



**FACULTY HANDBOOK
2016 - 2017**

**Cynthia Valdes-Garcia
Principal**

**Aryam Alvarez-Garcia
Assistant Principal**

**Elieser B. Siles
Assistant Principal**

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I.A.

A Message from the Principal

The purpose of the Glades Middle School Faculty Handbook is to address site-specific information needed in the successful operations of our daily school program. The other resource manual is our Opening of Schools Bulletin. These are resource documents intended to provide useful information to all staff members, concerning the policies and practices. If you have any questions or need clarification on a site-specific topic not addressed in our handbook, please contact an administrator for assistance.

**A hard copy of the Glades Middle School
2016 – 2017 Faculty Handbook is
Available in the Main Office.**

If you have any questions concerning M-DCPS policies, our administrative team can assist you.

I have read and understand this document

Employee Signature

Employee Number

Date

I.B.



VISION

We are committed to provide educational excellence for all.

MISSION

We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.

CORE VALUES

Excellence

We pursue the highest standards in academic achievement and organizational performance.

Integrity

We build positive relationships through honesty, respect and compassion, which enhance the self-esteem, safety, and well-being of our students, families and staff.

Equity

We foster an environment that serves all students and aspires to eliminate the achievement gap.

Citizenship

We honor the diversity of our community by working as a team to ensure the educational success of all of our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.



*9451 SW 64 Street
Miami, Florida 33173
(305) 271-3342*

VISION STATEMENT

Glades Middle School is committed to a comprehensive and inclusive learning environment to provide educational excellence for all.

MISSION STATEMENT

Glades Middle School's mission is to empower students with the highest quality education so all of our students are provided with lifelong learning skills to become successful in leading productive, responsible and fulfilling lives as a member of society.

CORE VALUES

RESPONSIBILITY * RESPECT * TRUST * CARING * FAMILY

I.C.

SECTION I: ORGANIZATION

ADMINISTRATION

Cynthia Valdes-Garcia, Principal
Aryam Alvarez-Garcia, Assistant Principal
Elieser B. Siles, Assistant Principal

STUDENT SERVICES DEPARTMENT

Gabriel Ibarra Guidance Counselor (*Last Name Letters M-Z*)
Mary Thomas, Guidance Counselor (*Last Name Letters A-L*)
Gizella, Alexander, Cambridge Recruitment Coordinator
Kristina Bringas, DREAMS Coordinator
Lola Garcia, Testing Chairperson
Tessie Izquierdo-Nuñez, Athletics & Activities Coordinator

ELECTIVES AND VOCATIONAL DEPARTMENT

Catherine Rivera, Department Chair Special Areas & Electives
Helen Griffin, Department Chair Vocational
Erich Rivero, Band Teacher
Joan Carrera, Exploring Technology Teacher
Befy Cibeira, Business Technology Teacher
Andrew Abigail, Physical Education Teacher
Lysander Alonso, Physical Education Teacher

SPED DEPARTMENT

Leslie Rosendo, Department Chair
Maria Arguelles, SPED Teacher
Maria Artime, SPED Teacher
Beth Miller, SPED Teacher
Marlene Perdomo, SPED Teacher
Rocio Romero, SPED Teacher
Linda Steinheimer, SPED Teacher

LANGUAGE ARTS AND READING DEPARTMENT

Barbara Ruiz, Department Chair
Gizella Alexander, Department Chair Reading
Victoria Borges, Language Arts Teacher
Kristina De la Cal, Language Arts Teacher
Esperanza Estrada-Luna, Language Arts Teacher
Tessie Izquierdo-Nuñez, Language Arts Teacher
Renee Sabljak, Language Arts Teacher

MATHEMATICS DEPARTMENT

TBA, Department Chair

Carlos Fueyo, Math Teacher
Lola Garcia, Math Teacher
Susana Gomez, Math Teacher
Leighton Jenkins, Math Teacher
Ora Leonce-Polius, Math Teacher
Teresa Pressey, Math Teacher
Patricia Rabel, Math Teacher

SCIENCE DEPARTMENT

Natasha Jarrett, Science Teacher

Jane Adair, Science Teacher
Kristina Bringas, Science Teacher
Maria Cruz, Science Teacher
Maria Palma, Science Teacher
Mark Stephens, Science Teacher

SOCIAL STUDIES DEPARTMENT

Madelaine Facio-Valderrama, Department Chair

Julian Corrales, Social Studies Teacher
Mairely Doimeadios, Social Studies Teacher
Cassandra Dye, Social Studies Teacher
Raul Espinoza, Social Studies Teacher
Elizabeth Falla, Social Studies Teacher

ELL DEPARTMENT

Jacqueline Silverio, Department Chair

Luz Nazario, ELL Teacher

SUPPORT STAFF

Lilliam Rodriguez, Principal's Secretary
Doris Garrote, Registrar
Cecilia Gonzalez, School Secretary
Alina Revilla, Treasurer

Barbara Delgado, ELL Paraprofessional
Silvia Gutierrez, SPED Paraprofessional

SECURITY STAFF

Keith Barnes, Security Monitor
Juan Rosello, Security Monitor

MAINTENANCE AND CUSTODIAL STAFF

Fernando Castrillon, Head Custodian
Ramon Gomez, Lead Custodian
Sergio Avila, Custodian
Jose De la Pera, Custodian

Santiago Del Carpio, Custodian
Felix Melgar, Custodian (PT)
Rene Mulet, Custodian

CAFETERIA STAFF

Zulima Clausell, Manager
Mercedes Aguiar
Mayra Alejo-Fernandez
Daimely Biel
Anay Lopez
Georgina Galindo-Munoz
Israel Marrero
Claribel Martin

SECTION II: POLICIES AND PROCEDURES

A. PROFESSIONAL RESPONSIBILITIES AND EVALUATION

ACCIDENTS-STUDENTS/STAFF

Report all student accidents to Mr. E. Siles, Assistant Principal, in the Main Office. Please complete an accident report for all injuries form #7491. In case 911 is needed, an Administrator will contact proper authorities and follow school and district emergency procedures.

Staff injuries must be reported immediately to Ms. C. Valdes, Principal, Mr. E. Siles, and Ms. Lilliam Rodriguez, Principal's Secretary.

- **WORKMAN'S COMPENSATION**

Staff members who feel they may need the benefits of Workman's Compensation must report the circumstances of the accident or problem to Ms. L. Rodriguez in the Main Office.

BACK TO SCHOOL NIGHT

The presence of every teacher is required for one scheduled Back-to-School Night.

CLASSROOM PROCEDURES

1. All classes should have classroom libraries.
2. Floors should be free of paper or litter, and furniture should be kept free of marks.
3. Teachers should strive to instill in students a pride in keeping the rooms clean, orderly, and attractive.
4. Classrooms and office work areas must be free of clutter with student book bags neatly placed. Clear access to fire exits is mandatory.
5. Bulletin boards should be neat and attractive, **displaying student work**.
At the close of the day, white boards should be erased and desks arranged.
6. Students are not permitted to eat or drink in any classroom.
7. **Classroom should display updated student work not more than one month old.**
8. Classrooms and offices are to be in good "visitor" condition at all times.
9. Students are not to be left unattended at any time.

DEPARTMENT CHAIRPERSONS

Department Chairpersons are essential positions that provide effective implementation of a school's program. Such positions foster leadership experiences and provide the individual an opportunity to have a significant role in school planning and program development, as well as the opportunity to develop positive leadership traits. Chairpersons are responsible for creating agendas and maintaining minutes for every meeting and must forward the agendas and minutes at the end of each meeting week to Ms. A. Alvarez-Garcia.

ACCOUNTABILITY FOR ITEMS ASSIGNED TO YOU

All personnel are responsible for the safe use, maintenance, storage, and return of all items assigned to them. These include:

1. Keys to classrooms and other doors.
2. Textbooks on your textbook account.
3. Audio visual materials and equipment checked out to you.
4. Equipment and furniture in your room.
5. Promethean remote control and pen.
6. Any items not listed above for which you are assigned responsibility.

You are required to immediately report the loss of any school property.

DOOR KEYS

Mrs. Lilliam Rodriguez will issue classroom door keys. Please see her to sign out your key and return it to her at the end of your contractual school year on June 9, 2017. **If you lose your school keys, please report the loss immediately to Mrs. Rodriguez.**

PHOTOCOPY

You will be receiving a password/code to access the copy machine. A set number of copies will be assigned per teacher per month.

E-MAIL / MAIL BOXES

All staff members should have a **dadeschools.net** account. You must check your e-mail on a daily basis. Also, all staff members need to check their mailboxes every morning and afternoon.

EMERGENCY LESSON PLANS

Detailed, interesting, carefully prepared emergency lesson plans make it possible for meaningful instruction to continue in your absence. All teachers are to complete at least 3 days of emergency lesson plans, which should include multiple copies of student material if appropriate. The plans must be completed and submitted to your department chair for review and submit to Ms. L. Rodriguez in the Main Office not later than Friday, August 26, 2016. In the event emergency plans are used, it is the responsibility of the teacher to update the emergency plans within one week of the initial date of an absence.

IN-SERVICE TRAINING

All instructional staff will be required to participate in *In-House* Professional Development activities. These activities will be conducted on every last Wednesday of the month, early release days, and mandatory no-opt planning days (8/30/16 and 11/8/16).

Ms. Kristina De la Cal will serve as the Professional Development Liaison.

IPEGS

The Instructional Performance Evaluation and Growth System (IPEGS) is the assessment and appraisal system used by all instructional professionals in Miami-Dade County Public Schools (MDCPS). IPEGS was developed in collaboration with United Teachers of Dade (UTD) and has been in place since the initial pilot in 2006. Since the 2013-2014 school year, IPEGS has been revised to comply with the requirements of the federal Race to the Top (RTTT) grant and new state legislation enacted through the Student Success Act of 2011.

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

Administration will begin IPEGS observations within the next few weeks. To access the IPEGS/DPGT manual you should visit: <http://ipegs.dadeschools.net>
Informal Classroom Walk-Throughs (CWT) will be conducted throughout the school year and will reflect on the end of the year summative evaluation.

LATE ARRIVAL AND/OR LEAVING EARLY

It is expected that all teachers will report to work by 8:30 am. In the event of an emergency the following procedures will be followed:

- In case of a last minute emergency –before 8:00 am please contact the substitute hotline at (305) 523-0103. After 8:00 am contact Mr. E. Siles or Ms. A. Alvarez-Garcia at (305) 271.3342.
- As soon as you arrive you must sign in and notify Mr. Siles, Ms. Alvarez-Garcia or Ms. Rodriguez.
- Leaving early, you must complete an Employee Request Form #GMS-002 (Request for Approval for Late Arrival or Early Departure) and request permission from the principal or designee.

DAILY LESSON PLANS

Lesson plans are the road maps to effective instruction and learning. Daily lesson plans **must** reflect objectives, activities, and methods of monitoring student progress. Lesson plans **must** be available for review during teacher observations and upon administrative request.

OFFICE SUPPLIES

Should you require basic additional office supplies, please see Ms. Alina Revilla, Treasurer.

PURCHASES/PURCHASE ORDER

Teacher/staff members cannot make purchases without prior written approval of the principal. Prior to making any purchases a PO must be requested and processed for proper documentation. Any purchases made without first obtaining a signed PO will be the sole responsibility of the individual who made the purchase.

PACING GUIDES AND THE FLORIDA STANDARDS

Revised Pacing Guides for Language Arts, Math, Science and Social Studies Departments are to be implemented. These guides provide a track for teachers to cover all objectives in correlation with The Florida Standards. Pacing Guides can be found on the District website under Curriculum and Instruction.

PAYROLL PROCEDURES

Upon arrival, all staff members **must personally** sign in on the payroll roster in the main office. If you plan to be out on a specific date, you must provide a *Leave Card* before your absence. In case of an emergency, you must provide a *Leave Card* immediately upon your return to the worksite. **Any blank spaces appearing next to a faculty member's name on the payroll roster sign-in sheet will be recorded as an absence when the payroll is processed.**

Permission to leave the building, except for the 30-minute lunch break, must be obtained from **the principal or designee**. All staff members are required to sign out before leaving the building. With prior approval from the principal, staff members **may** be allowed up to 2 hours for medical appointments and must provide medical documentation. **In order to maximize instructional time, staff is encouraged to make personal/medical appointments outside contractual hours 8:30am to 3:50 pm.**

The Employee Request form must be completed and approved by principal or designee. (Forms can be found in the main office copy room.)

PLANNING TIME - SUPPLEMENTS

Planning is built into the master schedule for each teacher on each day. Those teachers who are in contact with students for six periods will be compensated with one extra period supplement. Teachers on planning time must remain in the building and be available for consultation.

Multi-Tiered Systems of Support (MTSS)-RESPONSE TO INTERVENTION (RTI)

The team will consist of the school psychologist, social worker, principal, BMT, school resource specialist, counselors, reading coach and any teacher or staff member directly involved with the student. If you are concerned about any student, please see the school psychologist or Ms. Rosendo, SPED Chairperson for referral procedures.

STAFF ABSENCES

The following procedures should be followed regarding absences from school:

- Before 7:30 am, inform Mrs. Rodriguez by calling the substitute hotline (305) 523-0103 as early as possible, state whether sick or personal leave, and a number where you can be contacted.
- Teachers must submit a substitute folder with a copy of expectations and classroom rules, detailed lesson plans, class roster and seating plans.
- Make sure a set of emergency lesson plans for a minimum of three (3) days must be on file with Ms. Rodriguez. All emergency lesson plans must be turned in by Friday, August 26, 2013.
- Be sure to provide the substitute teacher with attendance rosters for homeroom and periods 1-6.
- Make students accountable by following up on student discipline problems and incomplete student work.
- Require the student assignments to be turned in to the substitute. When students know they will not be held accountable for work, many elect not to complete it.
- Give students clear directions of behaviors expected when there is a substitute including the disciplinary procedure that will be implemented for conduct problems or not staying on task.
- You must call **Mrs. Rodriguez by 3:00 pm** if you intend to return to work the next day, or a substitute will be secured for the next school day and you will be charged a sick/personal day.
- If you do not have any leave days available, your absence will be processed as Leave Without Pay-Unauthorized (unless it is otherwise authorized by the principal).
- You must sign your leave card upon return to work. Leave cards will be in the copy room.
- If you are aware of an upcoming absence, please inform Mrs. Lilliam Rodriguez, principal's secretary, as far in advance as possible so that we may prearrange substitute coverage for your classes. In addition, if you would like to attend a workshop, a temporary duty form must be completed ten days prior to the function and pending administrator's approval, if the temporary leave substitute coverage is funded, the form may be signed by an assistant principal. If the temporary leave **is not funded** it must be approved by the principal.
- Upon return from any absence, an employee **must** complete and sign a payroll absence card. If you do not find a card in your mailbox, see the payroll secretary.

- Cafeteria personnel must contact the cafeteria manager and custodial personnel must contact the head custodian, whenever an absence from work is necessary.
- **JURY DUTY/SUBPOENAED AS A WITNESS (Board Policy 6GX13-4E-1.04)**
- Any **full-time or regular part-time** employee who is summoned as a member of a jury panel,
 - or
- Any **full-time or regular part-time** employee who is subpoenaed as a witness, not involving his/her own personal litigation,
 - or
- **any employee** subpoenaed in the line of duty to represent the School Board as a witness or defendant, **shall be reported as "OTHER"**.
- When subpoenaed as a witness, or on jury duty, official notification from the court, indicating time spent, should be attached to the Application for Leave form.

NOTE: When an employee is involved in his/her own litigation and must appear in court, the time must be reported as either "PERSONAL", "VACATION" (if approved by the administrator), or "LWOP"

STAFF MEETINGS

Faculty Meetings will be held in the auditorium from 8:00 am to 9:00 am. Dates are display on the Master Calendar located in the Main Office and in the School Meeting Calendar.

*Some meetings may be held after school.

STUDENT SUPERVISION

It is your professional responsibility to ensure that students are supervised at all times. Interns must not be left alone to supervise students.

Classroom coverage may be requested if an emergency arises. Coverage will be arranged as soon as possible, in accordance with the situation and the length of time involved. Please do not send any verbal or written requests for coverage directly to substitutes, paraprofessionals, or security staff; you must request permission from the principal.

TEACHER-PARENT COMMUNICATION

It is the teacher's responsibility to call and schedule a parent conference when needed. Parent contact information can be obtained from the Gradebook or in the Main Office. It is highly recommended that teachers maintain an on-going parent contact log.

TELEPHONE USAGE

Telephones in classrooms are for emergencies only. Staff members should refrain from using classroom telephones and cellular phones for personal use during instructional time. Under no circumstances are students allowed to use the telephone. Students needing to use telephones for emergency must be issued a hall pass to the Attendance Office.

TEXTBOOKS

The textbooks are requested through your Department Chairperson. Teachers should keep an ongoing record of all textbooks issued and update as needed. Every effort should be made to

have students return all textbooks in good condition. When recording grades on withdrawal cards, be sure to note the books, which have been signed out and not returned.

TRANSPORTING STUDENTS IN A PRIVATE AUTOMOBILE

Transporting students in a private automobile is not allowed, unless the proper paperwork has been submitted and approved by the principal.

WORKING HOURS

In order to provide a safe learning environment, it is necessary for staff members to adhere closely to their workday schedules.

Your contractual work hours are 8:30 a.m. to 3:50 p.m.

School security monitors should be on their posts at their scheduled time. Clerical and custodial staff should adhere to schedules as assigned.

B. GRADING POLICY AND ELECTRONIC GRADEBOOK

GRADEBOOK PROCEDURES

In order to facilitate the preparation and uploading of the End of Grading Period/Report Cards, you will be required to have your Electronic Gradebook. It is strongly recommended that you print a Grade Verification Report. To prepare the Grade Verification Reports follow these End of Nine Weeks Procedures:

1. Open the Required Assessments page for each subject. (Gradebook Grid > Required Assessments)

The grade that is displayed in the column (far right) will be reported; this can be overwritten if desired. Effort needs to be inputted in the Effort Grade Final column (effort can be added by pressing the spacebar). Conduct needs to be inputted in the Conduct Grade Final column (conduct can be added by pressing the spacebar).

You can include up to 2 comments (comments can be added by pressing the spacebar).

2. Enter Overwrite Codes as necessary

Use the code "NG" for any student who has grades in the Gradebook, but needs to receive a blank grade. You need a comment code to accompany the 'NG'. Any student with more than 10 days in attendance needs to receive a grade. Run the Grade Verification Report (Reports>New>Other>Grade Verification Report)

Make corrections as needed then Print the Grade Verification Report to verify that all students have a grade, effort and comment/s if necessary. Submit the Grade Verification Report to Ms. Alvarez.

All teachers will input grades using Electronic Gradebook software located in the District's Website. Throughout the quarter, parents, counselors, grade book manager, and administration will be able to access grade book records.

It must always be accessible while school is in session. Emphasis must be placed on accuracy, consistency in recording grades on-line. It is recommended that a physical copy of the gradebook be kept for reference.

Attendance information must be recorded using the approved key.

Absences must be recorded as unexcused until proper documentation is presented to the attendance office and the student returns to the class with a signed admit marked excused or unexcused. The student has up to 72 hours to present documentation.

3. There must be a minimum of **one grade per week** for each nine-week period regardless of the subject matter.
4. Explain the basis of each grade in the cell provided.
5. Teachers must log teacher-parent communications in their parent log or specific cell provided by Excelsior Gradebook and specify whether such contact was in person, by telephone, or through written correspondence. The specific details of the conversations can be recorded on a communications form, but the EVENT must be recorded in the log. When required parent contact is not achieved, evidence of attempts to contact parent should be recorded in the log, and the case referred to the designated administrative personnel for follow-up.
6. Unsatisfactory or Satisfactory Progress Reports must be completed by teachers and will be uploaded and printed by the Gradebook Manager. Teachers must adhere to the Report Card/Progress Report Calendar located on the appendix section. According to school board policy, an unsatisfactory grade on the progress report must be given to every student who is in danger of achieving a grade below a "C" or less than a "2" in effort.

GRADES

Academic grades are to reflect the student's progress based upon oral and written measures, student folders, checklists, and observations. In no case should the examination grade constitute the entire grade for any grading period.

C. ATTENDANCE POLICY AND PROCEDURES

TEACHER'S RESPONSIBILITIES

Teacher's shall encourage regular school attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent.

- A. The teachers shall encourage school and class attendance with challenging and rigorous instruction and curriculum and by demonstrating an interest in the welfare of students.
- B. Secondary school teachers are required to take attendance each period of the school day and report absences as required by the school.
- C. Upon request of the student or the parent, provide make-up assignments for excused absences/tardiness.

ATTENDANCE PROCEDURE

Official student attendance will be taken daily during advisement from 9:10 to 9:26 am.

Absences and tardiness will be marked in the grade book utilizing the code listed on the <http://ehandbooks.dadeschools.net> in the District Student Attendance Reporting Procedures (page 32)

You may view the entire Student Attendance Reporting Procedures at:

<http://ehandbooks.dadeschools.net>

LATE ARRIVAL AND EARLY DISMISSAL

(Board Policy 5200 – Attendance and 5230 - Late Arrival and Early Dismissal)

Students shall be in attendance throughout the school day. If a student is late to school or to be dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

Tardiness: A student is considered tardy if they are not present at the moment the school bell rings for the class assigned. NOTE: If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should never remain on record as being absent.

Students who need to leave school early must obtain a PERMIT from the Attendance Office and then sign out. The PERMIT will be used as an admit to class and it will be updated by the attendance clerk.

Only a student's parent, legal guardian, or other person specified on the Emergency Contact Card may sign a student out to leave school early.

As per District procedure, no student will be excused early after 3:20 p.m., unless authorized by Principal or designee.

EXCESSIVE ABSENCES

A student accumulating ten or more class unexcused absences in an annual course or five or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. The withholding of grades will no longer be done programmatically.

EXCESSIVE TARDIES

A student accumulating three or more unexcused tardiness may receive a referral and parental contact will be made. If the student continues to be tardy further administrative actions will take place.

D. SAFETY, DISCIPLINE, AND UNIFORM PROCEDURES

Arrival and Dismissal

Students are not permitted in the building prior to 9:00 am. ONLY those students eating breakfast may enter the building through the glass enclosed doors after 8:30 am.

Students must have a school issued pass to enter the building prior to 9:00 am.

If there is inclement weather, students will be able to enter the building and go to the auditorium and cafeteria under security supervision.

Dismissal will be at 3:50 pm. All students are released and teachers are asked to monitor their hallways as they leave.

Rainy Day Dismissal Procedures: DO NOT DISMISS STUDENTS. An announcement will be made to dismiss buses first. All other students will be dismissed by building sections and are to report to the main entrance lobby, cafeteria, and auditorium if needed. Students will be dismissed as parents pick them up.

CLINIC

If students become too ill to remain in class, they should be sent immediately with a peer and a yellow pass to the main office. If the student is not able to walk under his/her own ability, the office must be contacted immediately an Administrator will take appropriate action. If it is necessary for the student to be sent home, parents will be called by attendance office personnel.

SAFETY AND SECURITY PLAN

Please see Lockdown Flowchart provided in your Opening of Schools folder.

During more serious or life-threatening situations, Critical Incident Response Team will convene in the principal's office to assess the extent and/or seriousness of the situation. A decision to initiate a Lockdown or Evacuation will be determined during this time. The principal or designee will assume complete authority; make all statements to TV, radio, and/or the press and have the responsibility of implementing the emergency procedures. The principal or designee will lift the lockdown.

Teachers please adhere to the following procedures:

- Gather students from hallway and move into class, even if the students do not belong in that particular class.
- Close and lock all doors and windows.
- Maintain calm and order within the classroom.
- Do not permit students to leave the classroom for any reason.
- Ignore the bells. Do not dismiss the students until you receive word from the principal or another administrator.
- Listen carefully to all announcements and check email system in an event that administration cannot make announcements.
- Teachers who are planning should report to the Main Office.
- Support Personnel who do not have an assigned area must report to the Main Office immediately.

***If the decision is made to evacuate the building, all personnel should assist and follow the procedures as practiced during drill evacuations.*

EVACUATION PROCEDURES

1. Teachers shall take their place at room exists and at their signal, the pupils shall march out of the room in regular order.
2. While pupils are marching out of the room, the teacher will check the room to see that everyone is leaving. The teacher will then close, but not lock, the door and will join the pupils as they march out of the building.
3. Classroom windows are not to be closed, shades are not to be drawn and classroom items are to be left in the room.
4. Pupils not under the direct supervision of a teacher are to be instructed to join and march out with the nearest supervised group.
5. While it is desirable that buildings be evacuated quickly, speed should not become a consideration to the extent that injuries occur due to tripping, shoving, etc. It is also necessary that conversation be held to a minimum so that the person in charge can remain in absolute control of the situation.
6. A building diagram is posted in each room, giving specific routes to be followed by the occupants of that room.

FIRE DRILL PROCEDURES

Fire drills are held in accordance with state regulations. Detailed instructions concerning fire drills are provided. It is essential that each teacher follow exact instructions about exits, as the building should be emptied in two (2) minutes. Teachers are expected to see that each of their students leaves the building; teachers are required to escort their students out of the building.

Each work station will be provided with an evacuation diagram to be posted on the bulletin board at all times, showing the route to be followed by the class when a fire drill is sounded. Students should be cautioned that there is to be no talking or running while leaving or re-entering the building.

Classroom teachers should be certain students do not rearrange their desks thereby blocking the doorways at any time. While the pupils are marching out of the room, the teacher will check the room to see that everyone is leaving. Remember to take your grade book and to take attendance once outside the building. The teacher will then ensure that the door has been closed, but not locked, and will join the pupils as they march out of the building.

HURRICANE PRECAUTIONS

When hurricane warnings are displayed we will depend on school personnel to assist in taking the precautions cited below:

1. All windows closed and fastened.
2. All loose boards and debris disposed of or stored in a safe place.
3. Awnings secured or taken down and stored.
4. All books, papers, typewriters, and other equipment should be moved as far away as possible from the windows and other areas that might be damaged and admit water to the building. These items should be stored at least several inches above the floor to protect them from water damage due to minor flooding.
5. All items such as garbage cans, cartons, tin cans, and other miscellaneous items, should be stored inside the building.

SERIOUSLY ILL OR INJURED STUDENTS

It is imperative that every student in every advisement have a completed EMERGENCY HOME CONTACT card on file in the Attendance Office. Emergency procedures of any kind must be

simple in nature and clearly understood by all personnel. All members of the school staff are expected to study the following procedures and implement it correctly in case of emergency.

When a child is judged by the classroom teacher/person in charge of the activity to be seriously ill, or when a child is seriously injured, the following procedures are to be implemented.

1. The teacher shall IMMEDIATELY notify the administrative staff via the office.
2. In cases of serious illness or injury, make the child as comfortable as possible under the circumstances. DO NOT ATTEMPT TO MOVE THE CHILD.
3. In case of an accident, take First Aid measures depending on the nature of the accident. Each staff member needs to have a basic working knowledge of First Aid.
4. The Attendance Office will notify the parent/relative, neighbor, physician, etc. as listed on the Emergency Contact Card.
5. In cases where the parents or others listed on the Emergency Contact Card cannot be reached and it is apparent that immediate professional help is needed, the administrator in charge shall contact the police for the purpose of summoning assistance.
6. ALL accidents are to be reported, in writing to the Attendance Office by the teacher in-charge of the group or activity as soon as possible but no later than within 24 hours of occurrence.
7. Students with minor ailments, i.e., headaches, hangnail, etc. are to remain in the classroom.

If a teacher is negligent in the performance of these duties, there is no legal power, which can protect against the consequences of negligence. However, if a teacher exercises due care to foresee harmful consequences and to provide reasonable safety measures; the burden of proof of negligence is placed on the accuser. The courts have upheld teachers who exercised reasonable care in handling students under their supervision.

There are no statutes in Florida which grant immunity to teachers from suits for injuries sustained by pupils. However, the courts have interpreted the law to mean that a teacher is not liable for injuries to a pupil unless the teacher is negligent.

The best course of action for any teacher to take is to follow known safety rules, to instruct students as to the best way of carrying out a specific assignment, and to exercise reasonable precaution in the performance of regular school duties whether they are in the classroom, on the field or on a field trip. In other words, teachers should use sound judgment and exercise initiative.

TORNADO ALERT PROCEDURES

The following procedures should be taken in the classrooms following a tornado alert from the main office:

1. Close shades and black-out curtains if time permits, windows should be left in the open position.
2. Group furniture for maximum protection against expected hazards, especially falling walls and flying glass.
3. See that exterior doors are unlocked.
4. Have pupils place themselves in best protective position (prone or turtle position).
5. Check for additional interior hazards.

Pupils not assigned to remain in rooms and those out on the P.E. field or in portables when the warning is received, should move quickly to the Media Center, the cafeteria or other secure area assignment if time permits. If the tornado occurs before shelter can be reached, pupils exposed on

the P.E. field should assume a prone position with their hands protecting the back of the head and neck.

An “**All-Clear**” announcement will come from the main office when the danger has passed.

DISCIPLINE PROCEDURES

In order to maintain school-wide consistency when addressing disciplinary actions, please review the information below and referred to the District’s Code of Student Conduct.

It is important that all teachers handle the incidents considered minor infractions addressing the student and **contacting parents** as needed. Make sure to maintain a parent contact log in order to keep a record of your communication with parents. A referral for a minor infraction **will not** be accepted unless all procedures have first been followed by the teacher and the student and parents are given time and an opportunity to correct the action.

Please understand that every effort must be made to prevent a student from being suspended. It is of the utmost priority to maximize the number of hours students spend in the instructional classroom environment.

The online version of the *Code of Student Conduct* in English, Spanish, and Haitian-Creole can be located in the Employee Portal or by accessing through the following website address:

<http://ehandbooks.dadeschools.net/policies/90/index.htm>

Minor Infraction Teacher Procedures (Progressive Discipline):

- **Immediate Verbal Warning**
- **Redirection**
- **Conference with student**
- **Parental Contact / Maintain Log**
- **Parent/Teacher/Counselor Conference**
- **Referral**

If inappropriate action (same action) continues after the above procedures have taken place, a referral is completed and sent to the grade level administrator (6th & 7th grade: Mr. E. Siles) (8th grade: Mrs. A. Alvarez). Make sure to include parental contact information and write the parent contact telephone number on the upper right corner of the referral form.

NOTE: All infractions, Minor or Major, **REQUIRE** parental contact.

*****Post in a visible area*****


Classroom Rules and Expectations (Review with students)
Classroom Grading/Attendance Procedures (Review with students)

STUDENT REFERRALS

Teachers are expected to clearly inform students of the expected behavior required in the classroom. In the event that classroom management strategies do not re-direct unacceptable behavior, the teacher must follow progressive discipline and if warranted, write a referral that documents the particular student’s behavior and the teacher’s attempts to redirect the student’s behavior.

DRESS CODE

As a uniform school, enforcement of the student dress code is the shared responsibility of the staff. Students out of dress code should not be permitted to class.

	COLOR	COMMENTS
SHIRTS  School Logo	Royal Blue or Yellow	<ul style="list-style-type: none"> • Polo style shirts with school logo/patch • Tab collar t-shirts with school logo/patch • Long sleeve tab collar t-shirt with school logo/patch • School team, club and sport shirts are allowed but must be associated with Glades Middle School or Miami-Dade County Public Schools <p>SCHOOL LOGO/PATCH IS MANDATORY ON ALL SHIRTS EXCEPT ON TEAM, CLUB & SPORT SHIRTS</p> <p>P.E. SHIRTS ARE ONLY TO BE WORN DURING P.E. CLASS</p> <p>NO OVERSIZED SHIRTS ALLOWED</p>
UNDERSHIRTS	Royal Blue, Yellow, or White	<ul style="list-style-type: none"> • Undershirt must not be exposed from the sleeves (unless it is a long sleeve undershirt) • Undershirt must not be exposed from the bottom of the uniform shirt (must be tucked in) <p>NO OVERSIZED UNDERSHIRTS ALLOWED</p>
PANTS	Khaki or Navy Blue	<ul style="list-style-type: none"> • Must fit at waist and go to the ankle • Undergarment must not be exposed <p>The following items ARE NOT ALLOWED:</p> <ul style="list-style-type: none"> ➤ Sweat and jogging pants <p>OVERSIZED PANTS, CARGO PANTS AND/OR PANTS HANGING BELOW THE WAIST ARE NOT ALLOWED</p>
JEANS	Blue	<ul style="list-style-type: none"> • Must fit at waist and go to the ankle • NO OVERSIZED JEANS • Jeans must be PLAIN: <ul style="list-style-type: none"> ➤ no patches, painted-on designs, bleached jeans, fringes, holes, writing studs, etc.
SHORTS/SKIRTS/SKORTS	Khaki or Navy Blue	<ul style="list-style-type: none"> • Must fit at waist • Must be a reasonable length (extend below outstretched arms and fingers) • Shorts must go to the knee <p>The following items ARE NOT ALLOWED:</p> <ul style="list-style-type: none"> ➤ P.E., gym, sweat and jean shorts
SHOES		<ul style="list-style-type: none"> • All shoes must be closed-toe • No shoes should be open in the back • Laces and straps must be tied and secured <p>The following items ARE NOT ALLOWED:</p> <ul style="list-style-type: none"> ➤ High heels ➤ Platforms

NOTE: The following items are **NOT** permitted to be worn: hats (except for religious purposes), sunglasses, tube tops, see-through blouses, bare backs, bare midriffs, fish net jerseys, halter tops, tank tops and/or clothing which portray any messages, either in writing and/or graphics, related to drugs, alcohol, smoking, sex and/or profanity.

All staff is expected to dress in a manner appropriate for a professional in the business community. At a minimum, staff must observe the same standards of dress that are required for students.

PASSING BREAKS

Students are not permitted to spend these minutes visiting. Classroom teachers should open the classroom doors at the sound of the bell, stand outside their classroom, and assist students in re-entering the rooms. Students must be inside of the classroom before the bell stops ringing. No passes should be given the first and last ten minutes of class.

HALL PASSES

Teachers must issue a Yellow Hall Pass for any student leaving the classroom. Hall passes must be complete with student(s) first and last name, date, time, and reason. The student must carry the pass in his/her hand where it can be seen. **Student should not be issued a hall pass unless it is necessary at the discretion of the teacher. Students are expected to use the restrooms at the change of class.**

E. ACTIVITIES – FIELDTRIP PROCEDURES

The following are the guidelines and procedures you must follow when setting up school activities and or fund raising activities:

PLEASE NOTE:

*Any correspondence that is sent out of the building in reference to any activity must first be turned in to the Activities Coordinator for review and final approval will be by Mrs. Valdes-Garcia, Principal.

*Any academic correspondence that is sent out of the building must first be turned into your Department Chairperson for review and final approval by the Assistant Principal assigned to your department.

*ALL CLUB MEMBERS MUST SUBMIT TO THE SPONSOR A MEDIA RELEASE FORM.

*ANY STUDENT PARTICIPATING IN AN AFTER SCHOOL ACTIVITY OR ATHLETICS MUST PURCHASE THE DISTRICT'S INSURANCE.

*DO NOT COLLECT ANY MONIES WITHOUT SEEING THE TREASURER, MS. REVILLA, FIRST.

1) Prior to starting or announcing any activity (fundraising, club meetings, use of the auditorium, guest speakers, performances, dances, and field trips you must first complete the Activities Request Form and have it approved.

2) Submit the in-house Activities Request Form at least 30 days prior to the event of the activity to the Activities Coordinator, Mrs. Izquierdo-Nuñez in my mailbox, for approval. (Attached)

3) Booster Clubs - only if conducting a community Fund Raising Activity must submit form 6571 for approval 30 days prior.

4) In addition, all in-house clubs upon approval of a fundraising activity must also complete an application For Fund Raising Activity form 1018, (I will provide you with that form once the in-

house activity form has been approved). A fundraising activity cannot begin until form 1018 has been returned to the club sponsor with all appropriate signatures.

5) All activities that students are performing in at the school in which tickets are sold for monies the following must be done:

- a. Tickets must be printed in sequential and numerical order.
- b. A letter must be provided indicating the number of tickets printed and their sequential order for example, 001, and 002, etc.
- c. Monies need to match the number of tickets sold.
- d. Monies must be deposited through the school's internal funds account, same day of collection.

6) Separate accounts for students in booster clubs can't be set up. Monies earned from fundraisers must be distributed equally for all students.

The following are the guidelines and procedures for Field Trips.

1) Fieldtrip monies must be deposited through the school's internal funds account.

2) The following forms must be completed and submitted to the District 30 work days in advance: (ALL FORMS MUST BE TYPED AND CAN BE ACCESSED THROUGH DADE SCHOOLS.NET EMPLOYEES WEBSITE UNDER RECORDS AND FORMS.)

- a. Form 2431, Field Trip Permission Request Form
- b. Form 3530, Student Field Trip Roster
- c. Form 4573, Parent Permission Form-Field Trip
- d. Form 6802, Field Trip Chaperon List (Overnight trips require Level 2 Clearance.)
- e. Out of County Field Trips require an itinerary, hotel and travel documentation.
Out of County Field Trips must be in the District 45 workdays in advance.
- f. Form 6298, Request for Approval to Use Private Vehicle for Transporting Students must be submitted if the parents are transporting their own children or other children.
- g. When booking a bus, please make sure that it is on the approved list.

3) Two Weeks Prior to the schedule Field Trip a copy of the field trip form must be given to the Cafeteria Manager, Ms. Vaughan, even if the students are not going to require a packed lunch from the cafeteria.

4) Five days prior to the schedule Field Trip a copy of the field trip form with the student Roster must be given to the Attendance Clerk, Mrs. Cecilia Gonzalez. On the day of the trip **a revised student roster must be provided to the Attendance Clerk.**

ACTIVITIES - DAILY STUDENT SUPERVISION DURING AND AFTER SPORTS CLUB, AND ANY OTHER ACTIVITIES

In order to ensure student safety during and after an event, please adhere to the following procedures:

1. Coaches/sponsors must set a time and place where students will be picked up by their parents/guardians. Practices must end no later than 5:30 PM. Students should be given no more than ten minutes to use the locker room if necessary after a practice or event. Coaches/sponsors must walk their students to the place where they will be picked up; they must supervise all students until they are all picked up.

2. When parents/guardians do not pick up their children on time and it is getting late, the coach/sponsor must take these students to their perspective locker room or a meeting place, and call home. If there is no access to the locker room, they should use the public telephone in front of the building. If there are any students who persist with this problem of being picked up, the

coach/sponsor should have a conference with their parent/guardians and discuss the problem. If it persists, they must be counseled out of the team or club.

3. Coaches/sponsors must take attendance at the beginning of all practices. They must also check off students after their guardian picks them up.

Understand that all of the above pertains to anyone who meets with students after school for any event. Every student in your team or club is your responsibility.

ACTIVITIES (EVENING PROCEDURES)

1. Evening activities sponsor needs to check with and clear the following with an Administrator.
 - Coordinate activity date and time with the school schedule.
 - Designate area needed.
 - Determine when and where evening rehearsals will be held.
 - Make arrangements for custodial and technical assistance.
2. Security
 - Submit a list of approved chaperones committed to attend the activity.
 - Chaperones are to be stationed inside and outside activity area.
 - Determine if additional security is required.
3. Determine if a school administrator needs to be present.
4. Supervise participating students.
5. Clearly announce to students the time the activity will begin and end to avoid students from loitering late in the evening.
6. In the event that an evening activity is held at an alternate facility, the rules of that facility and that of our school's will apply to all students.

SCHOOL ACTIVITIES SPORTS AND CLUBS

ASSEMBLIES AND SPECIAL OCCASION STUDENT GATHERINGS

During special assemblies, with the exception of clerical personnel, all staff is to accompany students to the event and remain with their students until the activity is concluded. In order to provide maximum supervision, faculty members should not assume responsibility for more than a single class at a time and must be in attendance throughout the activity. Special requests to be excused from an event to work in your classroom will be considered when possible. If interested in organizing an event, please see the Activities Director.

COACHES' RESPONSIBILITIES

In becoming members of the coaching profession, persons assume certain obligations and responsibilities to the sports in which they are involved. Active coaches are involved in three areas of relationships which entail certain obligations and for which definite standards of conduct are required. These are players, school, and other coaches, teams, officials, sportswriters, and sportscasters.

In their relationships with players, coaches should always be aware of the influence that they have -- good or bad. The safety and welfare of the players should always be paramount and never sacrificed for personal gains. Any attempts to disregard rules and regulations or to teach unsportsmanlike conduct have no place in the athletic or school program.

The coaches' relationship and conduct to the school and the public is on display at all times. It is important, therefore, that they conduct themselves so as to maintain the principles, integrity and dignity of Glades Middle School. Because of the position and responsibility coaches hold, it is highly important that they support the administration in all policies, rules, and regulations made at GMS.

Participation in athletic contests is predicated upon individual student fulfillment of preordained rules and regulations as defined by the Florida High School Activities Association. All coaches should be familiar with these rules and should assume responsibility for their observation and enforcement in cooperation with school officials.

FUND-RAISING

Both the principal and the treasurer must approve fund-raising activities. Approval forms may be secured from the Activities Director. The activity sponsor is to prepare the form and return it to the Activities Director, who will assume the responsibility of securing all required approval signatures. In projects involving fund-raising in the community, the principal must submit a written request to the District for approval of the activity. Operating reports must be filed immediately after the activity is completed.

The Activities Director will be meeting with all club sponsors to discuss school procedures and forms.

Sponsors **MUST NOT** begin fundraising activities until the signed approval form has been received.

F. MAINTENANCE AND CUSTODIAL REQUESTS

CUSTODIAN/ZONE MECHANIC

Please report any maintenance concerns to Mr. Siles. Custodial and Zone Mechanic requests must be made by email and submitted to Mr. Siles.

- No staff member except the Head Custodian, Lead Custodian, or administrator shall direct members of the custodial staff to carry out custodial functions or direct maintenance activities.

G. GENERAL SCHOOL POLICIES AND PROCEDURES

LOST AND FOUND

All lost and found articles are to be taken to the Attendance Office. All lost and found books are to be returned to the teacher or to the issuing department.

LUNCH PROGRAM POLICY

The following will be observed during the lunch period:

1. All students must go directly to the cafeteria or the spill-out area during their designated lunch period.
2. four serving lines serve a variety of foods and beverages.
3. Students needing a free or reduced lunch must complete an application. This must be signed by a parent or guardian and returned to the homeroom teacher or the attendance office.
4. Students on free or reduced lunch must have their lunch card at all times.
5. All students must empty their trays before leaving the cafeteria.

Lunch Schedule

Lunch Wave	Time	Rooms
1	11:22 a.m. – 11:52 a.m.	201-210; 232; iPrep (308)
2	11:57 a.m. – 12:30 p.m.	103, 107, 211; 213- 215; 218 221-223; 225, 226, 230 (318)
3	12:32 p.m. – 1:02 p.m.	104, 109, 110, 217, 227 5005-5007; P.E. (318)

MAILBOXES

Mailboxes should be checked and cleared by teachers upon reporting to and leaving school as well as during lunch and planning periods.

No student should be sent to a teacher's mailbox for any reason whatsoever.

PARENT-TEACHER-STUDENT ASSOCIATION - PTSA

All staff members are highly encouraged to join our Parent Teacher Student Association. Your active participation and support is essential in building good parental and community relationships and in coordinating many of our school and community activities.

PARKING PROCEDURES

The faculty parking lot is located on the east side of the main building. Do not park in reserved spaces.

PARTIES IN SCHOOL

School parties are NOT permitted during the school day.

PROFESSIONAL GROWTH

Teachers should avail themselves of every possible opportunity to attend and participate in meetings of a professional nature and should keep themselves abreast of developments in their subject area through attendance at such meetings, acquaintance with professional publications, and participation in in-service activities.

PROPERTY - CARE OF THE BUILDING

Teachers must be constantly alert to detect any defacing of textbooks, desktops, graffiti, etc., and report this immediately to an administrator. Each teacher is responsible for the area in which they are assigned. Periodically during the year, a survey of the school plant and equipment will be made to evaluate the care of the area.

RECEIPT OF MERCHANDISE AT THE SCHOOL

To aid in the proper delivery of merchandise, the following procedures will be followed:

1. All deliveries must be made directly to the main office.
2. Only the principal or designated office staffs are authorized to sign for deliveries to the school. After merchandise has been received and properly accounted for, the originator of the Purchase Order will be notified.
3. The originator is responsible for checking the merchandise carefully against the packing slip to make certain that all material ordered has been delivered. The signed packing slip indicating items received and items missing must be returned to the main office for payment.

RECORDS AND REPORTS

All personnel shall keep all records accurately and prepare and submit promptly all reports that may be required by State Law, State Board Rules, School Board Rules, and/or administrative directive.

REGISTRATION

Students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved by the board. Exceptions may be made when a transfer has been requested and approved or when an administrative assignment is deemed necessary and in the best interests of the student and the school.

The registrar will process all registrations, transfers, and withdrawals. The student must complete the following procedures:

1. For transfers/withdrawals, students must bring in a parent to sign a release in addition to verification of proof of address change.
2. All textbooks must be returned to the teachers who issued the books.
3. Complete a withdrawal card to be signed by:
 - A. All teachers (If books are not returned, teachers will place a note on the back of the withdrawal card giving name of book and condition. This will be placed on the permanent record card by the office). The teachers will also indicate the subject and grade earned.
 - B. The librarian
 - C. The treasurer
4. The student will return cards to the registrar's office.

RELEASING/HOLDING STUDENTS FROM CLASS

Once students enter the classes they may leave only with the permission of the teacher. The four minutes allowed between classes should be sufficient for students to obtain a drink of water or use the restroom. Therefore, students shall be excused from class in emergencies only and then only one at a time with a pass for this express purpose.

Teachers will not cause students to be absent from another class without prior approval of the teacher whose class the student will miss. Avoid making students tardy to their next class do not hold any class after the bell.

Teachers cannot permit students to leave the school grounds. This permission can only be granted by the administration through the Attendance Office.

REPORTING 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 administrator or designee to whom the employee is responsible. Personnel willfully failing to report such occurrences to the responsible administrator and/or police agency and/or School Security Department will be subject to disciplinary action.

Many potential incidents are prevented each year by the open communications between the faculty and staff. In the event you become aware of any incident or potential problem that would disrupt the orderly educational process, please notify an administrator immediately.

REPORTING TO SCHOOL - SIGNING IN AND OUT

All personnel will report for work promptly. Sign in daily upon reporting to school and sign out when leaving the school. Failure to promptly and properly report your attendance will result in

appropriate administrative action having to be taken and possible lack of insurance coverage in case of accidents.

SCHOOL DAY

The school day may begin and end at different times from school to school. The secondary classroom teachers' normal workday will be seven hours and twenty minutes: 8:30 A.M. until 3:50 P.M. This includes a thirty-minute lunch period and scheduled planning time. On occasion the teacher may leave, after the completion of their assignment, for good cause and with prior approval of the building principal or designee. When leaving the building, sign out from the log in the main office.

Teachers are required to extend their duty day for the purpose of attending faculty meetings. Two faculty meetings will occur each month. Recognizing the duties of teachers, which require the expenditure of time beyond classroom duty hours, every reasonable effort shall be made to commence meetings promptly and to limit such meetings to a period of one hour.

STUDENT COUNCIL

The Student Council is the liaison between the student body and the administration when questions or ideas arising from the students, teachers, or administration can be handled in a responsible and organized manner. The Student Council is the voice of the student population, motivating and promoting professional changes in the GMS total environment.

STUDENT VALUABLES

If a teacher confiscates or holds valuables or money belonging to a student, the teacher is liable by law for the return of these articles. All confiscated items are to be HAND delivered to the main office for safe keeping.

SUPERVISION OF STUDENTS

Teachers shall not leave students unsupervised under any circumstance. In case of an emergency, contact the main office and request an administrator.

SUPPLIES

Each Department Chair will compile departmental consumable supply orders. The following consumable supplies are available: erasers, staples, paper clips, pens, chalk, and pencils. Department Chairpersons will be solely responsible to distribute these supplies to their teachers.

SUPPLEMENTS

The Miami-Dade County Board of Public Instruction issues a limited list of all authorized sponsor/coaching supplements. The principal will assign and authorize payments for each of these positions. This is done annually.

TEACHER TRANSFERS

In order for a Miami-Dade County teacher to transfer to another Miami-Dade County school, a transfer application must be completed. Transfer applications are to be completed and on file in the personnel office prior to the end of May each school year.

TELEPHONES IN THE CLASSROOM

The telephones that are in each of the classrooms are intended for **EMERGENCY USE ONLY**. Secretaries have been directed **not** to forward telephone calls to the classrooms. In addition, students are not permitted to use the phones that are in the classrooms

VISITORS

Absolutely no visitors are allowed in the school without prior approval by an administrator. All personnel are to direct anyone found in the building without a visitor's pass to the main office. In addition, immediately notify the office that unauthorized visitors are in the building.

H. APPENDIX

- Daily Bell Schedule 2016-2017
- Cafeteria Pickup and Drop off Procedures
- Code of Ethics
- Temporary Instructor Voicemail Procedures
- Substitute Teacher Responsibilities


GLADES MIDDLE SCHOOL

BELL SCHEDULE 2016-2017



Period	Time
Advisement	9:10am – 9:26am
Passing Break	9:26am – 9:30am
1st	9:30am – 10:22am
Passing Break	10:22am - 10:26am
2nd	10:26am – 11:18am
Passing Break	11:18am - 11:22am
3rd	11:22am – 1:02pm
Passing Break	1:02pm - 1:06pm
4th	1:06pm – 1:58pm
Passing Break	1:58pm – 2:02pm
5th	2:02pm – 2:54pm
Passing Break	2:54pm - 2:58pm
6th	2:58pm – 3:50pm

**Lunch Schedule (Subject to Change)*

Lunch Wave 	Time	Rooms
1	11:22am – 11:52am	201-210; 232, iPrep
2	11:57am – 12:30pm	103, 107, 211, 213-215; 218, 221-223; 225, 226, 230
3	12:32pm – 1:02pm	104, 109, 110, 217, 220,227, 5005-5007; P.E.

8/9/16

CAFETERIA DROP OFF AND PICK UP PROCEDURES

- **ALL STUDENTS MUST BE DROPPED OFF AT THE CAFETERIA BY THEIR TEACHER AND MUST BE ON TIME.**
- **ENTRANCE TO CAFETERIA IS BY ROOM 109 & 110 HALLWAY**
- **ALL TEACHERS MUST SEE AN ADMINISTRATOR TO CHECK IN**
- **FOR DROP OFF AND PICK UP: STUDENTS ARE LINED UP AT THEIR ASSIGNED LOCATION (SEE LUNCH WAVE ASSIGNMENTS FOR DROP OFF AND PICK UP, LINE UP AND EXIT PROVIDED IN THE OPENING OF SCHOOLS PACKET)**
- **TEACHERS MUST BE ON TIME FOR PICK UP AND WAIT FOR THEIR CLASS TO BE ESCORTED OUT OF THE CAFETERIA.**

CODE OF ETHICS

6Gx13- 4A-1.213

Permanent Personnel

I. INTRODUCTION

All members of The School Board of Miami-Dade County, Florida, administrators, teachers and all other employees of Miami-Dade County Public Schools, regardless of their position, because of their dual roles as public servants and educators are to be bound by the following Code of Ethics. Adherence to the Code of Ethics will create an environment of honesty and integrity and will aid in achieving the common mission of providing a safe and high quality education to all Miami-Dade County Public Schools students.

As stated in the Code of Ethics of the Education Profession in Florida (State Board of Education Rule 6B-1.001):

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

Further, nonacademic and elected officials are bound to accept these principles since these groups reflect critical policy direction and support services for the essential academic purpose.

II. APPLICATION

This Code of Ethics applies to all members of The School Board of Miami-Dade County, Florida, administrators, teachers, and all other employees. The term "employee," as used herein, applies to all these groups regardless of full or part time status. It further applies to all persons who receive any direct economic benefit such as membership in School Board funded insurance programs.

6Gx13- 4A-1.213

Employees are subject to various other laws, rules, and regulations including but not limited to "The Code of Ethics for the Education Profession in Florida and the Principles of Professional Conduct of the Education Profession in Florida," Chapter 6B-1.001 and -1.006, FA.C., the "Code of Ethics for Public Officers and Employees," found in Chapter 112, Part III of the Florida Statutes, and School Board Rule 6Gx13- 4A-1.212, Conflict of Interest, which are incorporated herein by reference and this Code of Ethics should be viewed as additive to these laws, rules and regulations. To the extent not in conflict with any laws, School Board rules or governmental regulations, this Code of Ethics shall control with regard to conduct. In the event of any conflict, the law, regulation or School Board Rule shall control.

III. FUNDAMENTAL PRINCIPLES

The fundamental principles upon which this Code of Ethics is predicated are as follows:

- Citizenship – Helping to create a society based upon democratic values; e.g., rule of law, equality of opportunity, due process, reasoned argument, representative government, checks and balances, rights and responsibilities, and democratic decision-making.
- Cooperation – Working together toward goals as basic as human survival in an increasingly interdependent world.
- Fairness – Treating people impartially, not playing favorites, being open minded, and maintaining an objective attitude toward those whose actions and ideas are different from our own.
- Honesty – Dealing truthfully with people, being sincere, not deceiving them nor stealing from them, not cheating nor lying.
- Integrity – Standing up for your beliefs about what is right and what is wrong and resisting social pressure to do wrong.
- Kindness – Being sympathetic, helpful, compassionate, benevolent, agreeable, and gentle toward people and other living things.

- Pursuit of Excellence – Doing your best with the talents you have, striving toward a goal, and not giving up.
- Respect – Showing regard for the worth and dignity of someone or something, being courteous and polite, and judging all people on their merits.

It takes three major forms: respect for oneself, respect for other people, and respect for all forms of life and the environment.

- Responsibility – Thinking before you act and being accountable for your actions, paying attention to others and responding to their needs. Responsibility emphasizes our positive obligations to care for each other.

6Gx13- 4A-1.213

Each employee agrees and pledges:

1. To abide by this Code of Ethics, making the well-being of the students and the honest performance of professional duties core guiding principles.
2. To obey local, state and national laws, codes and regulations.
3. To support the principles of due process to protect the civil and human rights of all individuals.
4. To treat all persons with respect and to strive to be fair in all matters.
5. To take responsibility and be accountable for his or her actions.
6. To avoid conflicts of interest or any appearance of impropriety.
7. To cooperate with others to protect and advance the District and its students.
8. To be efficient and effective in the delivery of job duties.

IV. CONFLICTS OF INTEREST

Employees shall employ independent objective judgment in performing their duties, deciding all matters on the merits, free of partiality or prejudice and unimpeded by conflicts of interest or other improper influences. No employee shall engage in conduct, which creates a conflict of interest. A conflict of interest shall be defined as a situation in which regard for a private interest tends to lead to disregard of a public duty or interest. A conflict of interest shall exist upon use by an employee of the authority of his/her office or the use of any confidential information received through his/her employment for the private pecuniary benefit of the employee, or the employee's immediate family or a business with which the employee or a member of the employee's immediate family has employment or ownership worth \$5,000 or more, either directly or indirectly, without disclosure to the appropriate school district official.

Financial Interest. Except as authorized in any collective bargaining agreement, an employee shall not engage, or have any interest, financial or otherwise, direct or indirect, in any business, transaction or professional entity, either as a director, officer, partner, trustee, employee, or manager in that entity, which conflicts with or impairs the proper discharge of official duties or which could bring disfavor or disrespect upon the employee or Miami-Dade County Public Schools. Any provision of this code which requires disclosure to school district officials will be satisfied by the filing of a financial disclosure statement in the form required of members of the School Board.

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Contracting Decisions. An employee shall not recommend, vote or otherwise participate in the decision to make any contract between the school district and any business or entity in which the employee has a personal or financial conflict of interest. This includes contractual relationships with units of government as well as for profit and not for profit organizations such as charter schools.

An employee who has a financial conflict of interest because of a relationship with a business, governmental agency or not for profit institution must recuse him or herself from any decision concerning that entity

including any decision to contract or not to contract with the entity and the administration of the contract. The reason for such recusal must be stated in writing and filed with the Superintendent and the School Board Attorney prior to or at the time of the action requiring the recusal.

Honoraria. An employee will not solicit or accept an honorarium, which is related to the employee's job duties. "Honorarium" shall be defined consistent with § 112.3149, F.S., as a payment of money or anything of value paid to the employee or on his or her behalf as consideration for an oral presentation or writing other than a book.

Personal Advertisements. An employee shall not advertise business or professional activities on school property or use schoolwork hours, property or services to perform or promote personal, not for profit, or commercial enterprises or to campaign or raise money for any candidates for political office.

Employee Publications. An employee shall not participate in the review and approval of publications or materials for school district purchase by the office in which the employee is employed if the employee or a member of the employee's immediate family is the author/editor of or has any financial interest in the sale of such publications or materials.

Referrals. In no situation, shall an employee refer a parent or student to a service, service provider or product in return for anything of value. Officers or employees making referrals as part of their official duties shall make referrals to more than one provider of the service or product, if available. For example, school counselors shall refer parents or students to more than one counselor or provider of medical services, if available. Additionally, an employee shall not refer a parent or student to any service, service provider, or product in which that employee has a financial interest, without first disclosing that interest to the parent or student.

Outside Income. Employees shall not accept any outside earned income in any situation where a reasonable person in the community could conclude that the receipt of the income would be inconsistent, incompatible or in conflict with the employee's official duties.

General Limitation on Solicitation. An employee shall not solicit, directly or indirectly any payments or other benefits under circumstances that would create in the mind of a reasonable person in the community the belief that such payments or benefits were provided with the intent to improperly influence the employee's actions. This provision does not apply to lawful campaign contributions.

Gifts and Gratuities. The acceptance of gifts as per School Board rule, payments or other benefits from those with whom Miami-Dade County Public Schools does business, regardless of profit or not for profit status, can be improper. A gift is defined as anything of value that an employee receives, or that is paid or given to another on an employee's behalf without any payment or consideration received in return. Examples of gifts are tickets to sporting or cultural events, items of food, meals which cannot be immediately consumed such as a holiday party, use of facilities, forgiveness of debts, interests in real property, investments, or merchandise, or a rebate or discount (unless the rebate or discount is normally given to any member of the public). Employees who are in the position to make or influence a decision to spend school funds shall not solicit or accept any personal gifts, favors or benefits of more than nominal value during a calendar year from any single person or organization that might benefit from the employee's decision. This provision does not apply to: (a) Meals provided at an event at which the employee participates in a seminar or similar activity; (b) Travel expenses and meals paid by a local, state, federal or foreign government agency; or (c) Lawful campaign contributions.

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V. CONDUCT REGARDING STUDENTS

As set forth in the Principles of Professional Conduct for the Education Profession in Florida, each employee:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
2. Shall not unreasonably restrain a student from independent action in pursuit of learning.

3. Shall not unreasonably deny a student access to diverse points of view.
4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
6. Shall not intentionally violate or deny a student's legal rights.
7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
8. Shall not exploit a relationship with a student for personal gain or advantage.
9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

VI. PERSONNEL MATTERS

Confidentiality. An educator shall comply with state, and federal laws and regulations, and local school board policies relating to the confidentiality of student records. Unethical conduct includes, but is not limited to, sharing of confidential information concerning student academic and disciplinary records, personal confidences, health or medical information, family status and/or income, and assessment/testing results.

Enforcement. Enforcement will be pursuant to State law and to School Board rules, which may include penalties for violations of the Code of Ethics that will be imposed pursuant to the applicable State law or School Board Rule.

Certification. Each employee will be required to sign a Certificate in substantially the form and substance attached as Exhibit "A", which is incorporated herein by reference, certifying that the employee has read, understands and agrees to abide by this Code of Ethics as well as the state laws and School Board rules and regulations cited in the Code. A failure to sign the Certificate will not excuse a failure to comply with the Code of Ethics. The certification shall be according to a process determined by the Office of Human Resources, Recruiting, and Performance Management. Infractions shall be reported to the Office of Human Resources, Recruiting, and Performance Management and the Office of the Inspector General.

Specific Authority: F.S. 1001.41(1) (2); 1001.42 (23); 1001.43(10) F.S.
Law Implemented, Interpreted, or Made Specific: Chapter 112, Part III, F.S.;
6B-1.001; 6B-1.006, F.A.C.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

New: 10-20-04

Amended: 7-11-07

GLADES MIDDLE SCHOOL

EMPLOYEE ABSENTEE

VOICEMAIL HOTLINE # 305-523-0103

All employees who will be absent from school, please call Glades Middle Absentee Hotline at 305-523-0103 before 7:30am in order to be able to hire a temporary

instructor or to modify an employee's work schedule to accommodate the area of need.

Employee's message should be detailed and must include the following:

- Name
- Employee Number
- Date(s) expected to be out (i.e. Monday, August 19)
- Return Date
- Type of Absence –(Personal or Sick)

If the teacher is aware of absence beforehand, prior to the absence, the teacher must leave a Substitute Folder completed with Ms. Lilly Rodriguez, which includes the responsibilities, instructions, lesson plans, roll sheets, seating charts and other pertinent information.

If the teacher has an emergency, then Emergency Lesson Plans will be utilized. It is the teacher's professional responsibility to maintain current lesson plans, and ensure plans are on file in the Main Office with Ms. Lilly Rodriguez, Principal's Secretary.

Keep in mind when an emergency temporary instructor (substitute) has been retained for the next workday and the absent teacher reports to work, has not notified Ms. Rodriguez via absentee hotline prior to 7:30am; then the emergency substitute shall be employed for that workday. It is the teacher's professional responsibility to inform administration and will be required to utilize personal/sick leave or leave without pay for that workday.

If you have any questions, see Ms. Lilly Rodriguez, Principal's Secretary or Ms. Alvarez, Assistant Principal.

SUBSTITUTE TEACHER RESPONSIBILITIES

1. Substitute teachers are expected to be knowledgeable of all school policies and procedures. They are expected to carry out their duties within these guidelines.
2. **Duty Hours:** Substitutes are expected to report to the main office no later than 8:30 am and may leave at 3:50 pm. Mrs. Rodriguez, principal's secretary, will provide classroom assignment.
3. **Supervision of Students:** Substitutes shall not leave their assigned classes unsupervised. If an emergency occurs, the principal or principal's designee must be notified to provide temporary supervision. Utilize a reliable student to obtain administrative and/or security assistance.

4. **Accident Reports:** When a student is injured in any way, the supervising substitute teacher must be certain that an accident report is completed and filed with Mrs. Fonseca in the Main Office. It is imperative that complete and accurate information be included. Notify security and/or an administrator immediately when an injury occurs.
5. **Smoking and Eating:** Smoking, eating, and drinking of beverages are not allowed in the classroom. Smoking is not allowed in the school.
6. **Corporal Punishment:** School Board Rule (6Fx13-5D-1.07) prohibits the use of corporal punishment.
7. **Discipline:** It is the professional responsibility of the supervising instructor to handle routine disciplinary problems. When it becomes necessary for a student to be removed from the classroom, the teacher should seek assistance from the security and/or administrator. No student is to be removed from the classroom and placed in an area that is unsupervised by a qualified person. For minor discipline problems, a note should be left for the teacher who will take appropriate measures upon return. If a major problem develops, security is called to remove the student. The substitute teacher must fill out a referral and submit it to the appropriate administrator for further action.
8. **Lesson Plans:** Substitute teachers must adhere to all classroom procedures and follow lesson plans provided.
9. **Attendance:** Attendance must be taken and recorded during each period of the day. If an attendance roster is not provided, the substitute teacher must send a student to the attendance office to receive one.
10. **Hall Pass:** Limit hall passes to emergencies. Students who are sent for by administration, guidance, or attendance, may be permitted to leave the classroom provided that the request is made with either a "Request for Student Form" or an "MDCPS-Yellow Hall Pass".
11. **Early Sign Out:** All substitutes must complete a sign out sheet and have it authorized by Ms. Valdes, Principal prior to leaving campus during the assigned work hours.