must be worn at all times. Shoes must have a heel. For safety reasons flip flops, thongs, bedroom slippers, or any other type of backless/strapless shoe cannot be worn.
2. Special clothing may be required for health and safety reasons in certain programs such as physical education, technology education, science, and vocational education.

3. Clothing that exposes the torso or upper thighs are not allowed.

Here are examples of clothing which may not be worn: see through garments, mini-skirts, "cutoffs," or mini-dresses, halter tops, backless dresses, tube tops or tank tops without over-blouses or shirts, shirts or blouses tied at the midriff, bare midriff outfits and also fish net jerseys or skirts. Clothing which is not worn appropriately or not properly fastened or torn and is indecent will not be permitted. All pants or trousers, should fit properly and be secured at waist level. Oversized/baggy or low-hanging pants are not to be worn.

4. Garments, such as boxer shorts, bloomers, and bustiers, which were traditionally designed, as undergarments may not be worn as outer garments. Other clothing not allowed: leggings without over blouses that reach mid-thigh, tights, bodysuits, or hosiery including those with lace trim, and bicycle racing attire unless they are worn underneath dresses, skirts, or shorts of appropriate length. Appropriate T-shirts may be worn as outer garments. Tops or dresses with spaghetti straps are not allowed.
5. Students may not wear clothing, jewelry, buttons, haircuts, or other items or markings which are offensive, sexually suggestive or indecent, associate with gangs or cults, encourage use of drugs, alcohol or violence, or support discrimination on the bases of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background or sexual orientation.
6. Head coverings including, but not limited to, caps, hats, and bandanas are not allowed unless they are required for safety in programs such as Home Economics, technology education and athletics, or are worn for legitimate religious or medical reasons.
7. Curlers and other hair-grooming aids are not allowed. Personal grooming including, but not limited to, combing, brushing, spraying hair, and applying cosmetics is allowed only in restrooms and/or designated areas.
8. Any articles of clothing, jewelry, spikes, metal studs, ornaments, or objects that may cause injury or damage to furniture or walls are not allowed; including but not limited to, belts, bracelets or collars with spikes, heavy link chains and wallet chains.

Students who violate the dress code will be subject to one or more of the following consequences:

- ✚ Article confiscated and returned to parent/guardian only with warning or bring appropriate detention.
- ✚ Detention – Parent conference referral
- ✚ Suspension

9. Students attending a field trip must dress for success and/or wear academy shirts with student ID.

CLINIC

For secondary students the appropriate staff in the Student Services area will determine whether the student goes home or not. At no time during school hours should a student leave without receiving permission from the Student Services personnel. Only authorized persons listed on emergency contact cards will be permitted to sign-out students. Exceptions to this rule involve students 18 years of age or over that receive parental consent to sign-out students on their own accord. In such cases student

services personnel are required to receive written confirmation from parents and approval from the administration prior to the student's departure from school.

Teachers are required to report all injuries or accidents sustained by students during regular school hours. It is imperative that the supervising teacher or staff member witnessing the injury notify the student services office immediately and prepare and file an accident report with the respective building administrator.

HALL PASSES

No student is allowed in the corridors during the school day without an acceptable hall pass. Only official yellow school board approved hall passes will be accepted. For security reasons, teachers are not to issue hall passes to any student during the first 15 minutes not the last 15 minutes of any period. Additionally, passes are to very limited during lunch periods. Unless an emergency occurs, teachers are not to detain students en route to other classes. Under no circumstances is a teacher to hold a student in their classroom beyond the regular dismissal time without the written consent of the student's current subject area teacher.

TEXTBOOKS

State policy entitles students to be issued textbooks. The use of state-issued books is a privilege. It is expected that all students treat their textbooks with care. For that reason, teachers should require that textbooks are to be covered. Books that have been lost or misplaced must be paid for before another book is issued. In some classes, students will be required to purchase workbooks, lab manuals, or paperbacks. These books will become the property of the student.

STUDENTS IN PARKING LOT

Students may park in designated parking spaces only. Cars should be locked and all valuables removed. Cell phones, CD players, jewelry, lap tops, purses and wallets should be secured by the student. Students may not loiter in, on, or around cars in the parking lot during class time or during lunch recess. Students participating in authorized internship programs, however, such as the A/S program will be allowed to leave school in their vehicles at appropriate times. Students who violate these regulations are subject to suspension. Upon arrival to school, students are to leave the parking lot immediately and report to classes. At the conclusion of the school day, students are to go directly to their cars and leave campus.

GUIDANCE

Miami Lakes Educational Center provides an organized and effective guidance program to serve all students. The high school staff consists of three counselors, a career specialist, a college advisor, and a trust counselor. The program provides counseling services which address personal and social concerns. Counselors also assist students in making educational and vocational plans associated with graduation, training, and post-secondary education. Students are encouraged to see a counselor whenever they need assistance. A student may make arrangements for a conference by completing a "Conference Request" Form.

SUPERVISION OF STUDENTS

Students must be supervised by designated school personnel at all times throughout the school day and at all pre-approved school events. In instances where a teacher must leave his or her assigned students,

the teacher must make provisions for supervision by designated school personnel prior to leaving the room.

CELL PHONE POLICY

New Miami-Dade County Public School guidelines restricts cell phone use by students to the time before the start of the instructional day and after school ends. The school is neither responsible for the misplacement, loss or damage of cell phones by students. Students should safe guard cell phones brought to school and prohibit cell phone use during instructional hours.

USE OF CD PLAYERS, WALKMAN RADIOS, BOOM BOXES, CAMERAS, ETC.

Senior High School students are prohibited from using electronic devices such as CD players, walkman radios, portable boom boxes or still cameras during instructional hours (7:30 a.m. to 2:30 p.m.). Item accessories such as headsets, and CD's should not be brought to school except in special cases involving prior permission from a music instructor for authorized classroom use. T.V. production cameras and related motion picture equipment may be used in association with a class project or school program provided proper authorization has been granted. Still cameras, however, are not to be used during the instructional hours.

STUDENT LOCKER RESTRICTIONS

Student lockers located in the Building "F" Physical Education section, and Building "A" Cosmetology sections can only be utilized by students during their scheduled time in either physical education or cosmetology classes. Assigned students are not allowed to store "items for other students" nor enter the locker room areas before or after school to retrieve items.

USE OF OUTDOOR BASKETBALL COURTS, POSSESSION OF BASKETBALLS, SKATEBOARDS OR ROLLER BLADES ON CAMPUS

Students may use the outdoor basketball courts for athletic purposes only during scheduled physical education classes. In addition, students participating in authorized after school "Sports Club Activities may utilize the basketball area under the supervision of the club sponsor. In all cases students must stay within the boundaries of the basketball area, avoiding the "Bus Loop" area bordering the "F" Building. Students are not to bring basketballs to school. Possession or Use of Roller Blades or Skateboards on campus is prohibited. Violators will be subject to administrative action.

FIELD TRIP PROCEDURES INVOLVING SECONDARY HIGH SCHOOL STUDENTS

Trips for students are permitted if they have value in meeting the educational objectives, are directly related to the curriculum, or are necessary to the fulfillment of obligations to the interscholastic athletic and activity programs. When planning field trips, teachers must make sure that absences from school are restricted to the least number of hours and/or days possible. **The educational purpose and length of the field trip must be approved by the Principal.** Provisions for students to make up assignments for classes missed due to field trip participation must be in accordance with procedures outlined in School Board Rule 6Gx13-5A-1.0 (Student Attendance). A signed Parental Permission Form must be on file at the school prior to the student's participation in the activity. In addition to the parental consent form, a Field Trip Request Form must be pre-approved by the Activities Director and filed in the activities office at least

three weeks prior to the scheduled field trip containing the destination, purpose of the field trip, number of students, departure/return time and chaperone information. Chaperones must be 21 years of age or older, and receive prior approval from the Activities Director. The maximum ratio of students to chaperone is 15:1 for In-County field trips and 10:1 for Out-of-County field trips. **In all cases, copies of the Field Trip Roster must be updated and given to the Activities Director and the Attendance Office prior to the Field Trip departure.** Field trip sponsors are also obligated to contact the school site cafeteria manager in Building "F" to coordinate the preparation of bag lunches for students participating in the field trip on free or reduced lunch.

****PLEASE CONSULT THE ACTIVITIES DIRECTOR BEFORE PLANNING ANY FIELD TRIP.***

FUND RAISING POLICIES AND PROCEDURES

All fund raising activities must be screened and pre-approved by the Activities Director. Prior to conducting fund raising activities, Club Sponsors must: Fill-out an application for the fund raising activity (FM-1018) and all other relevant forms, submit forms to the Activities Director and wait for approval signatures from all relevant parties.

If a club sponsor must purchase merchandise in advance in preparation for a fund-raiser the club must fill out an **INTERNAL FUND PURCHASE ORDER** (FM-1012). Failure to obtain an Internal Fund Purchase Order with administrative approval before buying any item(s) will result in non-payment to the vendor(s) and non-reimbursement to the club sponsor. The club sponsor must file a **Student Activity Operating Report** within 10 days after the activity is completed and turn in this report to the treasurer for processing.

All fund raising activities involving the sale of food or beverage items cannot be sold during instructional hours. However, such items as cookies, donuts, pastries, pizza, and soft drinks may be conducted before and after school hours with proper approval. **RECAP Sheets** are to be used for all fund collections from students, faculty or staff. Collections of \$15 or more require use of a B.P.I. receipt. **ALL MONIES COLLECTED ARE TO BE DEPOSITED BEFORE 12:45PM THE DAY COLLECTED!**

LEP STUDENTS/META REQUIREMENTS

Teachers are required to utilize "ESOL Strategies" with Limited English Proficient (LEP) students assigned to regular classes. This may involve strategies that include rephrasing directions, translating written information, providing an interpreter or providing alternative audio/visual aides. Teachers should include ESOL strategies in their lesson plans accordingly. Professional Staff Development involving the application of ESOL strategies is available through **META** training. The META training requirement can be satisfied within a two-year period via the Teacher Education Center. Requirements vary for vocational and non-vocational teachers.

CHILD STUDY TEAM/COOPERATIVE CONSULTATION PROCEDURES

Child Study Team (CST) procedures are initiated whenever regular education students establish a pattern of failure in one or more academic areas. Initial procedures require documentation from the subject area teacher(s) requesting assistance. Assistance is initially provided at a CST meeting attended by the parent, student, ESE Department Chair, subject area teacher(s), school psychologist and/or an administrator to review concerns and consider alternative strategies for assistance. Additional CST meetings may be held to determine the effectiveness of strategies proposed or the need to conduct ESE related testing and evaluations. **Cooperative consultation procedures** facilitate communication between

non-ESE subject area teachers and ESE personnel. This articulation process enables ESE personnel to share alternative teaching strategies with non-ESE subject area teachers related to specific ESE students assigned to their classes.

CODE OF STUDENT CONDUCT

The Code of Student Conduct is in force during regular school hours, while students are being transported on a school bus to and from school, and at such times and places including but not necessarily limited to school sponsored events, field trips, athletic functions, and other activities where appropriate school administrators have jurisdiction over students. Code of Conduct violations must be documented on Student Case Management Referral forms (SCM's). Administrative action will vary depending on the nature and frequency of the violation. In all cases, teachers should attempt to contact parents by phone preferably before or after school, or during their planning period to discuss the violation.

PROGRESSIVE DISCIPLINE

Although certain codes of conduct violations warrant immediate outdoors suspension, attempts should be made to address code of conduct violations through alternative means. This may include teacher-imposed warnings, detentions, parent conferences, administratively assigned work detail assignments, and referrals to student services personnel.

CLASSROOM DISCIPLINE

Effective teachers provide a learning atmosphere that fosters self-discipline and self-control. They recognize the fact that students need structure and benefit from rules, which establish order and consistency. They are well-organized educators who recognize the individual worth of each student. In creating a checklist to prevent discipline problems teachers should consider implementing key strategies similar to those listed below:

- ✚ the establishment of a uniform set of rules and regulations for classroom use.
- ✚ the establishment of seating chart for each section.
- ✚ the practice of exhibiting courtesy and respect towards students.
- ✚ a policy of demonstrating fairness and sensitivity toward students.
- ✚ an atmosphere free of sarcasm and humiliating remarks.
- ✚ a policy that reinforces the value of achievement and honesty.
- ✚ a practice of establishing fair and equitable grading criteria using a variety of assessments.
- ✚ a practice of gearing assignments to the ability level of students.
- ✚ a practice of using a variety of activities, experiences and alternative methods in presenting a lesson.
- ✚ a willingness to meet, confer, and assist students during non-instructional hours.
- ✚ a practice of pausing to answer and explain questions.
- ✚ a policy of recognizing and rewarding students for exemplary improvement and achievement.
- ✚ a practice of providing motivational, meaningful and relevant lesson plan activities.
- ✚ a practice of providing stimulating warm-up and extended lesson activities at the start and conclusion of a lesson.
- ✚ the development of an enthusiastic approach to learning.
- ✚ a practice of encouraging all students to maximize their potential.

COMPREHENSIVE READING PLAN

Students in grades 1 through 12 are required to read a minimum of five books each grading period. In addition they must have a daily 30 minute independent reading period and a daily 30 minute independent reading home learning assignment. Credit for completing this reading requirement will be factored into the student's language arts/reading grade. **The independent reading requirement must be a school wide reading program not limited to the language arts/reading/ESOL or English classes.**

CORPORAL PUNISHMENT

The administration of corporal punishment in the Miami-Dade Public Schools is **strictly prohibited.** The school district has implemented comprehensive programs for the alternative control of discipline. These programs include, but are limited to counseling, timeout rooms, in-school suspension centers, student mediation, conflict resolution, parental involvement, alternative education programs and other forms of positive reinforcement.

OUTDOOR SUSPENSIONS

Outdoor Suspensions will be given to students whenever alternative measures to suspension and progressive discipline strategies have been exhausted. In addition, Outdoor Suspensions and/or Recommendations for Opportunity School placement will be given when serious Code of Conduct violations occur requiring such action. Indoor Suspensions will not be utilized at the Miami Lakes Educational Center. Outdoor Suspensions will be used in lieu of Indoor Suspensions as a consequence for serious comporment violations.

PARENT TEACHER COMMUNICATION

As per UTD Contract, Article XX, Section 11, 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 such cases teachers should contact parents by phone and/or arrange for a parent-teacher conference with student services personnel. Conferences should be arranged and coordinated with guidance personnel in student services and if possible with academy leaders. In all cases teachers must log teacher-parent conferences in their official grade book and specify whether such conference was in person, by telephone or through written correspondence. When parent contact is not achieved, evidence of attempts to contact parents should be recorded in the grade book and appropriate referrals made and submitted to student services/administrative personnel for follow-up.

INTERIM PROGRESS REPORTS

Interim Progress Report forms will be issued to Senior High School students on a scheduled basis at the midway point of each nine-week grading period. Teachers must record the interim grades in the electronic gradebook, and require students to sign a log verifying receipt of the interim report. It is the responsibility of the student to take home the top (white) copy of the interim report for parent signature. The bottom (yellow) copy will be collected by the last period teachers in either block 5 or block 6.

UNSATISFACTORY PROGRESS REPORTS

***NO FAILING GRADE CAN BE ISSUED UNLESS THERE IS RECORD OF NOTIFICATION.**

All instructional personnel must comply with the following policy for unsatisfactory progress reports: **Written notification must be sent home by the teacher to the parents or guardians at any time during the grading period when it becomes evident that the student is performing unsatisfactory in academics, conduct, or effort.** Minimally, such standardized written notification shall be sent home prior to the beginning of the eighth week of each of the four nine-week periods of the regular school year. Subsequent to the seventh week of the grading period, if an unanticipated reduction in performance becomes evident in academics, conduct, or effort, the teacher shall notify the parent or guardian. It is the teacher's responsibility to award a grade commensurate with the student's performance. Additionally, the teacher shall send to parents of all other students an "Interim Progress Report," at least two weeks prior to the end of each grading period. In order to minimize paperwork such notification shall be transmitted on a standardized checklist type of form with appropriate guidelines.

Although every attempt shall be made by the school to communicate directly with parents, the signature of a middle, or senior high school student on a progress report will constitute documentation that the report was issued with instructions to deliver it to the parent.

Parents/guardians of all students should be notified at any time during a grading period when it is apparent that a student may fail a course or is doing unsatisfactory work. If a formal failure notice (Unsatisfactory Progress Report) is not sent home by the end of the eighth week of any given grading period, it is assumed that the student is passing the course. Teachers should therefore prepare and submit Unsatisfactory Progress Reports on or before the eighth week in any given grading period. Teachers are further required to document and maintain a copy of the issued unsatisfactory progress notice issued to the student with a copy of the student's signature verifying receipt of the notice.

OPEN HOUSE/BACK TO SCHOOL NIGHT

Teachers may be required annually to attend two back-to-school night types of activities jointly developed by the Principal and the Performance Excellence Council.

STUDENT BUS TRANSPORTATION INFORMATION

All school bus passes and information regarding the student's eligibility to ride the school bus is handled by an administrator. For those who are eligible, the following information is valuable:

- ✚ Students may be transported to and from the feeder high school in county school buses.
- ✚ No student is permitted to ride a bus other than the one to which he/she is assigned. Temporary passes are not issued, and insurance coverage is in effect only for students registered to ride the school bus.
- ✚ The transportation department has an action plan for taking care of emergencies. In the event of a breakdown or late arrival, students must WAIT AT THEIR REGULAR STOP UNTIL A RELIEF BUS ARRIVES.

- ✚ If school transportation fails to pick-up a student at a designated bus stop and such action is confirmed by bus terminal personnel to be the fault of the driver, the absence is deemed to be excusable. However, students who report late to assigned stops and subsequently miss their bus and as a result, are absent from school will receive an unexcused absence for that day.
- ✚ If a bus driver turns in a misconduct report on a student, a warning letter is sent home to the parent advising that bus privileges may be suspended on the next offense. If the first offense is of a serious enough nature, the student may be suspended from bus privileges for the remainder of the year.
- ✚ The bus driver has absolute jurisdiction over all students in the bus. The Code of Student Conduct applies to students while riding on Miami-Dade County Public School busses. After school activities busses will be available to students participating in authorized school activities.

ORGANIZATIONS/CLUBS

Any student who is interested in participating in an organization must see the appropriate organization sponsor or the activities director for an updated list of active organizations.

In order for a student to participate in extracurricular activities, a student must meet the standards set forth by State statute and the Florida High School Activities Association.

Students must maintain a grade point average of 2.0 or above on a 4.0 scale in the courses required for graduation. Computation of grade point averages requires the inclusion of all applicable high school courses to which a forgiveness policy has been applied.

In addition, a student must have at least a "C" average in conduct for all subjects in the preceding semester. Honor and Honor Service Clubs may have higher grade point average requirements.



**MIAMI LAKES EDUCATIONAL CENTER
SITE SPECIFIC STAFF HANDBOOK**

**SECTION 6
PRODUCTION SHOP POLICIES
AND PROCEDURES**

SECTION 6

MIAMI LAKES EDUCATIONAL CENTER PRODUCTION SHOP POLICIES

GENERAL INFORMATION

Many vocational programs incorporate hands on activities in a shop/laboratory setting to enable students to acquire skills related to program area. Activities should be similar to those found in business and industry wherein patrons provide projects and pay material and shop fees. Such vocational shops are referred to as "Production Shops." Centers may operate more than one production shop.

Acceptance of production work in a vocational shop must be justified as an educational benefit to the student. Instructors should use good judgment in the acceptance of production work to ensure that work accepted has instructional value and can be completed in a relatively short period of time. Production work of a major nature should be discouraged. Projects must meet the following criteria.

1. Clientele
 - a. Students currently enrolled in a vocational program
 - b. Board employees
 - c. Selected public customers in the area of cosmetology
 - d. Non-profit organizations (Production requests by non-profit organizations must be submitted in writing to the school administrator. If request is accepted, an approval letter will be attached to the Work Order and Receipt Form.
 - e. The instructor must verify ownership of all production work to be done on all motor vehicles or other production equipment including boats or engines. Proof of ownership (vehicle registration, title or bill of sale) must be presented to program administrator or person issuing work order before permission is granted for work to be done.
 - f. Work order must include customer M-DCPS employee number where applicable.
2. Type of Work to be Accepted:
 - a. Projects of educational value related to the instructional program
 - b. Equipment for which parts can be readily obtained

- c. Equipment and/or parts not under warranty or restriction

NOTE: Work upon any item, part, or equipment which is subject to jurisdiction control of any governmental agency shall be undertaken only by an instructor who is appropriately rated, licensed, or otherwise authorized by such agency to perform same or to supervise such work done by students.

3. Production Shop Transactions

- a. Production shop transactions are to be recorded on one of the following official Work Order and Receipt Forms:

FM-1011 - Form 143 Miscellaneous Shops

FM-0484 - Auto Mechanics, Auto Body

Air Conditioning, Refrigeration and Heating, and Major Appliance Repair

FM-0483 - Form 176 Cosmetology

- b. Production Shop receipts will be credited to the appropriate subject area production account.

FORM PREPARATION

Form requesting and describing service to be performed must be completed by the instructor, employee or student under supervision of instructor. Production jobs, including instructor and student jobs, must be identified by work order number while in shop.

The customer is required to sign a work order disclaimer statement prior to receiving service.

Instructor must review all work requests and determine whether service can be properly performed in the shop, and whether it conforms with course of instruction and policy limitations.

- a. Instructor must sign and date work order authorizing work.
- b. Procedures may also require administrative approval such as work for a non-profit organization.

Instructor will assign work to student or group of students. Assignment should be noted on shop copy of Work Order (third copy) and Receipt Form.

Instructor or designee will enter and verify all quantities, unit prices, extensions and additions. If written estimated costs exceed \$50, a deposit for at least 50 percent of estimated amount must be collected

by the center prior to performing the work. Receipt number and amount paid must be recorded on Work Order and Receipt Form.

Parts and supplies shall be furnished by the school with possible exceptions as follows:

Students may furnish new or used parts for their jobs if they submit a copy of the invoice for materials. Invoice for materials supplied by customers or students must be attached to center copy of appropriate Work Order and Receipt Form.

When parts cannot be ordered by center, if approved by the principal or his/her designee, customers may furnish parts. Invoice for such parts must be attached to production work order. A 10 percent shop fee will be charged for materials furnished by customer, except for student working on their own projects.

Parts and supplies furnished by center will be charged to customer at unit retail price, except as follows:

Items for jobs of students currently enrolled in shop course are to be invoiced at center cost.

Jobs authorized by center principal and approved by the Region Superintendent may be invoiced at cost.

PRODUCTION SHOP FEES

Shop fee for production jobs will be related to project cost using the following guidelines:

1. Before tax under \$50 minimum fee, \$5
2. Before tax over \$50, a 10 percent shop fee on all parts and supplies whether furnished by school or customer. Exceptions are as follows:
 - a. Standard bid flat fee or standardized supply list specifically authorized by the District.
 - b. No shop fee is charged for students working on their personal projects.

SALES TAX

Parts billed to customers are subject to sales tax.

1. Tax must be shown on work order receipt and included in charges when applicable. Tax is not charged on shop fee alone unless supplies are used in repair procedures, (i.e. oil, taxes, etc.)
2. Services such as cosmetology, laundry, and dry cleaning are considered professional services and not subject to tax.
3. Tailoring, altering, repairing or remodeling clothing services are subject to tax.
4. Transfer tax collected to Tax Account in Trust Fund.

SUBLET REPAIRS

When it is necessary for a private company to do a portion of the production job, the customer will be notified and charged 100 percent of the estimated cost of sublet repair prior to authorization of sublet work.

CHARGES

Company's charges shall be incorporated within the Work Order and Receipt Form. Cross reference invoice number, Work Order and Receipt Number. A 10 percent shop fee will be charged for sublet work.

"NO CHARGE" INVOICES

In a few cases where no school materials are used, the instructor may waive minimum shop fee authorizing "no charge" on respective Work Order and Receipt Form. Instructor shall state reason.

CONTROL OF WORK ORDER AND RECEIPT FORMS

Work Order and Receipt Forms will be obtained from Stores and Distribution. The bookkeeper is responsible for control of all forms and will be responsible for maintaining a log of forms issued to teachers by name and number series, and a numerical sequence file of completed forms.

COLLECTION PROCEDURES

When authorized work is complete and payment due, first and second copies of Work Order and Receipt Form will be submitted to school employee (usually cashier or acting cashier) designated to collect production monies. Third copy will remain in shop. When customer makes payment the cashier shall:

1. Verify mathematical accuracy of Work Order and Receipt Form.
2. Forward the yellow copy of Work Order and Receipt Form to bookkeeper who will validate Work Order and Receipt Form in the cash register.
3. Give original (white) Work Order and Receipt Form to customer.
4. Prepare Recap of Collections in duplicate listing work order number, parts/labor charges and sales tax.
5. Yellow copy of official Work Order and Receipt Form will be filed in numerical order and retained for audit.

Cash collections should not be handled by shop instructor or student cashier except in unusual cases where function is an integral part of training program, or where physical location makes office payments impractical (e.g. cosmetology salon or food services). Collection procedures are as follows:

1. Prepare Recap of Collection in duplicate.
2. Attach second copy of all Work Order and Receipt Forms to original Recap of Collections.
3. List all Work Order and Receipt Forms by number on Recap and indicate total amount.
4. Total should equal cash being deposited. If not, indicate amount over or short.
5. Turn in Recap of Collections and monies to the cashier or acting cashier, no later than end of day.

Shop copy of Recap of Collections receipt may be retained by instructor.

Second copy of "No Charge" and all three copies of Avoided@ Work Order and Receipt Forms must also be routed to the bookkeeper for complete accounting of numerical series issued to teachers.

ITEM REPAIRED SHALL NOT BE RELEASED TO CUSTOMER UNTIL CUSTOMER PRESENTS A PAID RECEIPT

USE OF REVENUE

Purchases from production shop revenues are prioritized as follows:

1. To replace all parts and supplies used in shop or laboratory which performed production work, and/or provide non-instructional personnel and services to support production shop generating revenue.
2. To support activities of the appropriate vocational student organization at the school.
3. To purchase needed vocational materials, supplies, and tools, for any vocational program.

PROHIBITION OF GRATUITIES

Instructors, students or other Board employees shall not solicit or accept any gratuity or remuneration of any kind or amount for production shop work, as described herein.



**MIAMI LAKES EDUCATIONAL CENTER
SITE SPECIFIC STAFF HANDBOOK**

**ADDENDUM
SECTION I
Fundraising Procedures**

FUND RAISING OPERATION PROCEDURES

I. GENERAL INFORMATION

- A. State Board Regulations require all financial transactions related to school and student fund raising activities be recorded in school internal funds; described specifically as, "all monies collected and disbursed by school personnel within a school in connection with any school program or school sponsored activity".
- B. The Dade County Public Schools administration has further clarified the definition of school activities which must be recorded in the internal funds, as including all those meeting any of the following conditions:
 - 1. Activities of any sort which involve a Board employee handling or controlling monies as part of his/her employment responsibilities.
 - 2. Activities of school recognized student groups.
 - 3. Activities which are considered "extra-class" activities or extension of school program. Business transactions allied to these events, such as programs and concessions, are considered school activities unless business transactions are conducted entirely by outside related organization.
 - 4. Merchandising activities where merchandise purchased by, or in name of school, shipped to school or to school employee, or comes at any time into direct custody of board employee on school property.
- C. Florida Sales Tax

The treasurer can reimburse tax paid to vendor as long as it's not a fund raising activity such as candy as per Alvenia in Internal accounting

1. Admissions

Admission to athletic or other events held by middle schools, high schools and vocational technical schools are exempt when only student or faculty talent is utilized. According to the Florida Department of Revenue, the Phrase "when only student or faculty talent is utilized" applies to dances or proms as follows:

- a. If an outside band is hired, admissions are taxable.
- b. If a Band consisting of students from the school sponsoring the dance or prom is hired, admissions are not taxable even if the

students are paid.

- c. If a band consisting of students from another school is hired, and this group is considered a commercial entity, that is they also perform for outside groups, admissions are taxable.
- d. If a band is not hired, and records, tapes, etc. are used, admissions are not taxable.
- e. If a disc jockey is hired, admissions are taxable.
- f. Other recreation or amusement events, where a charge is made for the privilege of viewing, attending, or participating, are subject to tax.

2. Programs

- a. Programs sold for any school event are subject to sales tax .
- b. If program is printed commercially, sales tax may be paid on printers invoice.

3. Agriculture Sales

The sale of ornamental nursery stock by the producer to anyone for any purpose other than resale is subject to sales tax.

All sales of ornamental nursery stock will be presumed to be retail sales and subject to sales tax unless the seller shall have obtained a resale certificate from the customer.

4. Book Fair

The proceeds from the sales of books during the School's Book Fair fund raising activities is the main source of income generated at the school level for the school media center. At the discretion of the principal, the net profit may be split between the Media Center Account and the General Miscellaneous Account.

- a. The sales of books during the Book Fair may be a school sponsored activity or an activity of the school-allied organization. The proceeds from the sales of books must be deposited in the internal funds at the school only if it is a school sponsored activity.
- b. Bids and/or quotations are not required.
- c. Issuing individual receipts to students is not applicable.

- d. Recap of collection must indicate the number of books sold and book's selling price and the total amount collected.
- e. The proceeds and disbursements must be recorded in a trust account entitled, "Book Fair".
- f. Commission percentage will be indicated in the contract agreement.
- g. Separate sales tax from total collections by dividing into 107 parts and using 100 parts as sales and 7 parts as tax.
- h. Payment to vendor must include sales tax.
- i. Balance in the account after vendor has been paid, will indicate profit. Transfer of profit may be made to the Library Account and General Miscellaneous Account.

II. PURPOSE

School and student activities are recognized in State regulations and Board policy as serving two general purposes:

- A. To promote the education, general welfare, and morale of pupils.
- B. To finance the legitimate extra curricular activities of the student body in order to augment, but not conflict with, educational program provided by The School Board of Dade County, Florida.

III. RESPONSIBILITY FOR FUND RAISING ACTIVITIES

A. Region Responsibility

- 1. Board rules require that any solicitation of funds from the public (including candy sales) that extends into the community must be approved in advance by the region superintendent.
- 2. Soliciting of cash donations is discouraged; however the Principal can decide to approve such solicitation with prior approval from the area Region Center. This approval must be in writing and retained at school for audit. Direct solicitation of funds from the public by students on roadways is prohibited by Board Rule.

B. Principal's Responsibility

- 1. Principal has overall responsibility for approving money raising activities and control of activities as set forth in the Manual of Internal Fund Accounting for Elementary and Secondary Schools in accordance with State regulations and Board policy

2. Application for Fund Raising Activity Form must be approved by the Principal. The completed Student Activity Report and any required corresponding documents such as Certificate of Loss also require the Principal's signature.

C. Secretary/Treasurer's Responsibility

1. Secretary/treasurer will maintain a log of all approved activities and control ticket distribution, receipts and all other serialized forms.
2. Receive and deposit money as well as make disbursements, requested by the Sponsor. (Deposits for fundraising activities for the adult division are deposited with the Cashier, not the Treasurer.
3. Review all Student activity Operation Reports for accuracy of receipts and disbursement and sign as required.
4. Secretary/treasurer will maintain files for all operating reports and related documents and retain these files for audit.

D. Sponsor's/Activities Director's Responsibility

1. Complete the Application for Fund Raising Activities form. After signatures have been obtained and Region Center approval has been received for any off campus activities, forward the application to the Treasurer.
2. Obtain from the Treasurer any needed serialized forms and/or receipts.
3. Submit any purchase orders for the items related to fund raising activities to the Treasurer. Purchase orders should be processed and approved prior to ordering.
4. Coordinate, control and monitor the activity.
5. Prepare check requisitions for payments to vendors and complete the Student Activity Operation Report.

IV. FUND RAISING PROFITS

Fund raising profits should be used as specified on the Application for Fund Raising Activity Form but may be used to finance any general or specific school need. Written approval from the students that raised the funds must be obtained.

- A. Principal may assess fund raising projects up to 15% of the net profits, with exception of community school activities, and transfer assessment to General Fund for general school and administrative use.
- B. Recommended that principal work cooperatively with student council and other groups connected with fund raising projects to provide for best use of funds.

V. RESTRICTIONS

- A. Motion pictures, using rented films or video tapes in which copyrights are held shall not be shown in school for admission charge, or any other means of payment. Schools violating this regulation must assume responsibility for all royalty infringements and violations of any law pertaining to such entertainment.
- B. All forms of gambling and games of chance are prohibited. Games based entirely upon skill are not to be considered games of chance.
- C. Use of school grounds and buildings for pony and other animal rides, raffles, bingo and card playing is prohibited.
- D. Any contest that is conducted by selling votes is prohibited.
- E. Entertainments containing scenes, language or jokes that are not compatible with dignity of educational institution are prohibited.
- F. No notices, tickets, information, sales "gimmicks," or other materials of an advertising nature from outside of school sources may be distributed to school system employees or pupils without approval of Office of the Superintendent of School.
- G. No food items, such as donuts, popcorn, candy cookies, etc., to be sold on school grounds during regular school hours.
- H. Merchandise sales should be conducted in manner which will offer minimum of competition to local commercial firms.
- I. No vendor permitted to sell on school premises on concession, consignment, or percentage basis, except commercial food and drink machines when approved by principal.
- J. Under no circumstances should a school system employee capitalize on his/her position in the Miami-Dade County Public Schools to sell merchandise or services.
- K. School sales tax exemption may not be applied to purchases for any fund raising activities.
- L. School sales tax exemption may not be applied to ticket sales for professional performance.

VI. INDEPENDENT SCHOOL ALLIED ACTIVITIES

- A. Principal has overall responsibility for approving all PTA groups, Booster groups and/or any other allied group using the school name in any way -as part of their activities. Additionally, the principal has overall responsibility for approving all money raising activities for such groups. These financially independent school allied organizations handle their finances outside the school making gifts and or

donations to the school as they elect.

1. At the discretion of the principal, adult non-employee representatives of such groups may sell non-food items to students during the school day.
 2. At the discretion of the principal, adult non-employee representatives of such groups may distribute fund raising items to student sellers during the school day.
 3. At the discretion of the principal, the school may further assist these groups by permitting, on assigned days, the collection of funds in sealed envelopes forwarded unopened to the school office where an adult non-employee representative of such group will accept custody.
- B. To avoid violations of policy, approved outside allied groups (including PTA) should conduct their activities in such a way that they will be clearly distinguished from school sponsored student/club activities. Public announcements, programs, and tickets should clearly designate the activity as a function of the allied organization even though the activity may be held on school grounds. Samples of such activities would include but not be restricted to the following:
1. Carnivals, barbecues, dinners, and similar activities, conducted entirely by the outside allied organizations, and not involving any employee in handling of funds
 2. Benefit shows or performances by non-school groups, such as college or professional music groups, when arrangements are made by outside organization and when no employee is involved in handling of funds
 3. Merchandising services such as school store handled by PTA, when PTA orders merchandise in its name, completely handles sales activity and receipts and disbursements of money without involving any school employee
 4. Approved fund raising activities conducted by school-allied organizations may involve student participation with proper adult supervision by members of the school allied organization but do not involve employees in handling of merchandise or sales proceeds with the following conditions:
 - a. Merchandise for sale or use by outside school allied organization must be ordered in name of organization.
 - b. Merchandise ordered by outside school allied organization cannot be shipped to school unless:
 - (1) School has agreed in advance to permit shipment.

- (2) Representative of either that organization or designee of that organization signs for receipt of goods upon arrival.
- (3) Cosigner or treasurer of organization has signed in advance to accept responsibilities for payment of merchandise or can show evidence of pre-payment.
- (4) Cosigner or treasurer of organization takes full responsibility for loss which might occur while merchandise is stored within school.

C. RESTRICTIONS

School Board employees cannot be cosigners of any school-allied organization or be in custody of money of outside organization chartered at the school at which he/she is employed. However, the transmittal of monies per se with no accountability shall not be considered custody. Employee may function in such capacity at any school other than the one at which he/she is employed.

VII. APPLICATION FOR FUND RAISING ACTIVITY FORM

A. Activity Sponsors must complete this form to request approval from the Principal prior to commencing any fund raising activity. If the activity involves community sales, you must have the Region Center approval. Forms are provided for this purpose. Approved forms must be retained for audit.

B. To complete form:

1. Activity number to be issued by Treasurer.
2. Date-Note date of application.
3. Organization-Note name of organization requesting fund raising activity.
4. Description and sale price-note description and price of item(s) for sale.
5. List paces, dates and time of sales authorized.
6. Purpose of sale.
7. Signature of activity sponsor.
8. Signature of student activities director and date.
9. Signature of principal and date.

VIII. DISTRIBUTION SHEET

- A. When merchandise will be sold by a number of different people and, it is, essential that a record of units issued to and accounted for by each **salesperson** be maintained. Form is provided for this purpose and requires the following information:
1. Item
 2. Sales price
 3. Signature of person to whom items are issued
 4. Date issued
 5. Units issued
 6. Ticket Series from _____ to _____ (if applicable)
 7. Date and dollar amount of each deposit of sales and units represented
 8. Total sales represented
 9. Total units returned
 10. Total Units accounted for
 - a. Should equal total issued
 - b. See Certificate of Loss Report Form
 11. Record receipt number as given to you by Treasurer

IX. STUDENT ACTIVITY OPERATING REPORT

- A. This report is required at the end of the fund raising activity to summarize the receipts, quantities sold, and expenditures for the activity. This form once completed would indicate if the activity made a profit or loss. The form requires the signatures of the Sponsor, Treasurer, and Principal. Form is provided for this purpose and requires the following information:
1. School Name
 2. Activity number – (Should be the same number as shown on Application)
 3. Type of Activity
 4. Date of Activity

5. Sponsoring Organization
6. Name of Sponsor
7. Receipts and/or Merchandise Sold entering information requested on each line section, providing the specific information for each roll of ticket and/or merchandise sold.
8. Attach copy of Certificate of Loss and/or Certificate of Disposal if applicable.
9. Other Miscellaneous Receipts
10. Total Disbursements – Complete all columns
11. Change Fund Advance (if applicable)
12. Change Fund Returned (if Applicable)
13. Net Profit and Loss
14. Transfer to General Program (if applicable)
15. Transfer Number (if applicable)
16. Report prepared by whom and date
17. Report reviewed by whom and date
18. Signature of Principal/Designee and date

This original completed form is maintained by the Treasurer for audit purposes.

- B. Discrepancies must be documented with a Certificate of Loss Report and a Certificate of Disposal if applicable. Form is provided for this purpose.

X. ACCOUNT FOR ADMISSION TICKETS

Fund raising activities involving services rendered (usually car washes) and activities requiring an admittance charge, must be controlled by pre-printed, pre-numbered, serialized tickets reflecting the specific cost.

- A. Invoice supporting purchase of tickets must indicate complete information to serve as basis for ticket accounting
 1. Number of tickets at each price
 2. Numerical series of tickets at each price

3. Dollar amount printed on tickets
 4. Donated tickets require a "no charge" invoice with above quantity information shown
 5. Actual number of tickets delivered should be verified by secretary/treasurer and "goods receipt" certified
- B. Each ticket must be pre-numbered by printer and imprinted with individual selling price
1. Tickets must not be sold for amounts different than face value indicated.
 2. Price, as printed on ticket, must not be altered.
- C. Tickets are not to be photocopied or computer generated.
- D. If the tickets are printed by a vocational printing instructor, appropriate work orders are to be provided, listing all information as indicated in "A" above.
- E. Tickets, rolled or bulk, must be controlled by school Secretary/treasurer using appropriate distribution logs, and inventoried at the end of the school year using the Pre-numbered Inventory Form
1. Secretary/treasurer will release tickets when needed to sponsor of activity
 - a. Sponsors will sign a Serialized Forms and Ticket Distribution Record upon receipt of tickets
 - b. Serialized Forms and Ticket Distribution Record will be retained for audit
 2. The sponsor will, upon completion of activity, return unused tickets to school secretary/treasurer
 - a. Sponsors will sign a Serialized Forms and Ticket Distribution Record upon return of tickets
 - b. Certificate of Loss form must be filed for missing or lost tickets
- F. If tickets assigned to sponsor are reassigned and sold by various salespeople, the sponsor must maintain a Distribution Sheet listing assignment of tickets to the individual sellers.
- G. All "priced" tickets used as complimentary tickets must be supported by a list of signatures of recipients (use Complimentary List Form)

1. If tickets are mailed, show name and address of recipient in lieu of signature
- H. Tickets presented for admission must be torn, stamped, punched, or other wise invalidated
- I. Distribution sheets and unsold tickets must be retained for audit
1. Unsold tickets printed for single event will be retained with reports for respective event
 2. Unsold rolled tickets of general purpose type may be reassigned by secretary/treasurer for other events or retained with reports for respective event
- J. Student Activity Operating Report required to summarize all ticket selling activities and other financial transactions related to event.
- X. ADVANCE SALES OF MERCHANDISE OR PRE-PAYMENT FOR TICKETS
- A. Persons paying in advance for merchandise or tickets must be issued a receipt.
 - B. Upon delivery, purchased items will be distributed to students or parents by school representative. Receipt will serve as proof of payment
- XI. DIRECT SALES
- A. Receipt not issued when merchandise or tickets exchanged for cash (sold as tangible items.)
 - B. Sellers will record the number of items sold and price per item on Recap of Collections form.
- XI. CONSOLIDATED DEPOSITS
- A. Daily sales reported by individual salesperson (advance or direct) will usually be consolidated into one deposit to secretary/treasurer or for the adult school, Cashier.
 - B. An employee or student may issue receipts to several students for their collections and combine these collections
 - C. Deposits will be summarized on Recap of Collections and documented by receipts. Recap of Collections will contain at least the following information:
 1. Date
 2. Amount of the deposit
 3. Number of individual units sold and the price for each

4. Signature of the person making the deposit

- D. The Treasurer will provide the depositor with a computer generated receipt. If an Official Teachers Receipt book was used for receipting, the computer generated receipt must be affixed in the book.

XII. RETENTION AND DISPOSAL REQUIREMENTS FOR FUND RAISING ITEMS

Items remaining unsold at the conclusion of fund raising projects must be accounted for as follows:

- A. Items that will not be used in future sales shall be retained in a secured area for audit purposes.
- B. Items retained for future sales must be inventoried and stored in a secured area. Documentation of inventory must be provided to the Treasurer and will be used to document the beginning inventory for the next sales activity.
- C. Fund raising items can be given as complimentary at no cost. Recipients must certify acceptance by signing a Complimentary List (FM 6679) which is to be retained for audit.
- D. Fund raising items can be disposed of if perishable and not able to be sold but a Certificate of Disposal Form must be completed.

This addendum is provided to assist you with fund raising procedures. The Manual of Internal Fund Accounting for Elementary and Secondary Schools provides specific procedures that must be enforced by administrators and school principals for the proper accounting of the school's Internal Funds. If additional information or clarification is needed, please refer to the referenced manual.



**MIAMI LAKES EDUCATIONAL CENTER
SITE SPECIFIC STAFF HANDBOOK**

**ADDENDUM
SECTION II
Network Security Policies**

NETWORK SECURITY STANDARDS - ADMINISTRATIVE SUMMARY

1.0 Overview

Miami-Dade County Public Schools (MDCPS) has for many years relied on computers and data processing facilities to store and manipulate vast amounts of data. That data includes, but is not limited to, student records, personnel records, business and accounting records. The explosion of networks and Internet related informational activities means that this sensitive data is more conveniently available to authorized staff in ways undreamed of even a few years ago but is also at risk. MDCPS must address the issue of the security of this data in such a way that all avenues of access are strictly controlled and that the privacy and value of the data is not compromised.

1.1 Objectives

MDCPS realizes that information is a valuable asset and must be protected from loss, theft, and unauthorized modification and disclosure. All security measures must conform to established MDCPS policies and applicable federal, state, and local laws.

1.2 Risks to MDCPS

Any breach of data security could be costly to school system staff, users, and students as well as the school system itself. Moreover, any number of individuals/agencies could improperly benefit from MDCPS data. The technical risks include:

- Altered data
- Stolen and intercepted data
- Data rendered inaccurately
- Destroyed data
- Loss of MDCPS' ability to process data.

Business risks to MDCPS include:

- Lawsuits for not protecting sensitive data
- Loss of funding (for example, FTE) due to transmission of incorrect data to other agencies
- Unfair penalty or advantage to students due to transmission of incorrect data (for example, incorrect transcripts resulting in unfair penalty or advantage to students applying for college and/or scholarships)
- Loss of negotiating advantage by unauthorized disclosure of lists and other business assets to vendors
- Liability for incorrect data (including State and Federal penalties)
- Errors in business decisions due to inaccurate data
- Negative publicity surrounding use of incorrect data and subsequent regulatory enforcement

- Inability to process business transactions in a timely fashion or not at all

Sensitive data is defined as any data that should only be viewed by authorized personnel. Data sensitivity is determined by (but not limited to) federal and state laws (including privacy acts), MDCPS board rules, and decisions by senior staff and/or the data owners (see section 5.2 of this document).

1.3 Background of MDCPS Data Security

Historically almost all MDCPS data was kept on the MDCPS mainframe at Information Technology Services (ITS) and access was strictly controlled through the use of the mainframe IBM OS/390 Security Server¹ (RACF). As long as valuable data is kept on the mainframe, this accepted tried-and-true method of protection would continue to be the mainstay of our mainframe security efforts. Moreover, it provides a model hierarchical protection scheme, which can be used in an expanded network security paradigm. This includes the delegation of local authorization duties to an approved supervisor at the site. Approved supervisors include school principals and department heads.

2.0 Scope

In this document, authorized staff will hereafter be defined as all MDCPS employees, consultants, vendors, auditors, students, temporary help and others authorized by MDCPS to use the specific MDCPS computer systems, applications and information required for the performance of their job or function. These specific functions are determined and/or approved by the site supervisor. Modification of authorizations without the site administrator's approval is prohibited.

The Network Security Standards apply to:

- All authorized staff, volunteers, students and vendors as well as unauthorized parties seeking access to MDCPS computer resources
- All MDCPS mainframes, minicomputers, personal computers, outside timesharing services, outside suppliers of data, network systems, wireless devices, MDCPS-licensed software and computer workstations
- All MDCPS data and reports derived from these facilities
- All programs developed on MDCPS time or using company equipment
- All terminals, communication lines, and associated equipment on MDCPS premises or connected to MDCPS computers over physical or virtual links

All MDCPS staff and authorized non-staff must be aware of the risks and act in the best interest of MDCPS. These standards detail staff's responsibilities for computer security. Unauthorized persons who attempt to use MDCPS computer resources will be prosecuted to the fullest extent possible.

3.0 Physical Security

Adequate building security (both physical and environmental) must be provided for the protection of all physical and logical MDCPS computer assets and especially sensitive applications and data. Security includes (but is not limited to) lockable doors and windows, limited access, protection from water and the elements, alarms, access controls, and surveillance devices such as cameras and monitors. Site supervisors must protect all hardware and software assigned to their location. Administrative computers must be segregated from classroom computers. Students and unauthorized personnel should never have access to administrative machines.

4.0 MDCPS Network Systems Security

Network systems include any local area network (LAN)², wide-area network (WAN)³, dial-up, Internet, servers, server connections, hubs, routers, lines, software, and data that are outside the MDCPS mainframe system. The security must include both physical and logical layers of protection. As MDCPS moves from storing and transferring sensitive information used within the MDCPS in a “closed” network architecture utilizing private and/or leased lines to an “open” network architecture using Internet and TCP/IP network⁴, employees must pay particular attention to the security of these assets.

1. As a statement of direction, all administrative PC-type servers in MDCPS should migrate to the Windows 2000 (or above) operating system. Users of servers currently using Windows NT, Novell, or any other PC network operating system should strongly consider migrating to Windows 2000 when the server is ready for its next upgrade. Desktops should similarly be migrated to Window 2000 or above when possible to take advantage of higher levels of security.
2. Windows 2000 employs Active Directory Services (ADS), a hierarchical process similar to a pyramid. ITS will establish and maintain the Windows 2000 root ADS (the top of the pyramid) for MDCPS and determine local and group policy settings. All other district servers will be added to the ITS established Active Directory structure as they come online or upgrade to Windows 2000.
3. Below the root on the pyramid are local domains. Local domains are simply smaller networks with their own server that connect to the MDCPS network. These include networks at a school or administrative site. Local domain administrators must not change local policies from MDCPS policies or override MDCPS group policy. Domain administrators must also strictly limit access to their domain from other domains. ITS must be given Enterprise Administrator rights to all domains attached to the MDCPS network. ITS must provide advanced notification of group policy changes.
4. Firewalls are servers that function as a barrier preventing unauthorized outside access to the MDCPS network. Exceptions requiring access from the outside must be documented by filling out ITS's Remote Client Support Agreement IP Entry (FM-6045) (old), or either of the new VPN Access Request forms (FM-6629,

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for vendors or employees). ITS will keep firewall audit logs and review them daily for illicit activity against the firewall.

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5. Access to secure mainframe applications via the network requires RACF authorization.
6. Dial-in to the MDCPS network requires network authorization and access authentication.
7. Games, chat sessions and instant messenger applications are prohibited on the MDCPS network unless there is a legitimate educational purpose and prior approval. Chat and instant messenger applications can tie up a great deal of bandwidth and may be used by students for many illicit purposes. In particular, students can easily be put in contact with persons who may be a threat to their safety.
8. MDCPS Board rules/directives/standards regarding the following topics must be read and followed at all times:

MDCPS "Internet Acceptable Use" policy:

<http://www.dadeschools.net/board/rules/Chapt6/6A-1.112.pdf>

MDCPS Board Rule regarding Copyright:

<http://www.dadeschools.net/board/rules/Chapt4/4C-1.06.pdf>

<http://www.dadeschools.net/board/rules/Chapt4/4C-1.061.pdf>

<http://www.dadeschools.net/board/rules/Chapt4/4C-1.062.pdf>

<http://www.dadeschools.net/board/rules/Chapt4/4C-1.063.pdf>

MDCPS Superintendent's E-Mail Directive and memo:

http://techsupport.dadeschools.net/data_security/MDCPS%20E-mail%20Policy.pdf

http://techsupport.dadeschools.net/data_security/E-Mail%20Policy%20Cover%20Memo.pdf

(At this writing (05/2004) a draft Board Rule covering MDCPS e-mail policy has been created. When this document becomes Board rule it will supercede the above directive).

9. MPEG files (including the MP3 and MP4 formats) are audio and video files digitized and/or compressed into a format that can be read and transferred by a computer. Downloading or storing files of these or any other formats that do not have any educational value is prohibited. These files, though greatly compressed, are still fairly large and can tie up a great deal of bandwidth and computer storage. In addition, most have been illegally copied and infringe on copyrights owned by the artists and record/movie companies (refer to section 8 above). Users should be aware that record/movie companies are notifying the district when an MPEG file of copyrighted material has been downloaded and what location received it.

Streaming audio and video is basically the same type of data but it is being sent in a continuous stream directly to the computer's media player rather than as a file for storage. This sort of streaming content uses large amounts of district bandwidth and, like the mpeg files mentioned above, may involve copyright infringement. For these reasons, streaming audio and video is also

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prohibited unless it has a valid educational purpose and site supervisor approval.

10. Each department or school must maintain a disaster contingency plan to provide for recovery of data in case of catastrophic loss. At minimum, all MDCPS data must be backed up once a week, and all mission-critical data must be backed up daily. Data on the backup media will be verified as usable.
11. The use of remote access services (RAS) such as Digital Subscriber Line (DSL), dial-in technology with a modem, etc., is prohibited unless authorized by ITS. This provides a "back door " around network security by giving users a direct connection to a remote server. If remote access is authorized and sensitive / confidential data is to be transmitted, the line must be secured by Virtual Private Network (VPN), Secure Socket Layer (SSL), or some other technology that encrypts the data so that it is never transmitted in clear text. Hackers using "sniffer" technology often scan transmission lines looking for data they can use. Examples include user-ids and passwords, account numbers and financial information, student data deemed exempt from public release by state law, or Human Resource (HR) data.
12. The use of communications software that provides the ability to remotely "take over" a network connected PC is prohibited unless authorized by ITS. If it is used, it should be strictly controlled by the local administrator and user. It should be turned on only when support is needed (and the user has given permission, if applicable) and immediately turned off once the support has been provided.
13. "Hacking software" has been designed to allow unauthorized persons to infiltrate computers on the network, view and modify data, spy on a user's keystrokes in an effort to get user ids and passwords, etc. ITS reserves the right to randomly scan or monitor any computers attached to the MDCPS network in an effort to detect the presence of any "hacking software" or irregular operations that may be present on the network. ITS also reserves the right to disconnect any device or user on the network that appears to pose a threat.

Regarding use of network administration software, users should be aware of the following:

1. Improper use of scanning tools can corrupt system files, user account information and databases.
2. Hackers generally start their illicit activities by scanning networks searching for unprotected resources with these tools.
3. Any scan of the MDCPS network may appear to be the work of a malicious entity.
4. Scanning anywhere in the MDCPS WAN is traceable to the source and those responsible can be identified.

Local Network Administrators may scan their own network within the framework of their assigned and authorized duties. Requests to scan the local network by persons who are not members of the site staff (whether it is a school or an administrative department) require approval from either the Network Services or Data Security groups of ITS. Under no circumstances will scanning outside the local network site, either of another LAN in MDCPS or public or private networks outside MDCPS, be permitted. All applicable

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local, state and federal regulations apply. It should be noted that, in the case of scanning networks outside MDCPS, local and federal law enforcement officials are unable to tell the intention of illicit scanning and are therefore vigorously prosecuting all instances. This prosecution is generally independent of MDCPS disciplinary activities.

14. "Cracked software" is software that has had its internal security broken (cracked) and has been made available to others. Cracked software is strictly prohibited.
15. MDCPS Internet content filtering technology limits the kinds of Internet sites that can be viewed on the MDCPS Internet connection. Pornography sites, sites advocating violence or bigotry, sites with games, hacking tools, and cracked software are examples of what will be blocked. There will be no bypassing of the MDCPS Internet content filtering without ITS authorization. Software that bypasses filtering and other data security mechanisms includes AOL full client and other Internet Service Provider (ISP) full client applications. Installation of this software on district computers is prohibited without authorization. Internet content filtering audit logs showing Internet activity and sites visited by users may be reviewed at any time.
16. Administrative computers are defined as non-classroom computers on which MDCPS requisition and business functions, staff e-mail directives, staff tasks, etc. are stored and/or viewed. These computers should be kept physically and virtually separate from instructional computers. Students are not to have access, either physical or virtual, to production servers or any administrative computers.
17. Every effort should be made to secure classroom machines on which student testing, test grading and evaluation, grade book activities and staff e-mail functions are carried out. This includes installing application passwords and timeouts, up-to-date anti-virus software, installing software and operating system patches as necessary, (especially critical security patches), possible storage of grade and test data on removable media, and limiting unsupervised student access as much as possible. Individual student accounts or common student accounts (STUDENT01, etc.) should be separate from teacher accounts.
18. All administrative computers and server consoles that are used to access or control sensitive data should have a screen saver timeout and password after a specific period of inactivity or some other lockout mechanism to prevent unauthorized persons from accessing these environments. These computers may also have boot up passwords.
19. Classroom computers are defined as computers used by students or servers that connect instructional computers. There are to be no administrative applications, especially mainframe sessions, installed on any of these computers or servers.
20. Outside access to MDCPS networks should only be through "hardened" web servers. This means that web servers should have no other applications running on them and should not connect easily to the rest of the MDCPS network.
21. Access to critical resources should be managed by assigning individuals to a group. The group should be set up with the authority necessary to do the specific job/task or access specific data. This will provide management with a more efficient method to remove access authority when a user no longer is responsible for performing the task. Group membership should be reviewed on a regular basis to ensure all members are appropriate. Under no circumstances should users be assigned data folder or application rights as an individual.
22. Agencies outside the school system's secure "cloud" that engage in File Transfer Protocol (FTP) ⁵ operations or e-mail transmission with the district

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in which confidential data is transferred are to be encouraged to utilize an encryption process requiring asymmetrical (public and private) keys, such as PGP (Pretty Good Privacy). Transfer of confidential data and any exceptions to the encryption process must be authorized by ITS.

23. Application software that has built in security functions must have these functions activated when this software involves confidential data. In addition, new software purchased to handle confidential data should have security capabilities as documented in sections 5.1 "Userids and Passwords" and 5.3 "Non-mainframe System Security."
24. Users should be aware that unprotected folders on the network are prey to many different forms of hacking. It is the responsibility of the local site administrator to ensure that this data is secure.
25. Network Administrators, including ITS staff, are prohibited from viewing or otherwise manipulating user files on the users' local drive without the permission of the user or the approval of appropriate administrative, legal or police staff unless there is a critical need to do so. Critical need is defined as faulty system function, virus activity, illicit hacking or Internet activities, pornographic or other offensive material activity, or other violations of district policies. These policies include but are not limited to the Internet Acceptable Use Policy, the E-Mail Policy, the Copyright Infringement Policy, the Network Security Standards or any other district policy, Board Rule or directive relating to user conduct. It should be noted that the district E-Mail Policy discusses the lack of privacy in the e-mail system at length.
26. Personally owned computing devices such as desktops, laptops or Personal Digital Assistants (PDA) or portable / removable storage devices / media such as USB jump drives should not be connected to any MDCPS network without network administrator / site supervisor approval. These devices may carry applications, configurations, viruses, etc. that could pose a risk to the network or may be used to remove data from the network. School system techs may grant approval after, as time permits, certifying the device is not a threat to district networks. Techs are not required to bring the personal device into compliance unless directed to do so by their supervisor. For more information, see Section 4.2, Portable Devices below.
27. Devices like routers, hubs, switches, firewalls, wireless access points, etc., whether personally or district owned, should not installed without prior approval from the site supervisor and ITS. Once approved, techs are required to bring these devices into compliance with these standards.
28. Sensitive / confidential data to be accessed via the Internet must be secured during transmission using encryption, 128 bit or higher if possible. This is most commonly done using SSL certificates which may be purchased from recognized certificate authorities on the Internet (see item 11. in this section).
29. Computers removed from service in the district must have the hard drives degaussed, re-formatted, or otherwise cleared of software and data before they can be sold, given away or disposed of. District-licensed software, confidential data, user-ids, passwords, and information that can be used to access MDCPS network and/or mainframe systems left on these machines may fall into the wrong hands if steps are not taken to eliminate it.

30. The Office of Management and Compliance Audits, in concert with ITS, reserves the right to audit MDCPS locations for compliance with these security standards.

4.1 Wireless Network Connections

Wireless network components have become a very attractive alternative to cabling due to their low cost and relative ease of installation. If installed without proper security, however, they pose the same threat to our informational assets as if a hacker was able to plug directly into one of our network jacks. Users should observe the following:

1. Network installations with wireless components must maintain the highest level of security available. Older MDCPS wireless installations should be updated with any vendor patches supplying improved security features. If the device has no security available, it should be removed from the network and replaced immediately. New installations should use only products with high-level encryption. In all cases, the installation's security features must be turned on.
2. If adequate security cannot be achieved within the boundaries of the manufacturers' built-in security mechanisms a firewall should be placed between the workstations and the Access Point (AP) in such a way that the transmissions have a high level of encryption (3DES, also known as Triple-DES, if possible).
3. When utilizing any outside wireless network or wireless service, Virtual Private Network (VPN) technology should be used.
4. New wireless installations in the ITS/SBAB core network must first be approved by ITS network administration staff. Information regarding the purpose and certification that the installation incorporates the highest level of security possible must be provided.
5. ITS reserves the right to randomly scan or monitor for the presence of insecure wireless devices connected to MDCPS networks. ITS also reserves the right to disconnect any wireless device that appears to pose a threat to an MDCPS network.
6. At the very least, the broadcast option should be turned off, encryption should be turned on, membership should be limited to those machines having id's defined as being authorized to join the network and having the correct network name, and all default passwords should be changed. For details see the MDCPS Wireless Security Tech Note at:

http://techsupport.dadeschools.net/data_security/wireless_security.pdf

4.2 Portable Devices

Use of laptop/notebook computers and Personal Digital Assistants (PDAs) has become more and more common in the district. Many now have network and wireless connectivity and in the near future there will be video and voice functions as well as significantly more powerful computing and storage capabilities. As with any

components of the MDCPS computer system, all security precautions must be taken to ensure that the informational assets of the district are not put at risk.

Portable devices require extra attention because physical security for these devices is much more difficult to achieve. Users must be aware of the ease with which laptops and especially PDAs can fall into the wrong hands due to their small size and portability, and the resulting loss of security. Among the issues to consider:

1. Wireless portable devices must have the same kinds of security discussed in section 4.1. Encryption must be set at a level that ensures network security and should be of a type that changes keys frequently.
2. Use of power-up and activity timer passwords is required on PDA's and notebooks.
3. All portable devices, including PDA's, are susceptible to viruses and therefore should have anti-virus software installed. It should be set to scan e-mails and attachments as well as regular files.
4. Confidential MDCPS data should be set to "private" and "hidden" on Palm or similar attributes while stored on another PDA. It can also be locked by third-party software. This includes sensitive memos, student data, lists of passwords, home addresses and phone numbers of exempt staff, credit card numbers, etc.
5. Communications with the network via the Internet or Intranet must be secure and require a valid network id and password.
6. Network passwords are not to be saved on the device, but must be retyped with each network logon. Passwords should never be written or otherwise stored on the device itself or the carrying case.
7. If tokens (hardware or software) are utilized, the token should be carried separately from the device.
8. Mobile devices should never be left unsupervised in a location with public access.
9. Contact information should be provided at the login prompt so that a lost device may be returned if found.
10. Forgotten PDA passwords will require the user do a Hot Synch and a hard reset, which will cause all data entered since the last Hot Synch to be lost. Users should therefore run Hot Synchs on a regular basis as a form of backup. If possible, the district should standardize on a synching product.
11. PDA's that are used for MDCPS business should be synched to the server if possible rather than the desktop to make sure the data is more secure and available to others in the department authorized to access it.

5.0 Staff Security Responsibilities

MDCPS authorized staff have the following security responsibilities:

1. All authorized staff is responsible for protection of MDCPS assets, including computers and data.
2. MDCPS computer equipment is for MDCPS business and educational functions only. It is not to be used for unauthorized activities.
3. Authorized staff will not use or reveal data except in an official MDCPS need-to-know capacity. This includes, but is not limited to data that appears in downloads, on reports or terminal screens, on desktops, in recycle folders or application caches, or any other methods used to store, display or communicate the data. They must see to it that students or other

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unauthorized persons never have physical or virtual access to administrative computers anywhere at their location. This also applies to descriptions and/or diagrams of MDCPS network infrastructure and security audit findings. This information can be used by hackers seeking to gain illicit entry into the network and the more people who have this information the greater the chance of exposure to persons with bad intentions.

4. MDCPS authorized staff must not install any hardware or software that compromises data, passwords, applications, or any other computer-related MDCPS asset unless authorized to do so by ITS. Staff should also be careful not to expose sensitive data using the file-sharing capabilities of their computer.
5. Unlicensed copies of software are not to be created, installed or used. Personally owned licensed software must be approved by local administration before being installed on MDCPS equipment. The software must have legitimate business or instructional functions. Proof of licensing must be presented to the local administrator and should be kept on file at the site along with the licenses of district-owned software installed.
6. Authorized staff is not to engage in any activities that might compromise computer assets, including passwords. This also includes using MDCPS computer assets to access and inappropriately use networks outside of MDCPS.
7. Security software (anti-virus programs, spyware and hacking software detectors, computer policy, etc.) should be loaded and running on all computers sharing files over the network. This software is required to be on all servers and must be updated regularly. The anti-virus software should be set-up to check e-mail attachments. Regular updates of the protection software should also be made available to the other computers in the domain and installed in the most expedient manner possible. Staff members who use outside providers, such as AOL or Hotmail, for their e-mail services must also load and maintain current versions of anti-virus software with settings to check e-mail attachments. This is due to the threat to MDCPS network resources from malicious programs sent by hackers via attachments in e-mail.
8. Vendors or other outside agencies seeking access to MDCPS equipment or data are to be informed of these standards and ITS network administrators should be notified.
9. The specific functions for which users are to be authorized are determined and/or approved by the site supervisor or designee. Any modification of authorizations without the approval of the supervisor or designee is prohibited.
10. Site supervisors are responsible for ensuring that all policies are observed.
11. Site supervisors are also responsible for informing authorized staff and users of these policies and staff security responsibilities. In addition, site supervisors are required to review and retain a signed copy of the most recent RACF quarterly report showing the authorizations held by site staff are appropriate.
12. Authorized staff should be informed of MDCPS computer security standards. New or recently authorized staff should be informed during orientation. Use of MDCPS equipment and/or networks constitutes acceptance of these policies.

13. Any authorized staff approached with a proposition to violate these standards should notify their supervisor and/or ITS. This also applies to any authorized staff observing any activity that may be a violation of these standards.
14. Users are only allowed to view and/or use those applications for which they have been authorized by their supervisor or other MDCPS-designated authorizing staff.
15. All software should be updated with patches and service packs provided by the manufacturer as they become available, especially if there is a security enhancement. Users should be aware that although these updates are occasionally released before all the bugs have been detected and removed, and it is preferable to do research and/or testing before applying the patch to production systems, too often the patch must be applied as soon as possible because of the critical nature of the update.
16. District-wide security initiatives such as loading MacAfee E-Policy Orchestrator (EPO) anti-virus software on all network connected district computers must be complied with. Future district-wide initiatives may include patch-management software and/or desktop-management software.
17. Users should never load software or register at a web site using district computers without carefully reading the privacy policy and End User License Agreement (EULA) first. Free software, in particular, often comes with the understanding that spyware and/or ad-ware will be loaded on your machine. This kind of software runs in the background and allows others to watch what you do on your computer, and load ads, software and updates on your computer without your knowledge. Applications like Hotbar and Peer-To-Peer (P2P) music sharing applications like KAZAA are infamous for doing this. Spyware and ad-ware can also be loaded on your machine when you visit some web sites. Be sure that your browser preferences are set so that software cannot be loaded on your computer without notifying you. Anti-spyware software is available that searches for known spyware / ad-ware and cleans it from the machine.
18. Stolen computer equipment must be reported to the site supervisor and network administrator immediately so that steps can be taken to protect the network from unauthorized access.

Acceptance of employment or contracts with MDCPS will signify acceptance of these standards by the user. Failure to comply with this or any MDCPS computer security policy or standard may result in termination of employment, termination of contract, and/or prosecution.

5.1 User-ids and Passwords

Regarding user-ids and passwords:

1. No one is permitted to access MDCPS networked computers without a user-id and password.

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2. MDCPS will provide user-ids only with the approval of the staff member's supervisor.
3. Users are responsible for all activity associated with their user-id.
4. User-ids will be revoked when an incorrect password has been entered 3 times in a row within a 30-minute period.
5. User-ids will be revoked on all computer platforms when the user is terminated or transferred.
6. User-ids may be revoked, cancelled, or suspended at any time.
7. A User-id may, at the ITS Data Security Department supervisor's discretion, be revoked or cancelled if it has not been used for 100 days or more.
8. Network user ids will consist of the 6-character employee number. This allows administrators to locate and revoke all MDCPS user ids if the employee is accessing data illegally or has been terminated.
9. Passwords will be 6 – 8 characters long, including at least 1 numeric character.
10. Passwords must be changed every 90 days, unless the user has access to certain types of sensitive data as determined by senior staff, in which case the password must be changed every 30 days, or the account is a system or FTP account, in which case senior staff may decide if and when the password should be changed. Notification of an impending password change deadline will be provided whenever possible.
11. Users are restricted from reusing their last 6 passwords.
12. Users are requested to refrain from using common passwords (i.e. first name, last name, spouse or pet names, school nicknames, the word "password", "123456", "ABCDEF", etc.). Persons seeking unauthorized access easily guess these. There is also password-guessing software that can try thousands of common words and names used as passwords in seconds.
13. Users may change their password at any time.
14. If users suspect the confidentiality of their password has been compromised, they must change their password immediately. If they are unable to change the password themselves, they should contact their supervisor or appropriate staff at ITS to have the reset performed.
15. Staff must not engage in any activity that may reveal or otherwise compromise their own or another user's password.
16. There is to be no auto-caching of passwords. This means that the password is to be retyped each time the user logs in to the network or application.
17. The administrator of the network/application should always disable "Guest" default accounts. In addition, the administrator should immediately change all generic and default system passwords such as "administrator" and "password". This user-id and password should be stored in a secure location and only used in an emergency. All individuals should be assigned specific rights to allow an audit trail of the work performed, e.g., the network administrator has an id that has administrator rights. The audit trails should be reviewed by management to ensure only approved authorized changes have been made.
18. Under no circumstances should any individual, including supervisors, ask for any other individual's network password or RACF password.
19. Avoid transmitting or storing passwords in clear text whenever possible. If available, password encryption should be turned on.

20. Local Windows passwords are not secure and thus only the network logon should be used for security and authentication.

5.2 Owners of Data

All computer files and data are to be associated with a user. In general, unless otherwise specified, the head of the department that requested the creation of the files and programs that store and manipulate the data on the computer is the owner of the data. The owner is responsible for specifying whether the data is sensitive and which user-ids will be authorized to access it, or who will be responsible for giving such authorization.

5.3 Non-Mainframe System Security

Non-Mainframe systems (LAN and WAN) must have the same protection methodology in place as do mainframes to ensure MDCPS computer assets are secure.

Programmatic methods are to be used to control access to non-mainframe resources. These methods include defining specific users or groups to specific system resources, and use of the "least privilege" concept for access to all system-level resources such as the operating system, utilities, databases, etc. "Least privilege" is defined as a default of no access to these resources and the requirement of explicit permission and authorization by the owner based on need.

Non-Mainframe systems must be provided with:

1. Auditing/logging of such security-relevant information as logon and resource access violations
2. Security modifications and system administrator events
3. Ability to audit /log specific users and resources on demand
4. Ability to send specific security sensitive events directly to a specified administrator's workstation, terminal, or e-mail, preferably with an audible alarm

6.0 Changes to Standards

The ITS Data Security Department, in conjunction with other ITS departments (Network & Internet Services, Technical Support, Systems and Programming, etc.) is responsible for periodically reviewing these standards to ensure that the data is provided adequate protection. This is especially true in the rapidly changing world of computer and related equipment, networks, Internet, software, databases and data access techniques. It is incumbent on all MDCPS departments involved in data processing and security to keep abreast of the latest changes in these areas.

6.1 Data Security Department Services

Requests for services from the ITS Data Security Department can be sent via e-mail to any of the members of the department and will be processed accordingly. Extra information may be required from the user and a form may have to be filled out. Users should provide contact information in the e-mail in case extra information is necessary.

The e-mail should be sent by the site supervisor and as such will be viewed as an officially signed document.

Glossary

1. IBM OS/390 Security Server, also known as Resource Access Control Facility (RACF)
IBM mainframe security software introduced in 1976 that verifies user ID and password and controls access to authorized files and resources.
2. Local Area Network (LAN) - A communications network that serves users within a confined geographical area. It is made up of servers, workstations, a network operating system and a communications link.
3. Wide Area Network (WAN) - A communications network that covers a wide geographic area, such as state or country.
4. Transmission Control Protocol/Internet Protocol (TCP/IP) - A communications protocol developed under contract from the U.S. Department of Defense to inter-network dissimilar systems. It is a de facto UNIX standard, but is now supported on almost all platforms. TCP/IP is the protocol of the Internet.
5. File Transfer Protocol/File Transfer Program (FTP) - In a TCP/IP network (Internet), a set of commands used to log onto the network, list directories and copy files. A computer system on the Internet that maintains files for downloading.

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**MIAMI LAKES EDUCATIONAL CENTER
SITE SPECIFIC STAFF HANDBOOK**

**ADDENDUM
SECTION III
HOW TO USE COMMON SENSE
& PROFESSIONAL JUDGEMENT**

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

A. Interaction with Students

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

B. Record Keeping and Accounting Procedure

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

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

C. Reputation in the Community

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

Related School Board Rules

6Gx13- 4-1.09	Employee-Student Relationships
6Gx13- 4A-1.21	Employee Responsibilities and Duties

Civil Rights and Diversity Compliance

Common Sense Suggestions for Non-Instructional Employees

- Do not discipline, counsel or touch students. Notify an administrator if you believe a student is misbehaving.
- Do not flirt with students, staff members, and co-workers.
- Do not discuss your personal life or personal matters with students, staff members, and coworkers.
- Know and follow your worksite policy regarding reporting absences and tardies.
- Request vacation days in writing and in advance for approval. Do not call in the morning and expect to be granted vacation leave for that day.
- Do not conduct personal business during work hours or use the phone for personal calls.
- Be present and on time every day.
- Be a role model at work and in the community.
- Dress professionally, appropriately, and modestly. Wear your uniform if your job requires it.
- Know School Board Rules, especially regarding Drug-Free Work Place, Violence in the Workplace, Weapon Possession, Corporal Punishment, Sexual Harassment, Employee Conduct and Non-Instructional Personnel
- Do not argue with co-workers; use of profanity is prohibited by Board Rule.
- Respect your supervisor and follow all instructions given, whether or not you agree with them.
- Request a leave if you will be absent from the worksite more than 30 days.
- Do not assume your supervisor/principal knows why you are absent for a long period of time. Notify him/her in writing of your intentions. It is better to resign than be terminated from your job for abandonment.
- Remember, romance and work can be a dangerous combination. Do not risk your paycheck for what may be a temporary partner!

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**MIAMI LAKES EDUCATIONAL CENTER
SITE SPECIFIC STAFF HANDBOOK**

**ADDENDUM
SECTION IV
COPYRIGHT LAW**

Copyright and Fair Use Guidelines¹

Knowing the Law

It is essential for everyone involved in setting school policy or overseeing day-to-day copyright decisions to be familiar with the laws governing copyright, as well as with the most common interpretations of these laws as they relate to education. The library media center, by way of the library media specialist, will inform staff through the teacher handbook and through in-service of major provisions of the copyright law as they relate to copying for educational purposes. However, school employees, except for the Board Attorney, will not supply legal advice. The information that follows is meant to provide a broad overview and help to direct library media specialists to documents that should be studied in greater depth.

Copyright Law PL 94-553 Title 17, United States Code

The U.S. Constitution (in Article I, Section 8) grants the federal government the power to set copyright law. The current law, Copyright Act of 1976, is contained in Title 17 of the U.S. Code. The following excerpts are from sections of Title 17 that are of particular interest to educators.

Section 102 - Definition of Copyright

This section defines copyrightable materials as "original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated." It lists some types of works that qualify (literary, musical, pictorial, audiovisual, etc.) but makes it clear that these are just examples. It also lists some examples of things that cannot be copyrighted (including ideas, procedures, concepts).

Section 106 - Rights of a Copyright Owner

This section outlines five basic rights granted to the creator of the copyrighted work:

1. The right to reproduce or copy the work;
2. The right to prepare derivative works (e.g., adaptations, altered versions);
3. The right to sell or distribute copies of the work to the public;
4. The right to perform the work publicly;
5. The right to display the work publicly.

This section also states that these rights belong exclusively to the copyright owner except when they are curtailed by the limitations and exemptions outlined in Sections 107 through 118 of the copyright law.

The creator of the work owns these five rights, subject to limitations called "fair use."

¹ M-DCPS *Library Media Services Manual*, p. V/57 – V/70.

Section 107 - Fair Use Guidelines

This section explains one of the most significant limitations on the exclusive rights of the copyright owner - that of fair use. Fair use provisions of the copyright law grant certain types of users conditional rights to use or reproduce certain copyrighted materials as long as the reproduction or use of those materials meets defined guidelines. Fair use balances quite finely the free use of copyrighted materials by educators and the rights of the author to sell his words and expressions of his ideas. Fair use is said to apply to such cases as "criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research." The burden of proving fair use falls to the educator using the material so thorough knowledge of copyright law and associated guidelines is essential for library media specialists and educators using copyrighted work.

In determining whether the use made of a copyrighted work is a fair use, the following four factors need to be considered:

1. the purpose and character of the use (e.g., whether such use is commercial or for nonprofit educational purposes);
2. the nature of the copyrighted work (e.g., whether it is factual or fictional - with reproduction on nonfiction more likely to qualify as fair use than reproduction of an original work of fiction);
3. the amount and substantiality of the portion used in relation to the work as a whole;
4. the effect of the use upon potential market for or value of the work.

Section 110 - Public Performance

Section 110 focuses on the circumstances under which works may be performed or displayed publicly even if they are not licensed for this purpose (e.g., a videotape purchased with a FOR HOME USE ONLY notice). For educators, one of the most significant portions of this section is clause (1), often referred to as the "face-to-face teaching exemption." This grants teachers or students in a nonprofit educational institution the right to perform or display legally purchased works in the course of instruction in a classroom setting.

Section 117 - Copyrighted Software

This section was amended in December 1980, to focus on the duplication of copyrighted software by purchasers of that software. This section defines two circumstances under which such duplication is legal:

1. when the creation of a copy is an essential step in allowing the software to run on a particular computer; or

2. when the copy is created for archival purposes only (to be stored away and used only if the original fails) with the understanding that it will be destroyed "in the event that continued possession of the computer program should cease to be rightful."

Interpretations and Guidelines

Videotapes

The copyright law clearly protects the use of audiovisual works such as videotapes. Since ownership of a physical object is different from ownership of the copyright therein, guidelines are necessary to define what libraries can do with the videotapes they own without infringing on copyright. If a particular use would be an infringement, permission can always be sought from the copyright owner.

A. In-classroom Use:

In-classroom use of a copyrighted videotape is permissible under the following conditions:

1. The performance must be by instructors (including guest lecturers) or by pupils; and
2. the performance is in connection with face-to-face teaching activities; and
3. the entire audience is involved in the teaching activity; and
4. the entire audience is in the same room or same general area; and
5. the teaching activities are conducted by a non-profit educational institution; and
6. the performance takes place in a classroom or similar place devoted to instruction, such as a school library, gym, auditorium, or workshop; and
7. the videotape is lawfully made; the person responsible had no reason to believe that the videotape was unlawfully made.

B. Loan of Videotapes:

1. Videotapes labeled "For Home Use Only" may be loaned to patrons for their personal use. They should not knowingly be loaned to groups (outside the school setting) for public performance.
2. Copyright notice as it appears on the label of a videotape should not be obscured.
3. Video recorders may be loaned to a patron without fear of liability even if the patron uses the recorder to infringe a copyright. However, it may be a good idea to post notices on equipment which may be used for copying to assist copyright

owners in preventing unauthorized reproduction, such as: MANY VIDEOTAPED MATERIALS ARE PROTECTED BY COPYRIGHT. TITLE 17 U.S. CODE SECTION 101. UNAUTHORIZED COPYING MAY BE PROHIBITED BY LAW.

C. Duplication of Videotapes:

1. Under limited circumstances, libraries may duplicate a videotape or apart thereof, but the rules of Section 108 which library media specialists routinely utilize with respect to photocopying, apply to the reproduction.

Guidelines for Video recording of Broadcast Programming for Educational Purposes

(Congressional Record, October 14, 1981, pp. E4750-E4752)

Educators should be aware that off-air videotaping for classroom use remains a very controversial issue in the application of copyright law. In accordance with the fair use doctrine, nonprofit educational institutions may record television programs and use these recordings for instructional purposes. Such practices, however, must meet the following guidelines:

1. The guidelines were developed to apply only to off-air recording by nonprofit educational institutions.
2. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a nonprofit educational institution for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
3. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period. "School days" are school session days - not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions within the 45 calendar day retention period.
4. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
6. After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for teacher evaluation purposes (i.e., to determine whether or not to include the broadcast program in the teaching curriculum) and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
7. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teacher anthologies or compilations.
8. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
9. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

Guidelines for School Use of Rented or Purchased Prerecorded Videocassette Programs

Section 110(1) of the copyright law provides educators with the right to use copyrighted materials for instructional purposes without consent of the author. This limitation on the copyright owner's exclusive right encompasses the use of prerecorded videocassette programs in an instructional setting. Section 110(1), "Limitations on Exclusive Rights, Exemptions of Certain Performances and Displays" states:

—the following are not infringements of copyright: performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction.

The following guidelines governing use of prerecorded videocassette programs in the schools are in accordance with Section 110(1) of the copyright law:

Teachers may use rented or purchased videocassette programs for instructional purposes only if **all of the following requirements are satisfied**:

1. The programs must have been recorded or made in a lawful manner.
2. The programs must be used in the course of face-to-face teaching activities. The performance must be part of a systematic course of instruction and the teacher must be able to point to specific performance objectives to which the program relates and be prepared to justify how the program assists in attaining these objectives. If the teacher is not able to make such justification, use of the work in

the classroom is not lawful.

3. Programs may be used only in the classroom or similar places devoted to systematic instructional activities.
4. Programs may not be used for recreational, entertainment or cultural value.
5. Unlawfully made programs, or programs which teachers know or have reason to believe are not lawfully made may not be used under any circumstances.
6. A teacher may not make an archival or back-up copy of a copyrighted videotape.
7. If the videotape is rented, it is recommended that a written release from the rental agency prior to classroom use be obtained.

Computer Software

Copyright laws protect computer software and accompanying manuals. Although it is legal to make a backup copy of software, it is illegal to loan or distribute the original software, the backup copy, or manual without a license. If a school needs multiple copies, then that school should investigate the acquisition of site licenses.

It is the responsibility of site administrators to ensure observance of copyright laws. In order to assist administrators and their staff, a videotape with two presentations, "Don't Copy That Floppy" and "We Lost Control" was sent to each school in May 1993. The videotape was legally obtained from the Software Publishers Association and may be legally copied. A copy is also available from the M-DCPS Film and Video Library.

Reproductions of Computer Software - Section {7 (6)} 10(b)

1. Teachers may make a backup copy of a computer program for archival purposes. If the copy in use is destroyed or damaged, the archival copy can be used and the original would need to be re-purchased if another archival copy is to be made.
2. Teachers may adapt a program, but
 - a. cannot copy, give away, or sell an adaptation of a program, and
 - b. cannot make multiple copies of adaptations for institutional use
3. Copyrighted programs may not be reproduced on school equipment except for those for which rights have been procured. If the machine is capable of being used to make a copy of a program, a warning should be posted on the machine, such as: MANY COMPUTER PROGRAMS ARE PROTECTED BY COPYRIGHT. TITLE 17 U.S. CODE SECTION 101. UNAUTHORIZED COPYING MAY BE

PROHIBITED BY LAW.

4. Copies of programs, which have been reproduced in violation of the copyright law, may not be used on school equipment.
5. License restrictions, if any, should be observed.

Photocopying

The copyright "rule of thumb" with photocopying is spontaneity and brevity. These assume the teacher has not had time to receive permission or purchase the rights.

Single Copying for Teachers:

- A. For class preparation or library reserve, a teacher may make one copy of:
 1. a chapter from a book;
 2. a periodical or newspaper article;
 3. a short story, poem, or essay, whether or not from a collective work;
 4. a chart, graph, diagram, drawing, picture, slide, or cartoon (if the original cartoon itself is not copyrighted).

Multiple Copies for Classroom Use:

- B. Teachers may make multiple photocopies for classroom use (not exceeding one copy per student) of the following provided that the copying meets the tests of spontaneity and brevity as stated here:
 2. a poem under 250 words or an excerpt from a poem
 3. an article of less than 2,500 words
 4. an excerpt of 1,000 words or 2,500 (whichever is less) of an article longer than 2,500 words.
- C. The copies must be for one course only and each copy includes a notice of copyright.
- D. Teachers cannot make multiple copies of:
 1. more than three authors from a collective work

2. more than one work by an author
3. more than nine times per term

E. Teachers cannot make multiple copies to substitute for an anthology, compilations, or collective works without permission.

F. Teachers cannot copy any consumable works without permission, such as:

1. workbooks
2. exercises
3. standardized tests
4. test booklets

Sound Recordings

In using sound recordings, such as cassette tapes, CDs, or records, teachers:

1. cannot tape selections from various recordings to substitute for a collection or anthology.
2. can make a copy of a sound recording for archival purposes.
3. cannot convert formats - that is, one cannot duplicate a record onto a cassette tape.
4. cannot narrate an entire story onto a cassette tape.

Slides and Transparencies

Teachers can make slides and transparencies from photographs in periodicals, books, and encyclopedias as long as they do not exceed one photograph from any one source.

Educational Music

Guidelines for the five types of permissible minimum uses of music as included in HR94-1476 state:

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.

2. (a) For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement, or aria, but in no case more than 10 percent of the whole work. The number of copies shall not exceed one per pupil.

(b) For academic purposes other than performance, a single copy of an entire performable unit (section, movement, aria, etc.); that is,
 - (1). confirmed by the copyright proprietor to be out of print, or
 - (2). unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his or her scholarly research or in preparation to teach a class.
3. Printed copies, which have been purchased, may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics if any, altered, or lyrics added if none exist.
4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
5. A single copy of a sound recording (such as an a cassette tape, CD, or record) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purposes of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

FAX Machines

Libraries are increasingly using FAX machines for interlibrary loan. Libraries are in compliance with the copyright law if they only reproduce and distribute one copy of copyrighted material subject to the following constraints:

1. the reproduction or distribution is made without any purpose of direct or indirect commercial advantage;
2. the collections of the library or archives are:
 - a. open to the public, or
 - b. available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing

research in a specialized field; and

3. the reproduction or distribution of the work includes a notice of copyright.

Educational Multimedia Projects Using Portions of Copyrighted Works

Background

Educators have traditionally brought copyrighted books, videos, slides, sound recordings, and other media into the classroom, along with accompanying projection and playback equipment. Multimedia creators integrated these individual instructional resources with their own original works in a meaningful way, providing compact education tools that allow great flexibility in teaching and learning. Material is stored so that it may be retrieved in a nonlinear fashion, depending on the needs or interests of learners. The following guidelines apply the principles of fair use when teachers and students create their own multimedia projects to meet specific instructional objectives. These guidelines apply to the use, without permission, of portions of lawfully acquired copyrighted works in educational multimedia projects, which are created, by teachers or students as part of a systematic learning activity. Educational multimedia projects created under these guidelines incorporate students' or teachers' original material together with various copyrighted media formats including but not limited to motion media, music, text materials, graphics, illustrations, photographs, and digital software which are combined into an integrated presentation.

Educational Multimedia Projects by Students

1. Students may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for a specific course.
2. Students may perform and display their own educational multimedia projects for use in the course for which they were created and may use them in their own portfolios as examples of their academic work for later personal use such as job and graduate school interviews.

Educational Multimedia Projects by Teachers

1. Teachers may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for their own teaching tools in support of curriculum-based instructional activities.
2. Teachers may perform and display their own educational multimedia projects for curriculum-based instruction to students in the following situations:
 - a. for face-to-face instruction;

- b. assigned to students for directed self-study;
- c. for remote instruction to students enrolled in curriculum-based courses and located at remote sites, provided over the institutions secure electronic network in real-time, or for after class review or directed self-study, provided there are technological limitations on access to the network and educational multimedia project (such as a password or PIN) and provided further that the technology prevents the making of copies of copyrighted material;
- d. for presentations to their peers at workshops or conferences;
- e. for personal portfolios for later personal use such as tenure review or job interviews.

Limitations - Time, Portion, Copying, and Distribution

1. Time Limitations

Teachers may use their educational multimedia projects created for educational purposes for teaching courses for a period of up to two years after the first instructional use with a class. Use beyond that time period, even for educational purposes, requires permission for each copyrighted portion incorporated in the production.

2. Portion Limitations

Portion limitations means the amount of a copyrighted work that can reasonably be used in educational multimedia projects under these guidelines regardless of the original medium from which the copyrighted works are taken. In the aggregate means the total amount of copyrighted material from a single copyrighted work that is permitted to be used in an educational multimedia project without permission. These limitations apply cumulatively to each teacher's or student's multimedia project(s) for the same semester, cycle, or term. All students should be instructed about copyright. It is understood, however, that students in kindergarten through grade six may not be able to adhere rigidly to the portion limitations in their independent development of educational multimedia projects.

3. Motion Media

Up to 10 percent or three minutes, whichever is less, in the aggregate of a copyrighted motion media work may be reproduced or otherwise incorporated as part of an educational multimedia project.

4. Text Material

Up to 10 percent or 1,000 words, whichever is less, in the aggregate of a copyrighted work consisting of text material may be reproduced or otherwise incorporated as part of an educational multimedia project. An entire poem of less than 250 words may be used, but no more than three poems by one poet, or five poems by different poets from any anthology may be used. For poems of greater length, 250 words may be used but not

more than three excerpts by a poet, or five excerpts by different poets from a single anthology may be used.

5. Music, Lyrics, and Music Video

Up to 10 percent, but in no event more than 30 seconds, of the music and lyrics from an individual musical work (or in the aggregate of extracts from an individual work), whether the musical work is embodied in copies or audio or audiovisual works, may be reproduced or otherwise incorporated as part of a multimedia project. Any alterations to a musical work shall not change the basic melody or the fundamental character of the work.

6. Illustrations and Photographs

The reproduction or incorporation of photographs and illustrations is more difficult to define with regard to fair use because fair use usually precludes the use of an entire work. Under these guidelines, a photograph or illustration may be used in its entirety but no more than five images by an artist or photographer may be reproduced or otherwise incorporated as part of an educational multimedia project. When using photographs and illustrations from a published collective work, not more than 10 percent or 15 images, whichever is less, may be reproduced or otherwise incorporated as part of an educational multimedia project.

7. Numerical Data Sets

Up to 10 percent or 2,500 fields or cell entries, whichever is less, from a copyrighted database or data table may be reproduced or otherwise incorporated as part of an educational multimedia project. A field entry is defined as a specific item of information, such as a name or Social Security number, in a record of a database file. A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.

8. Copying and Distribution Limitations

Only a limited number of copies, including the original, may be made of a teacher's educational multimedia project. For all of the uses permitted, there may be no more than two copies, only one of which may be placed on reserve. An additional copy may be made for preservation purposes but may only be used or copied to replace a used copy that has been lost, stolen, or damaged. In the case of a jointly created educational multimedia project, each principal creator may retain one copy, but only for the previously stated purposes described for students and teachers.

When Permission is Required

1. Teachers and students must seek individual permission (licenses) before using copyrighted works in educational multimedia projects for commercial reproduction and distribution.
2. Even for educational uses, teachers and students must seek individual permission for all copyrighted works incorporated in their personally created educational multimedia projects before replicating or distributing beyond the

limitations.

3. Teachers and students may not use their personally created educational multimedia projects over electronic networks, except for uses as previously described without obtaining permissions for all copyrighted works incorporated in the program.

Important Reminders

1. **Caution in Downloading Material From the Internet:**
Teachers and students are advised to exercise caution in using digital material downloaded from the Internet in producing their own educational multimedia projects, because there is a mix of works protected by copyright and works in the public domain on the network. Access to works on the Internet does not automatically mean that these can be reproduced and reused without permission or royalty payment and, furthermore, some copyrighted works may have been posted to the Internet without authorization of the copyright holder.
2. **Attribution and Acknowledgment:**
Teachers and students are reminded to credit the source and display the copyright notice and copyright information if this is shown in the original source. Crediting must adequately identify the source of the work giving full bibliographic description where available (including author, title, publisher, place, and date of publication). The copyright ownership information includes the copyright notice (©, year of first publication, and name of the copyright holder).
3. **Notice of Use Restrictions:**
Teachers and students are advised that they must include, on the opening screen of their educational multimedia projects and any accompanying print material, a notice that certain materials are included under the fair use exemption of the U.S. Copyright Law and have been prepared according to the educational multimedia fair use guidelines and are restricted from further use.
4. **Future Uses Beyond Fair Use:**
Teachers and students are advised to note that if there is a possibility that their own educational multimedia projects incorporating copyrighted works under fair use could later result in broader dissemination, whether or not as a commercial product, it is strongly recommended that they take steps to obtain permissions during the development process for all copyrighted portions rather than waiting until after the completion of the project.
5. **Integrity of Copyright Works: Alterations**
Teachers and students may make alterations in the portions of the copyrighted works they incorporate as part of an educational multimedia project only if the alterations support specific instructional objectives. Teachers and students are

advised to note that alterations have been made.

6. **Reproduction of Decompilation of Copyrighted Computer Programs:**
Teachers and students should be aware that reproduction or decompilation of copyrighted computer programs and portions thereof, for example the transfer of underlying code or control mechanism, even for educational uses, are outside the scope of these [Fair Use] guidelines.
7. **Licenses and Contracts:**
Teachers and students should determine whether specific copyrighted works or other data or information are subject to a license or contract. Fair use and these guidelines shall not preempt or supersede licenses and contractual obligations.

Multimedia Guidelines Web Sites:

<http://www.libraries.psu.edu/mtss/fairuse/guidelinedoc.html>

<http://www.utsystem.edu/ogc/intellectualproperty/ccmcguid.htm>

Copyright Suggestions for Library Media Specialists

- ✓ Teach copyright principles to library patrons. Speak of copyright obligations as you provide materials to students and teachers.
- ✓ Post copyright notices on copy machines, video recorders, tape recorders, computers, opaque projectors, and any equipment capable of making copies of any sort. Be prepared to explain the legalese.
- ✓ Request copyright permission. Have a form letter ready for permission requests, fill-in-the-blank, if possible. The worst a copyright holder can do is say no.
- ✓ Make sure that all audiovisual material shown to students is directly related to the curriculum.
- ✓ Encourage teachers to use popcorn and soft drink parties, stickers, or free time as rewards or reinforcement. You may rent movies for such performances, paying minimal public performance fee, from suppliers such as Modern Talking Picture Service. Video rental stores cannot authorize you to give public performances.
- ✓ Track copyrighted material that passes through the library with a school site developed usage form. Home-taped videos, rented videos, and the like should have signed agreements from the faculty members stating that the material complies with fair use. Document educational exemption with lesson plans that tie the material to the curriculum and the lesson at hand.

- ✓ Write the required erase date on all videos taped off-air.
- ✓ Keep records! All material (especially audiovisual) purchased for the building collection should be tracked for copyright and public performance clearance. Notations on the shelflist or computer record of each piece with clearance should suffice. Retain a file of permissions and purchase orders documenting acquired rights. Keep the catalog or pertinent pages to verify purchase of public performance rights.
- ✓ Only programs taped off-air on public channels (VHF and UHF) can be taped without express permission. Look for this permission in teachers guides that various networks and program producers send out. These guides will also tell you the retention rights (e.g., seven days plus fair use; one year; life of the tape).
- ✓ Don't copy commercial computer software except to make an archival copy.
- ✓ Don't copy cartoon, TV, or film characters for decorations, bulletin boards, or handouts.
- ✓ Don't apologize for obeying federal law. If you would like a free copy of the law, write to the Library of Congress and request Circular 92.
- ✓ Do remember that the person who pushes the button is also liable. So is the administrator who knows that copyright is being violated. We recommend that you notify in writing both the principal and teacher when you are aware of copyright infringement. Keep a copy in your own files.

Copyright Suggestions for School Administrators

- ✓ Encourage and model copyright law compliance.
- ✓ Monitor use of copy machines, computers, and video recorders.
- ✓ Promote original materials. Using opaque projectors to enlarge graphics, coloring books, greeting cards, illustrations, cartoons, book jackets, and other copyrighted material is out of compliance unless specific permission is received. An exception would be simple map outlines.
- ✓ Require that lesson plans document tie-ins for copyrighted audiovisual materials.
- ✓ Distribute written guidelines and expectations for faculty and any staff involved with duplication of print or audiovisual materials through the

faculty handbook.

- ✓ Verbalize high expectations of the staff. Remind them that their actions are being watched by the severest critics-their students.

Resources for Copyright Information

Publications

Becker, Gary H. *Copyright: A Guide to Information and Resources*. P .O. Box 951870, Lake Mary, FL 32795-1870. 407-333-2037.

Bender, Ivan R. "Copyright and the Newer Technologies." *Wilson Library Bulletin* (June 1993): 44-47.

Gasaway, Laura N. and Sarah K. Wiant. *Libraries and Copyright: A Guide to Copyright Law in the 1990s*. Special Libraries Association, 1994.

Simpson, Carol Mann. *Copyright for School Libraries: A Practical Guide*. Linworth Publishing, Inc., 1994.

Strong, William S. *The Copyright Book: A Practical Guide*. MIT Press, 1993.

Talab, R. S. *Commonsense Copyright: a Guide to the New Technologies*. MacFarland & Company, Inc., 1986.

Organizations

American Library Association, Library and Information Center

Phone: 1-800-545-2433, ext. 2153

Website: <http://www.ala.org/ala/washoff/WOissues/copyrightb/copyright.htm>

Information Technology Association of America (ITAA)

Phone: 703-284-5355

Website: <http://www.ita.org/eweb/StartPage.aspx>

Software and Information Industry Association (SIIA)

(Formerly Software Publishers Association)

Phone: 202-452-1600

Website: <http://www.sii.net/piracy/>

United States Copyright Office, The Library of Congress

Phone: 202-707-3000

Website: <http://www.loc.gov/copyright/>

Copyright Law

Copyright Law

Copyright Law

Copyright Law

You May

Make a Single Copy of:

- A chapter from a book
- A periodical or newspaper article
- A short story, short essay or poem
- A chart, graph, diagram, drawing, cartoon or picture

Make Multiple Copies of:

- 250 words or less from a poem
- A complete article, story, or essay, if less than 2,500 words
- An excerpt from prose, if less than 1,000 words or 10% of work, whichever is less
- One chart, graph, diagram, drawing, cartoon, or picture per book or periodical

Copyright Law

Copyright Law

but do NOT

Make Multiple Copies:

- Of anything that has already been copied for another class in your school
- Of work from the same author more than once per term
- From the same collection or periodical issue more than three times per term
- Of works more than nine times per term
- For other teachers or their students

Make a Copy:

- Of works to take the place of an anthology
- Of "consumable materials" such as workbooks or standardized tests

Copyright Law

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Copyright Law

Videotape Showing Videorecorder Request Form

Date received by the Media Center Staff: _____

Date needed for showing: _____

Title of program to be shown: _____

CBC Objective: _____

I am familiar with the copyright and fair use guidelines section in the Faculty Handbook.

I have previewed the above video and have found it appropriate for classroom use.

I am aware that copyright law does not permit the showing of prerecorded videos for rewards, recreation, or entertainment.

✓ Check One:

Program will be shown from a VCR in the room.

Program will be shown from the Library Media Center.

Room Number: _____

Teacher's Signature: _____

Department /Grade Level Chairperson's Approval: _____

Assistant Principal's Approval: _____

Approved by: _____

Principal

Sample Form Letter for Permission to Use Copyrighted Material (Use school letterhead.)

Date

Permission Department
Publishing Company
XXX Street
City, ST XXXXX

Dear Sir or Madam:

May I have permission to duplicate the following for use in my classes next semester:

Title: Philosophical and Literary Essays

Copyright: Publishing Co., 1989, 1997

Materials to be duplicated: Essays 7, 12, and 22

Distribution: The material will be distributed to students in my classes; they will not be charged for the use of the material.

Number of copies to be made: 40

Type of Reprint: Photocopy

Use: Supplementary teaching materials

I have enclosed a self-addressed envelope for your convenience in replying to this request. Your response by _____ (date) would be most appreciated.

Sincerely,

Faculty Member

I (We) grant permission to faculty to reproduce the above materials.

_____ Date

Please use the following credit line:

Sample Form Letter for Permission to Use Copyrighted Material (Use school letterhead.)

Date

Permission Department
Publishing Company
XXX Street
City, ST XXXXX

Dear Sir or Madam:

The library media center has purchased a copy of the item identified on the attached purchase order. We are requesting permission to do the following:

_____ To make an archival copy;

_____ To duplicate up to ___ copies of the work;

_____ To convert the format of the item;

_____ To perform the work publicly at no admission charge. This would include use by students, faculty, or Parent-Teacher groups in the evening, special showing during the lunch hour, use at faculty training, and the like;

_____ To use the item for instructional broadcasting purposes within the school building.

Please sign this letter below as an indication that you have granted the permission(s) checked above and return the letter to us in the enclosed self-addressed envelope.

Sincerely,

Library Media Specialist/ Faculty Member

I (We) grant the permissions noted above to this library media center to facilitate use of the material(s) identified.

_____ Date