MIAMI-DADE COUNTY PUBLIC SCHOOLS

The English *Center*

Faculty & Staff Handbook · 2026–2027

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ACCREDITED BY THE COMMISSION OF THE COUNCIL ON OCCUPATIONAL EDUCATION

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Message from the Director

Dear English Center Family:

It is with great joy and renewed purpose that I welcome you to the 2026–2027 school year. Together, we will cultivate a culture rooted in excellence and professionalism, one that drives us forward as an institution committed to continuous growth, improvement, and meaningful service to our community.

The challenges we face today are, in truth, opportunities for transformation. Our shared love for The English Center unites us as one family with a common goal: to preserve and elevate our school, restoring it to its proud legacy as the flagship of adult education. This vision will guide us every step, and I invite all voices, all ideas, and all efforts as we re-chart our path forward.

I have had the privilege of serving Miami-Dade County Public Schools for thirty-seven years, of which twenty-nine of them are in administrative roles as assistant principal, principal, and director. My journey has included leading a school conversion and opening a senior high school, each an experience rich in lessons and success. After ten years at The English Center, I look forward to continuing and expanding the amazing results we have achieved together despite the challenges we face each day. My greatest hope is to build upon this progress and use my experience to further strengthen the future of our school.

Our shared goal is clear: to reaffirm The English Center's role as a vital cornerstone of adult education and to expand our programs to better serve the evolving needs of our community. We must remain committed to attracting and retaining students because the moment we stop doing so, we begin to lose our purpose.

Let's move forward together. Let us harness our collective creativity, energy, and commitment to reinventing our institution. With hard work, innovation, and a relentless pursuit of excellence, we will once again make our mark. Every task, no matter how small, will reflect the highest standards. Every interaction, from our warm greetings to the classes we offer, will speak to our values of distinction and quality.

The future is ours to shape. Let us be bold in vision, strong in will to strive, to seek, to find, and not to yield.

Yamila Carballo, Director

INTRODUCTION

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

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

2026 – 2027 M-DCPS Electronic Staff Handbook
http://ehandbooks.dadeschools.net

Office of School Leadership and Performance:
http://schooloperations.dadeschools.net/

School Board Policy Manual
MIAMI-DADE COUNTY PUBLIC SCHOOLS | BoardDocs® PL

District Strategic Plan:
http://strategicplan.dadeschools.net/

The English Center Strategic Plan:
https://tecmiami.dadeschools.net/pdfs/The-English-Center-2024-2027-Strategic-Plan.pdf

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SECTION I

MISSION AND VISION

SCHOOL CALENDAR

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MISSION

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

VISION

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

PAYROLL PROCESSING SCHEDULE – FISCAL YEAR 2026 – 2027

2026-2027 PAYROLL PROCESSING SCHEDULE								
SAP PAY PERIOD NUMBER	PAY PERIOD From - Thru	STANDARD DAYS IN THE PAY PERIOD	DAILY ATTENDANCE SHEETS AVAILABLE TO PRINT	INPUT SCREENS AVAILABLE ON-LINE REFLECTING THE CURRENT PAY PERIOD	FINAL ROSTERS APPROVED BY 2:00 P.M.	TIME TRANSFER AND PAYROLL PROCESSING BEGINS	PAY DATE	IMPORTANT REMARKS
14	6/19 - 7/2/2026	10	6/15	6/18**	7/1*	7/1	7/10/2026	Approve one (1) day early due to Independence Day
15	7/3 - 7/16/2026	10	6/29	7/2**	7/16	7/16	7/24/2026	
16	7/17 - 7/30/2026	10	7/13	7/17	7/30	7/30	8/7/2026	
17	7/31 - 8/13/2026	10***	7/27	7/31	8/13	8/13	8/21/2026	
18	8/14 - 8/27/2026	10	8/10	8/14	8/27	8/27	9/4/2026	
19	8/28 - 9/10/2026	10	8/24	8/28	9/10	9/10	9/18/2026	
20	9/11 - 9/24/2026	10	9/8	9/11	9/24	9/24	10/2/2026	
21	9/25 - 10/8/2026	10	9/21	9/25	10/8	10/8	10/16/2026	
22	10/9 - 10/22/2026	10	10/5	10/9	10/22	10/22	10/30/2026	
23	10/23 - 11/5/2026	10	10/19	10/23	11/4*	11/4	11/13/2026	Approve one (1) day early due to Veterans' Day
24	11/6 - 11/19/2026	10	11/2	11/5**	11/17*	11/17	11/27/2026	Approve two (2) days early due to Fall Recess/Thanksgiving
25	11/20 - 12/3/2026	10	11/16	11/18**	12/3	12/3	12/11/2026	
26	12/4 - 12/17/2026	10	11/30	12/4	12/10*	12/10	12/24/2026	Approve five (5) days early due to Winter Recess Please note Thursday paydate
1	12/18 - 12/31/2026	10	12/14	12/11**	12/17*	12/17	1/8/2027	Approve ten (10) days early due to Winter Recess
2	1/1 - 1/14/2027	10	12/18	12/18**	1/13*	1/13	1/22/2027	Approve one (1) day early due to Martin Luther King Holiday
3	1/15 - 1/28/2027	10	1/11	1/14**	1/28	1/28	2/5/2027	
4	1/29 - 2/11/2027	10	1/25	1/29	2/10*	2/10	2/19/2027	Approve one (1) day early due to Presidents' Day
5	2/12 - 2/25/2027	10	2/8	2/11**	2/25	2/25	3/5/2027	
6	2/26 - 3/11/2027	10	2/22	2/26	3/11	3/11	3/19/2027	
7	3/12 - 3/25/2027	10	3/8	3/12	3/18*	3/18	4/2/2027	Approve five (5) days early due to Spring Recess
8	3/26 - 4/8/2027	10	3/19	3/19**	4/8	4/8	4/16/2027	
9	4/9 - 4/22/2027	10	4/5	4/9	4/22	4/22	4/30/2027	
10	4/23 - 5/6/2027	10	4/19	4/23	5/6	5/6	5/14/2027	
11	5/7 - 5/20/2027	10	5/3	5/7	5/20	5/20	5/28/2027	
12	5/21 - 6/3/2027	10	5/17	5/21	6/3	6/3	6/11/2027	
13	6/4 - 6/17/2027	10***	6/1	6/4	6/16*	6/16	6/25/2027	Approve one (1) day early due to Juneteenth
14	6/18 - 7/1/2027	10	6/14	6/17**	6/30*	6/30	7/9/2027	Approve one (1) day early due to Independence Day

* Indicates EARLY PAYROLL APPROVAL REQUIRED!

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

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

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

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

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

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

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

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

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

****

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

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

Additional important "leave accrual" information:

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

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

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

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

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

The leave accruals are started on the collective bargaining agreements.

SECTION II

TERMS AND CONDITIONS

OF

EMPLOYMENT

ACADEMIC YEAR 2026-2027

The academic year at The English Center is divided into three trimesters (Fall, Winter, and Summer) each approximately 15 weeks in length. The first trimester begins on August 13, 2026, and ends on December 17, 2026. The second trimester begins January 4, 2027, and ends April 16, 2027. The third trimester begins April 19, 2027, and ends on July 28, 2027. Instructors are required to follow the adopted M-DCPS adult/vocational education calendar schedule.

TEACHER CERTIFICATION

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

NEW EMPLOYEE ORIENTATION

All newly hired faculty and staff at The English Center are required to complete a new employee orientation before or during their first week of employment. Orientation is coordinated by the site administrator or designee and includes, at minimum: a review of this Faculty and Staff Handbook, the school's mission and vision, emergency and safety procedures, FOCUS attendance and gradebook procedures, payroll and sign-in/sign-out procedures, and an introduction to the employee's supervisor, work location, and applicable program or department staff. New instructional employees also receive an overview of curriculum frameworks, lesson planning requirements, and the teacher evaluation (IPEGS) process. Completion of new employee orientation is documented and maintained in the employee's personnel file.

ADULT GENERAL AND CAREER/TECHNICAL EDUCATION CERTIFICATION

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

TEACHER OBSERVATIONS AND EVALUATION

The administration will implement the specific directives and procedures identified in the Instructional Performance Evaluation and Growth System (IPEGS) as outlined in the 2026-2027 IPEGS Procedural Handbook which is used by all full-time teachers, instructional support personnel and student services personnel. Prior to implementation, all the components of the system used for evaluation pursuant to Florida Statute 1012.34, are reviewed with all certified instructional personnel, including teachers, instructional support personnel, and student services personnel.

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

PROPERTY CONTROL

Equipment, costing $5,000 or more, purchased by Miami-Dade County Public Schools is assigned property control (PC) numbers for identification and inventory purposes. The school is responsible for the equipment listed in this inventory. Property control numbers should not be altered or removed. Equipment should not be removed to another location on or off-campus without prior authorization from the director or the director's designee.

PART-TIME TEACHING ASSIGNMENTS

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

ABSENCE OR TARDINESS OF PERSONNEL

If an instructor finds it necessary to be absent from work for any reason, the employee must notify the substitute locator. All employees will report their absence by calling the Employee Hot Line (786) 326-2388. The employee must leave their full name, type of leave (sick day, personal), job assignment/subject teaching and when the employee will return to work. In all cases, notification should be given no later than one hour prior to the start of the employee's scheduled workday so that appropriate coverage can be arranged.

REPORTING WORK HOURS

Full-time employees must indicate their attendance electronically by logging into the employee portal or by using the M-DCPS mobile app to sign–in upon arrival at the start of each scheduled workday. Additionally, full-time employees at The English Center sign-in and sign-out on payroll sheets. Staff members who do not sign in cannot be paid. Part-time employees will clock-in and clock-out according to their assigned schedule. Off-campus instructors must complete an Off-Campus Teacher Payroll Report. They must sign-in and sign-out daily. This report must be signed and approved by the site administrator for each payroll reporting cycle.

LEAVING THE PREMISES DURING SCHOOL HOURS

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

INSTRUCTIONAL TIME

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

DRUG-FREE AND SMOKE-FREE CAMPUS

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

CLASSROOM ETIQUETTE

Most teachers share their classrooms with other teachers. Occupying someone else's space impacts the teacher's ability to teach. Re-arranged furniture needs to be returned to the original set-up by the end of the class period.

STAFF DEVELOPMENT

The English Center maintains an ongoing staff development designed to support the continued growth of faculty and staff. Professional development activities are offered on designated teacher planning days and through Miami-Dade County Public Schools' professional learning offerings, and may address instructional strategies, curriculum updates, classroom technology, and compliance topics. Full-time instructional staff are expected to participate in professional development activities relevant to their assignment and to maintain any continuing education required for licensure or certificate renewal.

PLANNING AND PREPARATION DAYS

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

COURSE SYLLABUS

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

LESSON PLANS

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

EMERGENCY LESSON PLANS

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

GRADES

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

Grade	Numeric Value	Interpretation	Grade Point Value
A	90–100%	Outstanding	4
B	80–89%	Good	3
C	70–79%	Satisfactory	2
D	60–69%	Minimal; improvement needed	1
F	0–59%	Unsatisfactory	0
I	0%	Incomplete (secondary only)	0

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

ESOL and ABE students must demonstrate progress by increasing a minimum of one functional level on the CASAS STEPS (for ESOL) on both Reading and Listening or CASAS GOALS 2 tests (for ABE) Reading/Language Arts and/or Mathematics, respectively. EFL's are earned when the student passes the threshold for the next EFL in either Reading or Listening for ESOL or Reading/Language Arts or Mathematics for ABE courses. OCPs are earned upon completion of benchmarks required by the Sunshine State Standards for Career and Technical Education (CTE) Programs. CTE teachers must submit a Certificate Request Form to the CTE registrar each time a student completes the requirements of an OCP.

STUDENT FOLDERS

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

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

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

CONFIDENTIALITY OF STUDENT RECORDS (FERPA)

All faculty and staff who have access to student records, including grades, attendance, and student folders, must comply with the Family Educational Rights and Privacy Act (FERPA) and applicable Florida Statutes governing the confidentiality of student records. Student records and personal identifiable information may only be shared with school officials who have a legitimate educational interest, or as otherwise permitted by law. Employees must not disclose student information to unauthorized individuals and must secure physical and electronic student records at all times. Questions regarding the release of student records should be directed to the registrar or site administrator.

SECTION III

REGISTRATION

AND

ATTENDANCE

PROCEDURES

REGISTRATION AND ATTENDANCE PROCEDURES

REGISTRATION

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

STUDENT ELIGIBILITY

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

Students entering the Adult Basic Education (ABE) or General Education Development (GED) Programs are required to take the Comprehensive Adult Student Assessment Systems Great Opportunities for Adult Learning Success 2 (CASAS GOALS 2) test for level placement. Students entering English for Speakers of Other Languages (ESOL) program are required to take the Comprehensive Adult Student Assessment System (CASAS) STEPS test to determine proper level placement.

Students entering Career/Technical Education (CTE) Programs of 450 clock hours or more in length are required to take the CASAS GOALS 2 test upon entry into the program of study. The following exemptions from meeting basic skills testing requirements can be found https://tecmiami.dadeschools.net/admission-transfer-policies.html .

Students who do not achieve the basic skills scores required for their respective program or meet one of the exemptions are encouraged to enroll in adult general education courses to increase basic skill levels, while continuing in their career/technical education studies. Upon achieving the minimum basic skill requirements, students will exit the academic program and concentrate on completing their career/technical education training.

ATTENDANCE

All students are expected to attend class regularly and as scheduled. Attendance is maintained by the teacher on a daily basis through an electronic grade book. Students who fail to report to class during the first three (3) days of their initial registration will be withdrawn as a no-show. All students who accumulate six (6) consecutive absences will be withdrawn from class.

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

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

INSTRUCTIONS TO USE FOCUS SYSTEM TO RECORD ATTENDANCE

4. To take attendance on FOCUS follow these steps:

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

CORRECTIONS OF ATTENDANCE

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

ABSENCES & WITHDRAWALS

Absences are to be tracked as follows:

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

Withdrawal of students occurs upon the sixth (6) consecutive absence for Adult General Education (AGE) classes and career/technical education (CTE) classes. Students who fail to report to class during the first three (3) days of their initial registration will be withdrawn as a no show. Students may also officially withdraw by notifying the registrar.

FALSIFICATION OF ATTENDANCE RECORDS

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

SECTION IV

EMERGENCY PROCEDURES

ACCIDENTS, INJURIES, AND ILLNESS

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

SECURITY

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

LOCKDOWNS AND FIRE DRILLS

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

STANDARD RESPONSE PROTOCOL (SRP) - EMERGENCY PROCEDURES

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

IN AN EMERGENCY
TAKE ACTION

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

STUDENTS
- Clear the hallways and remain in room or area until the "All Clear" is announced
- Do business as usual

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

SECURE! Get inside. Lock outside doors.

STUDENTS
- Return to inside of building
- Do business as usual

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

LOCKDOWN! Locks, lights, out of sight.

STUDENTS
- Move away from sight
- Maintain silence
- Do not open the door

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

EVACUATE! (A location may be specified)

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

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

SHELTER! Hazard and safety strategy.

STUDENTS
- Use appropriate safety strategy for the hazard

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

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

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K12 2021 STANDARD RESPONSE PROTOCOL

SECTION V

ADULT GENERAL EDUCATION

AND

CAREER/TECHNICAL EDUCATION

ADULT GENERAL EDUCATION AND CAREER/TECHNICAL EDUCATION PROGRAMS

ADULT GENERAL EDUCATION & CAREER/TECHNICAL EDUCATION

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

GENERAL EDUCATION DEVELOPMENT (GED) TESTS

The Adult General Education program prepares students to take the GED test. Successful passing of the GED test will result in awarding the student a State of Florida high school diploma. Florida residents, at least 18 years of age at the time of application, who perform at the ninth-grade level or higher, as measured by the CASAS GOALS 2, are eligible to register for the GED preparation class. The GED test is comprised of four content areas: Reasoning through Language Arts (150 minutes), Mathematical Reasoning (115 minutes), Science (90 minutes), Social Studies (70 minutes). The entire test battery takes approximately seven hours to complete and is scheduled over a two-day period by appointment only.

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

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

Scores per subject area are as follows:

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

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

ADULT BASIC EDUCATION (ABE)

The Adult Basic Education program is designed for students whose basic skill levels are below the ninth-grade equivalency level. Students may progress through the Adult Basic Education levels and enter the GED program upon obtaining a 9.0 or greater equivalent score on the CASAS GOALS 2 Test.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

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

INTEGRATED EDUCATION & TRAINING (IET)

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

COUNCIL ON OCCUPATIONAL EDUCATION (COE)

The English Center has been accredited by the Council on Occupational Education (COE) since 2004. The Council on Occupational Education accredits post-secondary occupational institutions that offer certificate, diploma, or applied associate degree programs. The Council is recognized by the U.S. Department of Education as an institutional accrediting agency nationally for the accreditation of non-degree-granting and applied associate degree-granting post-secondary occupational education institutions. This accreditation ensures that students are receiving quality and competitive career/technical training in preparation for the demands of the 21st century job market.

CAREER/TECHNICAL EDUCATION PROGRAMS

The following career/technical education programs within six career clusters are accredited by COE and are offered at The English Center. Each program is aligned to a career cluster and is detailed in curriculum frameworks found here: CTE Curriculum Frameworks https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/

Architecture and Construction Career Cluster
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC-R) 1

Art, A/V Technology and Communication Career Cluster
Digital Design 1
Digital Design 2
Completion of Digital Design 1 is required for admission into this program.

Education and Training Career Cluster
Child Care Center Operations
Early Childhood Education

Health Sciences Career Cluster
Phlebotomy

Human Services Career Cluster
Cosmetology
Facials Specialty
Nails Specialty

Information Technology Career Cluster
Network Systems Administration

SAVES

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

SAVES | Skills for Academic, Vocational, and English Studies (savesdadeschools.com)

SECTION VI

STUDENT SERVICES

MEDIA CENTER

The Media Center is located in Room B-5.

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

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

Hours of operation are:

Monday through Thursday from 8:00 a.m. - 8:00 p.m.
Friday from 8:00 a.m. - 1:00 p.m.
Saturday & Sundays 8:30 am – 3:00 pm

BOOK STORE

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

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

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

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

PROGRAM OCCUPATIONAL ADVISORY COMMITTEES

In addition to the Institutional Advisory Committee, each Career/Technical Education program maintains its own occupational advisory committee composed of local employers and industry representatives in the related occupational field. Each program advisory committee meets face-to-face at least once annually. Program instructors are responsible for maintaining ongoing contact with committee members, coordinating the annual meeting with their program administrator, and ensuring that meeting minutes and attendance records are documented and kept on file. Advisory committees provide guidance on curriculum relevance, equipment and facility needs, employment trends, and program improvement, and their input is a required component of institutional accreditation by the Council on Occupational Education (COE).

FINANCIAL AID

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

IDENTIFICATION CARD (ID)

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

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

TECHNOLOGY SUPPORT

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

SECTION VII

GENERAL INFORMATION

POLICIES AND PROCEDURES

STUDENT FOLDERS

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

DINING COURTYARD

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

INVENTORY

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

PARKING

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

MAILBOXES

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

FACULTY AND STAFF MEETINGS

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

ACCEPTABLE USE POLICY FOR THE INTERNET

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

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

SUPPLIES AND EQUIPMENT

Teachers are responsible for the supplies and equipment in their respective classrooms. When office supplies are needed, these must be requested from the main office. There are certain forms that need to be completed when equipment has to be repaired and/or removed from a classroom. These requests must be approved by an administrator.

CUSTODIAL REQUESTS

All requests for custodial services must be made with the designated assistant director. Maintenance and custodial services must be requested from the administrator.

PURCHASING SUPPLIES PROCEDURES

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

DUPLICATING SERVICES

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

COLLECTING MONEY

Teachers are not to collect or receive monies from students unless approved by the director and with the use of an official Miami-Dade County Public Schools receipt book. All employees must adhere to the policies and procedures set forth in the Manual of Internal Fund Accounting.

UNION BARGAINING AGENTS

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

Further information can be obtained regarding the 2026-2027 contracts on their web sites:
www.utd.org
www.afscme.org

VANDALISM

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

CLASS PARTIES / ACTIVITIES

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

STUDENT DRESS CODE

Students and staff are expected to dress appropriately for the workplace. Cleanliness and proper grooming are always expected. Items of dress that pose a risk to the health or safety of others are not permitted. Students must adhere to the following dress code:

1. Hats and sunglasses are not permitted.
2. Shoes and sandals must have back straps. Clogs, flip-flops, metal cleats, and shoe taps are not permitted.
3. Tube tops, sheer or see-through blouses, bare-back or bare-midriff garments, fishnet jerseys, halter tops, and tank tops are not permitted.
4. Clothing displaying written messages, pictures, or symbols related to drugs, alcohol, smoking, sex, or profanity is not permitted.
5. Clothing with metal studs, ornaments, or other objects that could scratch furniture or cause damage is not permitted.
6. Mini-skirts and cutoff shorts are not permitted.
7. Valuable items, such as jewelry and cameras, should not be brought to school, as staff cannot be responsible for their safekeeping.

VISITORS

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

SECTION VIII

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BOARD POLICIES

AND

DISTRICT DOCUMENTS

M-DCPS School Board Policies

Review M-DCPS School Board Policies at:
https://go.boarddocs.com/fl/sbmd/Board.nsf/Public?open&id=welcome

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

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

A. Interaction with Students

1. Maintain a professional barrier between you and students. You are the adult, the teacher, and the professional. Act like the expert, not like another one of the **"kids."**

2. Keep the classroom door open when talking with students.

3. Refer students to the appropriate resource person for counseling and/or discussions about personal matters.

4. Do NOT flirt with students.

5. Do NOT discuss your personal life or personal matters with students. Do NOT discuss your husband, wife, girlfriend, boyfriend, or dates with students.

6. When transporting students, coordinate transportation ahead of time, and use school or mass transportation if possible. If necessary, call a taxi for the student. If you must transport a student in your vehicle, ask a co-worker to accompany you.

7. Avoid leaving your students unsupervised; have an alternate plan of action.

8. Keep your hands and other parts of your body to yourself.

9. Use verbal praise and reinforcement.

10. Know your school policies and district and state laws governing corporal punishment. Miami-Dade School District Policies prohibit corporal punishment. Establish and follow a consistent behavior plan. Treat each student with respect. Know the student's rights.

11. Chaperone only school-sponsored functions. Do NOT socialize with students. If you chaperone a field trip, put in writing what your responsibilities will be. Do NOT drink alcoholic beverages in front of students. Do NOT take students home with you.

12. Do NOT make telephone calls or write notes of a personal nature to students.

13. Do NOT harass students; respect their differences. What you intend as humor may, in fact, be cultural bias or harassment and may cause emotional damage and /or mental anguish.

B. Record Keeping and Accounting Procedures

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

2. Know your school policies and district and state laws regarding collecting money, purchasing materials and equipment and follow them. Work in pairs when collecting large amounts of money.

3. Establish a policy regarding your grading system consistent with school and district policies, where applicable. Give a written explanation of it to students and parents at the beginning of the year or when they begin your class or unit of instruction.

4. Establish a policy regarding your behavioral management system. Give a written explanation of it to students and parents at the beginning of the year or when they begin your class or unit of instruction.

C. Reputation in the Community

1. Keep your co-workers and supervisors informed; work and communicate as a team; plan and teach together.

2. Communicate with parents and document your communication.

3. Dress and act appropriately and professionally. You are a role model in the community, as well as in the school; be a good example for students.

4. Use common sense and good judgment. Ask yourself how someone else could perceive your comments or actions. Ask yourself if your comments or actions could be taken out of context and/or misinterpreted.

5. Avoid putting yourself in a position where you have to defend, explain, or justify your behavior or actions. Avoid putting yourself in a position where it is your word against another person's word.

6. Maintain a professional reputation in the community. When you "party," be discreet.

Source: Florida Education Practices Commission

COMMON SENSE SUGGESTIONS FOR NON-INSTRUCTIONAL PERSONNEL

1. Do not discipline, counsel, or touch students. Notify an administrator if you believe a student is misbehaving.

2. Do not flirt with students, staff members, and/or co-workers. Treat all students with respect and dignity.

3. Do not discuss your personal life or personal matters with students, staff members, and/or co-workers.

4. Do not communicate with students via cellular phone, e-mail, chat rooms, social media (Facebook, Twitter, etc.) or any other form of electronic communication.

5. Know and follow your worksite policy regarding reporting absences and tardiness.

6. Request vacation days in writing and in advance for approval. Do not call in the morning and expect to be granted vacation leave for that day.

7. Do not conduct personal business during work hours or use telephones, computers, photocopiers, or facsimile machines for personal use.

8. Be present and on time every day.

9. Be a role model at work and in the community.

10. Dress professionally, appropriately, and modestly. Wear your uniform if your job requires it.

11. Know School Board Policies, especially regarding Drug-Free Workplace, threatening behavior toward staff members, weapons, corporal punishment and use of reasonable force, anti-discrimination/harassment, standards of ethical conduct, and student supervision and welfare.

12. Do not argue with co-workers. School Board Policy prohibits use of profanity,
Standards of Ethical Conduct.

13. Respect your supervisor and follow all the instructions given, whether or not you agree with the supervisor.

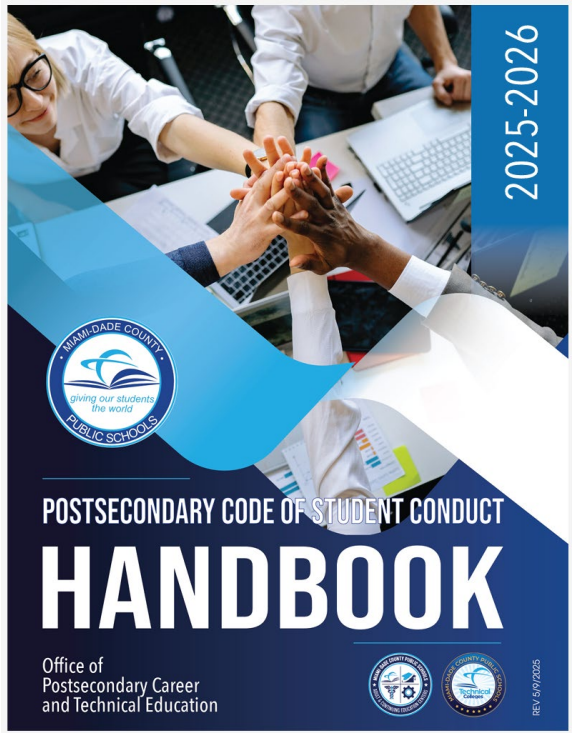
14. Submit an official written request for a leave of absence if you will be absent from the worksite for **more than 30 days**. Appropriate forms may be obtained from the Leave Office at (305) 995-7090.

15. Do not assume your supervisor/director knows why you are absent for more than three days. Notify them in writing of your intentions. It is better to resign than to be
terminated from your job for abandonment.

16. Do not become romantically involved with anyone at the workplace.

Post-Secondary Code of Student Conduct

Located: https://tecmiami.dadeschools.net/pdfs/25-26-MDCPS-Postsecondary-Handbook.pdf



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

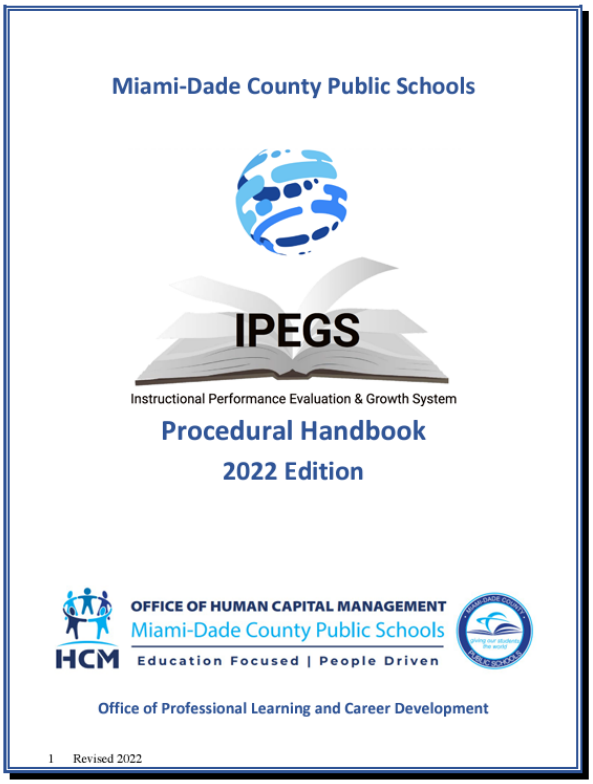
The purpose of this document is to assist post-secondary students, teachers, and school administrators in the consistent maintenance of an environment which will enhance the achievement of this objective. To enhance its effectiveness, this post-secondary Code of Student Conduct addresses not only the role of the student and the school but also addresses:

- Grounds for disciplinary action; and
- Procedures for taking disciplinary action;

These individuals governed by this document are post-secondary students, 16 years of age and older who no longer participate in the secondary educational program. Students who continue to participate in the secondary educational programs (K-12), while participating in a post-secondary program (co-enrolled) are governed by the procedures as specified in the Code of Student Conduct (Secondary) Policy 5500. Any infraction occurring during their attendance in the adult education and/or post- secondary program will be reported to the Home School principal or designee and notification provided to the parent/guardian.

The Instructional Performance Evaluation and Growth System (IPEGS)

The Instructional Performance Evaluation and Growth System (IPEGS) is the assessment and appraisal system used by all full-time instructional professionals in Miami-Dade County Public Schools (MDCPS). IPEGS applies to full-time teachers only; part-time instructors are not evaluated through IPEGS.



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

The primary purposes of IPEGS are to:

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

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

SECTION IX

CIVIL RIGHTS AND DIVERSITY COMPLIANCE

Anti-Discrimination Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revised 06/2024

DISCRIMINATION/HARASSMENT

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

The School Board Policy covers the following protected categories.

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

Sexual Harassment will NOT be tolerated.

Sexual Harassment Includes:

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

When:

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

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

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

and if the complaint is unresolved appeal to:

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

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

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

DISABILITY

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

AGE

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

SEX (WAGES)

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

GENETICS

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

RETALIATION

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

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

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

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

SECTION X

GRIEVANCE PROCEDURES

RESOURCES

FORMS

FACULTY AND STAFF GRIEVANCE PROCEDURES

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

RESOURCES

- ✓ Post-Secondary Code of Student Conduct: **– Located on our school website under Faculty and Staff Resources**
- ✓ IPEGS Procedural Handbook: **– Located on our school website under Faculty and Staff Resources.**
- ✓ District Policy Against Bullying and Harassment:
  Policy Against Bullying and Harassment - Final Reading-2.pdf (dadeschools.net)
- ✓ Crisis Prevention/Intervention Resources:
  http://studentservices.dadeschools.net/#!/fullWidth/3642
- ✓ School Board Policies:
  http://sbp.dadeschools.net/#!/FullWidth/7487

FORMS

Forms can be found online on the Faculty and Staff Resources Page:
https://tecmiami.dadeschools.net/faculties-staff-resources.html

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

Miami-Dade County Public Schools

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