

JOHN A. FERGUSON SHS  
FACULTY/STAFF HANDBOOK  
2011 - 2012



"No Goals Too High Where Falcons Fly."

**Miami-Dade County Public Schools  
The School Board of Miami-Dade County, Florida**

Ms. Perla Tabares Hantman, Chair

Dr. Lawrence S. Feldman, Vice Chair

Dr. Dorothy Bendross-Mindingall

Mr. Carlos Curbelo

Mr. Renier Diaz de la Portilla

Dr. Wilbert "Tee" Holloway

Dr. Martin Karp

Dr. Marta Pérez,

Ms. Raquel A. Regalado

Ms. Hope Wilcox, Student Advisor

**Mr. Alberto M. Carvalho  
Superintendent of Schools**

**Mr. Freddie Woodson  
Deputy Superintendent, District/School Operations**

**Dr. Lisa Robertson  
Principal John A. Ferguson SHS**

**Ferguson Feeder Pattern Schools**

***Elementary Schools***

Bowman F. Ashe Elementary  
Manuel C. Barreiro Elementary  
Dante B. Fascell Elementary  
Jane S. Roberts K-8 Center  
Bowman/Doolin K-8 Center

***Middle Schools***

Lamar L. Curry Middle  
Zelda Glazer Middle

***Senior High School***

John A. Ferguson Senior High School  
TERRA Environmental Research Institute

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The logo features a stylized falcon with its wings spread, perched on a shield. The shield is divided into four quadrants. Above the shield, the text "No Goal's Too High" is written in a curved path. Below the shield, the text "Where Falcons Fly" is written in a curved path. The entire logo is rendered in a light gray color.

**SECTION I  
GENERAL INFORMATION**

John A. Ferguson High School

**School Colors**

***Black, Silver and White***

**School Mascot**

***Falcon***



**School Motto**

***“No Goal’s Too High Where Falcons Fly!”***

**Website**

**<http://ferguson.dadeschools.net/>**

## **John A Ferguson Senior High Mission Statement**

The mission of John A. Ferguson Senior High School is to develop within its community the actualization of the essential core values. These are:

*Integrity  
Visionary Leadership  
Lifetime Learning  
Pursuit of Excellence  
Respect  
Responsibility for Self and Community*

### **Alma Mater**

*Hail to thee, our Alma Mater,  
Ever loyal, brave and true;  
Lead us on in truth and honor  
In the paths that we pursue.*

*Rising up to every challenge,  
May we keep our goals so high.*

*Forever we will honor thee:  
Hail to Ferguson High!*

## PHILOSOPHY AND GOALS

All students can find success as they embark on their educational journey at John A. Ferguson Senior High School. An education at John A. Ferguson will create the foundation to ensure that all students will meet high standards. The focus of the academy model is to assist the students in defining and selecting their career choices. Every child, regardless of background and ability can acquire the knowledge and skills necessary to succeed in an ever-changing economy.

The basic philosophy of John A. Ferguson is to strive for the following:

- To redefine teaching philosophies so that students are prepared to become viable members of the workforce in an ever-changing global economy.
- To instill the philosophy of the "No Child Left Behind Act of 2001," regardless of background, culture, or educational experience.
- To motivate each student to demonstrate maximum potential regardless of background, culture, or educational experience.
- To collaborate with representatives of business and industry to enhance our curriculum and the School-to-Career Initiative.
- To accept and promote change, establish high standards and encourage staff, students, parents, and representatives of the community to engage in an on-going dialogue.
- To implement the Superintendent's priority strategies through the school-wide planning.
- To nurture, support, and teach the total child so that each learner can achieve success and positive self-esteem.
- To feel pride in the post high school accomplishments of our students.

The department chairpersons will guide and encourage their department members to integrate multicultural awareness, cooperative learning, global perspectives, and performance-based evaluations into their curriculum. Teachers will plan and develop curriculum cooperatively and translate these recommendations into classroom strategies.

In conclusion, the involvement of the John A. Ferguson community will contribute to making this a distinguished educational institution.



## ADMINISTRATIVE STAFF

Dr. Lisa Robertson ..... Principal  
Ms. Mindy Acosta-Leon..... Assistant Principal  
Ms. Kathryn Guerra..... Assistant Principal  
Mr. Felix Zabala ..... Assistant Principal  
Mr. Stanley Thompkins..... Assistant Principal  
Dr. Donna M. Lewis..... Assistant Principal

## SUPPORT PERSONNEL

Annette Aguilera..... Test Chairperson  
Steven Braddy .....Audiovisual Specialist  
Denise Graham..... Lead Teacher International Baccalaureate  
Lynda Pangtag .....Information Technology  
Sharon Kilpatrick..... Lead Teacher Biomedical/Medical Skills  
Yenire Melchor ..... Business Manager  
Oscar Morejon ..... Microsystems Tech  
Susan Kirk.....Lead Teacher Hospitality and Tourism  
Tanya Rae-Schulze ..... Activities Director  
Diane Wong ..... Lead Teacher, Design and Architecture  
Kelvin Justice ..... Athletic Director

## DEPARTMENT CHAIRPERSON

Social Studies .....	Vivian Acevedo
Media Specialist .....	Lissette Alvarez
Physical Education .....	Shanon Lugo
Reading .....	Elizabeth Brito
Mathematics.....	Rosalyn Rodriguez
Student Services.....	Jonelle Estomba-Goss
Technical Arts.....	David Garcia
ESOL .....	Jennifer Goldsmith
Science.....	Edda Rivera
Language Arts .....	Sandra Rainelli
Business .....	Diahann Holder
Fine Arts .....	Lowell Thomas
World Languages.....	Diana Ruiz

## STUDENT SERVICES/COUNSELING STAFF ASSIGNMENTS

International Business and Finance .....	Jose Cortes
International Baccalaureate.....	Carmen Enriquez
Chairperson, Information Technology.....	Jonele Estomba-Goss
Design and Architecture (M-Z).....	Melissa Falco-Diaz
Hospitality and Tourism.....	Maria Martinez
Design and Architecture (A-L).....	Rut Perdomo
Trust Counselor .....	Tracy Pezoldt
Medical and Biomedical (M-Z) .....	Fernando Laracuente
Master Schedule .....	Sonia Romero
Medical and Biomedical (A-L).....	Sabrina Williams

**OFFICE PERSONNEL**

Magnet Secretary..... Connie Agüero

Student Services Secretary ..... Julie Andion

Registration..... Barbara Banos

Gifted/ESOL Secretary ..... Jackie Campelo

Principal’s Secretary ..... Magda Casiano

Media Center Assistance..... Guadalupe Diaz

Media Center Assistance..... Patricia Dill

Assistant Principal’s Secretary ..... Liza Duskow

Part Time Assistant/Treasurer ..... Blanca Flores

SPED Secretary..... Rosi Garcia

Student Services Secretary ..... Hilda Martinez

Attendance Secretary ..... Eгна Rivas

Treasurer ..... Petra Rodzewicz

Part Time Assistant/Registrar ..... Lili Sanbartolome

IB Secretary ..... May-ling Sucar

Payroll ..... Mercy Valdes

Part Time Switchboard ..... Hilda Vega

# 2011-2012 BELL SCHEDULE



**7:20 - 9:00**                      BLOCK 1 – PERIOD 1&2/Homeroom

**9:05 - 10:35**                    BLOCK 2 – PERIOD 3/4

**10:40 - 12:45**                    BLOCK 3 – PERIOD 5/6

**11:15 - 11:50**                    **LUNCH 1**                      Rooms 50–75; 101-368

**12:10 - 12:45**                    **LUNCH 2**                      Rooms 412-808 & AUD;  
1001-1060; 1201-1260

**12:50 - 2:20**                      BLOCK 4 – PERIOD 7/8

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2011-2012 School Calendar**

August 18, 19 ,20	Teacher planning days; no students in school
August 22	First Day of School; begin first semester
September 5	Labor Day; holiday for students and employees
September 22	Secondary early release day
September 29*+##	Teacher planning day; no students in school
October 27	Secondary early release day and end of first grading period; first semester
October 28	Teacher planning day; Professional Development Day-not available to opt; no students in school
October 31	Begin second grading period; first semester
November 11	Observation of Veterans' Day; holiday for students and employees
November 25	Thanksgiving; Board-approved holiday for students and employees
November 26	Recess Day
December 8	Secondary early release day
December 19*+##	Teacher planning day; no students in school
December 20, 2011-	Winter recess for students and all employees with the exception of Fraternal Order of Police employees;
January 2, 2012	
January 16	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 20	End first semester and grading period
January 23 *+##	Teacher planning day; no students in school
January 24	Begin second semester; third grading period
February 2	Secondary early release day
February 3	Teacher planning day; Professional Development Day-not available to opt; no students in school
February 20	All Presidents Day; holiday for students and employees
March 12 - 16	Spring recess for students and all employees except the Fraternal Order of Police employees
March 29	End third grading period; second semester
March 30 *+##	Teacher planning day, no students in school
April 2	Begin fourth grading period; second semester
April 6 *+##	Teacher planning day, no students in school
May 3	Secondary early release day
May 28	Observance of Memorial Day; holiday for students and employees
June 7	Last Day of School; end fourth grading period; second semester
June 8	Teacher planning day; no students in school

NOTE: Every Wednesday – Students (Grades 2-8) in elementary and K-8 Centers are released one (1) hour early

<b>Job Category</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Teachers new to the system	August 11, 2011	June 8, 2012
Assistant Principals and 10-month clerical	August 11, 2011	June 15, 2012
Cafeteria Managers	August 15, 2011	June 8, 2012
Satellite Cafeteria Managers	August 17, 2011	June 7, 2012
All Instructional Staff, Paraprofessionals & Security	August 18, 2011	June 8, 2012
Assistant to Cafeteria Managers/MAT Specialists	August 19, 2011	June 7, 2012
Cafeteria Workers (part-time)	August 22, 2011	June 8, 2012

**\*Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 16, 17, 2011, or June 11, 12, 2012, in lieu of any one or two of the following days: September 29, 2011, December 19, 2011, January 23, 2012, March 30, 2012, and April 6, 2012. October 28, 2011, and February 3, 2012, are Professional Development Days and are not available to opt.

**+Teachers new to Miami-Dade County Public Schools** may opt to work one or two days, June 11, 12, 2012, in lieu of anyone or two of the following days: September 29, 2011, December 19, 2011, January 23, 2012, March 30, 2012, and April 6, 2012. October 28, 2011, and February 3, 2012, are Professional Development Days and are not available to opt.

**#Ten-month secretarial and clerical employees** may opt to work one or two days, August 9, 10, 2011, or June 18, 19, 2012, in lieu of any one or two of the following days: September 29, 2011, December 19, 2011, January 23, 2012, March 30, 2012, and April 6, 2012. October 28, 2011, and February 3, 2012, are Professional Development Days and are not available to opt.



## JOHN A. FERGUSON SENIOR HIGH SCHOOL 2011-2012 TESTING CALENDAR, GRADES K-12

Tentative: June 22, 2011



The calendar will be updated periodically as additional information is obtained about the District, state, national, and international tests administered to the students in Miami-Dade County Public Schools.

DATE	DESCRIPTION	ABBREVIATION	PARTICIPANTS	REASON FOR TEST
August 22 – September 2	<i>Baseline Benchmark Assessments Reading, Mathematics, and Science</i>	<b>BBA</b>	Grades 3-11	State and District
August 23 – September 9	<i>District Writing Pre-Test</i>	<b>DWT</b>	Grades 1-10	State and District
August 29 – October 18	<i>Florida Assessments for Instruction in Reading Assessment Period 1 (AP1)</i>	<b>FAIR</b>	Grades 4-12, <i>selected students</i>	State and District
September/October	<i>Preliminary ACT Test</i>	<b>PLAN</b>	Grade 10, <i>optional</i>	Nationally Offered
September 2- November 2	<i>The Programme for International Student Assessment (PISA)</i>	<b>PISA</b>	Age 15	Federal
October 10 - May 25	<i>National Assessment of Educational Progress</i>	<b>NAEP</b>	Grades 4, 8, 12, <i>selected schools</i>	Federal
October 12	<i>College Board Preliminary SAT/National Merit Scholarship Qualifying Test</i>	<b>PSAT/NMSQT</b>	Grade 09, <i>optional</i>	Nationally Offered
			Grade 10	State
			Grade 11, <i>optional</i>	Nationally Offered
October 17-2	<i>Florida Comprehensive Assessment Test Reading and Mathematics Retake *</i>	<b>FCAT/FCAT 2. Retake</b>	Grades 10+,11, 1 <i>as needed ***</i>	State
October 17-3	<i>Interim Assessment Tests: Fall Reading, Mathematics, and Science</i>	<b>IA</b>	Grades 3-11	State and District
November 1 - March 25	<i>Florida College Entry-level Placement Test / Florida College Basic Skills Exit Test / Florida's Post Secondary Education Readiness Test</i>	<b>CPT / FCELPT / PERT</b>	Grades 11-12, <i>optional</i>	State
November 15-16	<i>Grade 3 Mid-Year Promotion</i>	<b>GTMYP</b>	Grade 3, <i>elegible retained students</i>	State
November 28-December 2	<i>Florida Competency Examination on Personal Fitness</i>	<b>FCEPF</b>	Grades 9-11, <i>optional</i>	State
November 29-February 2	<i>Florida Assessments for Instruction in Reading Assessment Period 2 (AP2)</i>	<b>FAIR</b>	Grades 4-12, <i>selected students</i>	State
December 6-	<i>Florida Comprehensive Assessment Test Writing Prompt Field Test</i>	<b>FCAT</b>	Grades 4,8, & 10	State
December 12-16	<i>Florida End-of-Course Assessments (Semester 1)* Algebra I</i>	<b>EOC</b>	Grades 6-12 <i>students</i>	State
January	<i>ACT Practice Test</i>	<b>ACT</b>	Grade 11-12	District

			<i>selected schools, registered studen</i>	
January 3-17	<i>District Writing Mid-Year Test</i>	<b>DWT</b>	Grades 1-10	State and Distri
January 9 – January 20	<i>Interim Assessment Tests: Winter Reading, Mathematics, and Science</i>	<b>IA</b>	Grades 3-11	State and District
January 9 – February 27	<i>Florida Alternate Assessment</i>	<b>FAA</b>	Grades 3-11****	State
February 28 - March 1	<i>Florida Comprehensive Assessment Test Writing</i>	<b>FCAT Writing</b>	Grades 4, 8, 10	State
March 5 – April 6	<i>Comprehensive English Language Learning Assessment</i>	<b>CELLA</b>	Grades K-12, all current ELLs a selected former ELLs	Federal and State
April 4 – May 23	<i>Florida Assessments for Instruction in Reading Assessment Period 3 (AP3)</i>	<b>FAIR</b>	Grades 4-12, <i>selected students</i>	State
April 16-27	<i>Florida Comprehensive Assessment Test</i>	<b>FCAT / FCAT 2</b>		Federal and Sta
	<i>Reading*</i>		Grades 3-10	
	<i>Mathematics</i>		Grades 3-8	
	<i>Science</i>		Grades 5 & 8	
	<i>Reading and Mathematics Retake*</i>	<b>FCAT / FCAT 2 Retake</b>	Grades 10,11,&12 as needed***	
April 30 - May	<i>Florida Competency Examination on Personal Fitness</i>	<b>FCEPF</b>	Grades 9-11, <i>optional</i>	State
April 30 - Jun 1	<i>Florida End of Course Assessments US History (Field Test)</i>	<b>EOC</b>	Selected schools, grade levels	State
May 2-22	<i>International Baccalaureate External Written Examinations</i>	<b>IB</b>	Grades 11-12, <i>enrolled students only</i>	Internationally Offered
May 7-18	<i>Advanced Placement Examinations</i>	<b>AP</b>	Grades 9-12, <i>enrolled, registere students only</i>	Nationally Offer
May 7-25	<i>Florida End of Course Assessments (Semester 2)* Algebra I Biology I Geometry</i>	<b>EOC</b>	<i>Grade 6-12, enrolled students</i>	State
June	<i>Cambridge Advanced International Certificate of Education Examinations</i>	<b>AICE</b>	Grade 9-12, <i>selected students</i>	Internationally Offered
<b>TESTS GIVEN ON AN AS-NEEDED BASIS</b>				
<b>DESCRIPTION</b>		<b>ABBREVIATI</b>	<b>PARTICIPAN</b>	<b>REASON FOR TEST</b>
<i>Aprenda La Prueba de los Logros en Español Segunda Edición Placement decision for Gifted Program Spanish-speaking ELLs</i>		<b>APRENDA</b>	Grades K-1 <i>eligible ELL</i>	State
<i>The IOWA Tests (Iowa Tests of Basic Skills and Iowa Tests of Educational Development)</i>		<b>ITBS ITED</b>	Grades K-1 <i>eligible</i>	Federal and State

Placement decisions for Gifted Program		<i>students</i>	
Exit ESOL Program (six semesters or more)		Grades 2-12 <i>selected students</i>	

<i>On-line Comprehensive English Language Learning Assessment</i> Placement decisions for ESOL Extension of services for ESOL Program	<b>On-line CELLA</b>	Grade 1-12 <i>eligible students</i>	Federal and State
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**FLORIDA COLLEGE BASIC SKILLS EXIT TEST (FCBSET)  
POST SECONDARY EDUCATION READINESS TEST (PERT)  
READING, WRITING, AND MATHEMATICS  
Grades 11-12, Enrolled Students**

**SENIOR HIGH SCHOOLS**

January 10-12, 2012	May 29-31, 2012
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**COLLEGE ENTRANCE EXAMINATIONS  
NATIONALLY OFFERED FOR INTERESTED, REGISTERED STUDENTS**

SAT and SAT Subject Test Dates*****	ACT Test Dates
October 1, 2011	September 10, 2011
November 5, 2011	October 22, 2011
December 3, 2011	December 10, 2011
January 28, 2012	February 11, 2012
March 10, 2012 (SAT Only)	April 14, 2012
May 5, 2012	June 9, 2012
June 2, 2012	





**John A. Ferguson Senior High School  
2011-12 Meeting Dates  
"Falcon Flight School"**

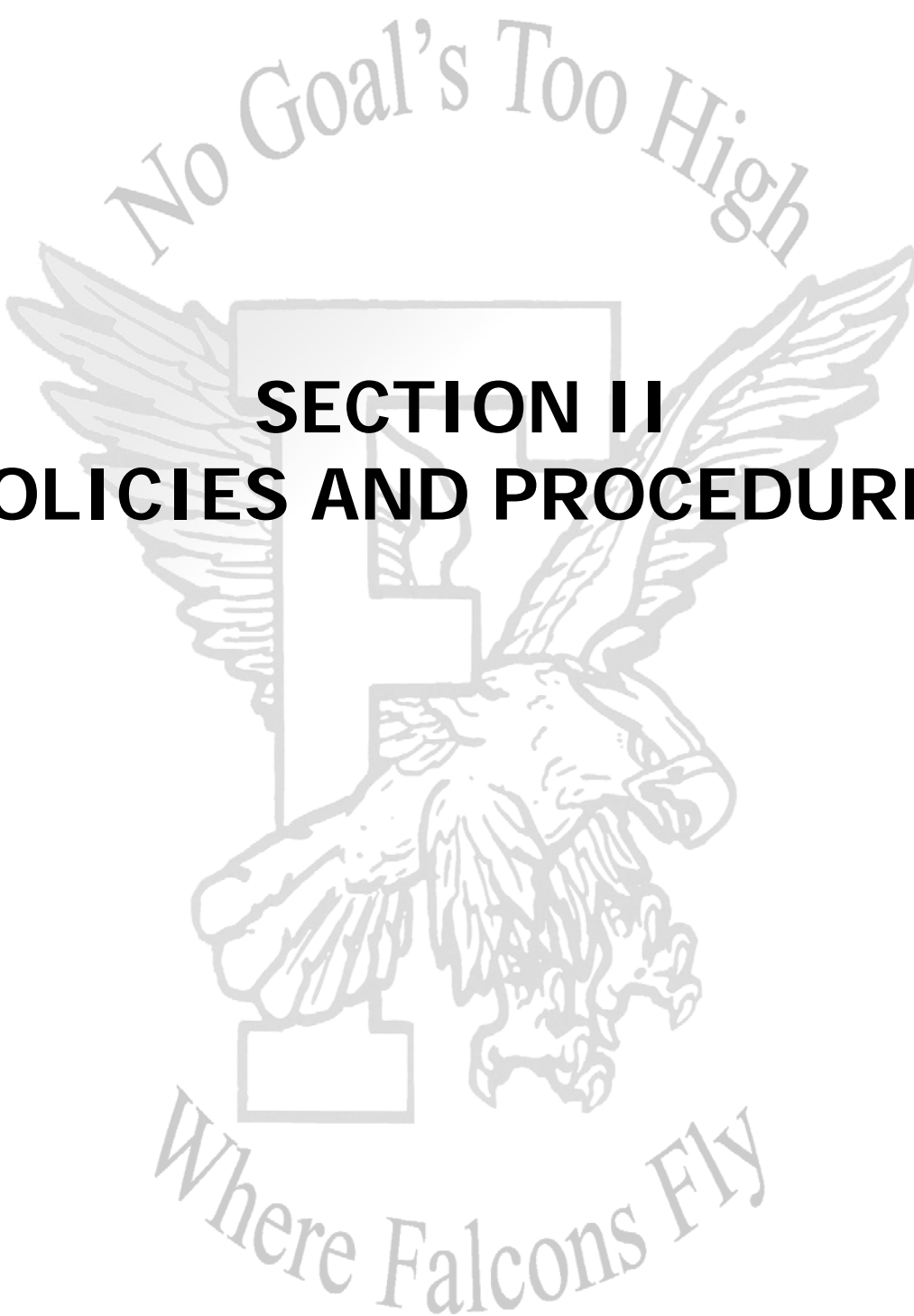
<b>TYPE OF MEETING:</b>	<b>MEETING DAYS:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Leadership	Monday each week	7:40 – 8:40 am	Principal's Office
School Curriculum Council	Thursday or Friday (B-day) each week	7:45 – 8:45 am	Room 136
Department Meeting	Once every two weeks	TBA by Department Head	TBA by Department Head

**FACULTY MEETINGS**

<b>DATE</b>	<b>TIME:</b>	<b>LOCATION:</b>
August 30 <sup>th</sup>	2:30 – 3:30 pm	Auditorium
September 6 <sup>th</sup> and 22 <sup>nd</sup>	2:30 – 3:30 pm	Auditorium
October 11 and 28 <sup>th</sup>	2:30 – 3:30 pm	Auditorium
November 8 <sup>th</sup> and 29 <sup>th</sup>	2:30 – 3:30 pm	Auditorium
December 8 <sup>th</sup> and 19 <sup>th</sup>	2:30 – 3:30 pm	Auditorium
January 10 <sup>th</sup> and 23 <sup>rd</sup>	2:30 – 3:30 pm	Auditorium
Second Semester Meetings dates TBA due to testing		

	<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
Early Release Days:	September 22 <sup>nd</sup> , December 8 <sup>th</sup> , February 2 <sup>nd</sup> , May 3 <sup>rd</sup>	12:30 pm – 2:30 pm	TBA
Teacher Planning Days (available to opt)	September 29 <sup>th</sup> , December 19 <sup>th</sup> , January 23 <sup>rd</sup> , March 30 <sup>th</sup> , April 6 <sup>th</sup> , June 8 <sup>th</sup>	7:10 am – 2:30 pm	Throughout Building
District Professional Development Day (not available to opt)	October 28 <sup>th</sup> , February 3 <sup>rd</sup>	7:10 am – 2:30 pm	TBA

	<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>EESAC</b>	September 20, October 11, November 8, December 13, January 10, February 21, March 20, April 10, May 8	6:00 pm	Media Center
<b>PTSA</b>	September 20, October 11, November 8, December 13, January 10, February 21, March 20, April 10, May 8	6:30 pm	Auditorium
<b>Boosters</b>	September 20, October 11, November 8, December 13, January 10, February 21, March 20, April 10, May 8	7:00 pm	Designated Rooms



**SECTION II**  
**POLICIES AND PROCEDURES**

John A. Ferguson High School

## ATTENDANCE

In accordance with Miami-Dade County Public Schools and United Teachers of Dade, the following procedures should be followed:

### **Sign-in and Sign-out Procedures**

- Sign-in on the payroll sheet when arriving each day.
- Sign-out on the payroll sheet when leaving each day.
- **PLEASE DO NOT SIGN IN AND OUT AT THE SAME TIME.**
- Hourly/overtime personnel must write-in the exact hours worked (follow the above procedures). Overtime will not be honored unless approved by the **Principal in advance**.
- **All signatures must be in blue ink only**
- Please do not place additional markings or cross out on the sign-in/out sheets.

## ABSENCES

Please report your absence directly to the Payroll Secretary. You may make suggestions as to which substitute you prefer, but **do not** secure the substitute yourself. Make sure all lesson plans are available.

- Notify the Payroll Secretary of your absence in advance if possible, this is encouraged in order to allow adequate time to secure competent substitutes.
- To report absence on the same day, please call the school at (305) 408-2700 between 6:00 a.m. and 6:15 a.m, leave a message if necessary. **Do not send a request via e-mail.**
- When you are absent from work, you must notify the Payroll Secretary by 2:00 p.m. on the day that you are absent to communicate whether you will report to work the following day. **Failure to do so will result in the substitute being retained and you being charged for the day.**

If requesting permission to leave early, please strictly adhere to the following guidelines:

- Obtain permission from the Principal or designated administrator.
- Complete the Request for Leave Form (p.76) at **least 48 hours** in advance and include who will be covering your class(es).

## **TEMPORARY DUTY REQUEST PROCEDURES**

- Complete the forms on pages 74 and 73 respectively, in ink. This should be done at least one week prior to the date(s) of the temporary duty. Attach documentation to support the temporary duty request with substitute funding structure if available. Indicate also if NO substitute is required.
- The form should be signed (approved) by the department chairperson, designated assistant principal, and the principal respectively.
- If the request is approved and a substitute for temporary duty is required, please inform the Payroll Secretary as soon as possible.
- If your request for temporary duty is NOT approved, or is cancelled for some reason, you should immediately inform the Payroll Secretary or you will be charged for the day.

## **Procedures Regarding Employee Attendance**

Reasonable regularity of attendance is expected from all Miami-Dade County Public Schools employees in order to maintain efficiency and productivity. Both the school board rules and labor contracts contain provisions which address both good attendance incentives and excessive unauthorized absences.

### **Attendance Incentives and Benefits**

- Good attendance provisions entitle eligible full-time employees to "cash in" sick leave days accrued each year at 80% of value, provided no more than three sick/personal leave days were used during the fiscal year and at least 21 accrued sick leave days remaining after cash-in.
- Terminal pay provisions reward employees who have maintained regular attendance by payment for accrued sick leave days upon resignation or normal retirement.
- A primary related benefit exists to assist employees in maintaining good attendance: the Employee Assistance Program (EAP).

### **Probationary Service**

- Non-certified employees new to Miami-Dade County Public Schools are employed in probationary periods of varying lengths depending on applicable labor contracts; during this time, performance and attendance are monitored carefully.
- During the probationary period, employees may be terminated without recourse.
- After the probationary period, such employees are considered annual contract employees and are subject to annual reappointment.

### **Excessive Faculty/Staff Absences**

All employees are governed by Chapter 231.44 of the Florida Statutes: school board employees who are willfully absent from duty without leave shall forfeit compensation for the time of such absence, and his/her employment shall be subject to termination by the school board.

Specific procedures by which each school district implements this law are enumerated in labor contracts and (for confidential and managerial exempt personnel) School Board Rules.

- Principals and work location supervisors are required to report absences properly and consistently on leave and payroll records.
- Documented communication should be held with employees whose attendance is irregular, in order to apprise such employees of the effects and impacts of their absences on the total school program and the continuity of operations at the work location.
- When absences become excessive and cause a detrimental impact upon program continuity, appropriate disciplinary action should be taken.
- For members of the AFSCME and MDCSMEC bargaining units, definitions and procedures are cited in those labor contracts.
- For instructional, certified employees, attendance and punctuality are included among the Professional Responsibilities criteria.

## Teacher Work Day

The employee workday shall be seven (7) hours and twenty (20) minutes for employees at the secondary level. The workday shall include lunch and planning preparation periods.

- The established workday at John A. Ferguson Senior High School is 7:10 a.m. to 2:30 p.m. for teachers, unless a faculty meeting is scheduled.
- **With no exception, teachers are expected to arrive at school on time and to meet classes and begin instruction on time.**
- In case of serious emergencies, such as school-wide disruptions that affect the safety and welfare of the student body, employees may be required by the principal to stay longer than the ordinary workday to assist in supervising students. The principal shall make every effort to resolve the emergency as quickly as possible.
- The workday shall include a maximum of five teaching periods (unless an extra period supplement is provided) for secondary school teachers.
- In no case shall teachers be required to remain longer than one (1) hour beyond the regular workday.
- In the case of late arrival or early departure from the work location, an employee present more than one-fourth (1/4) and less than three-fourths (3/4) or more of the workday is considered as working one half (1/2) day.
- An employee present three-fourths (3/4) or more of the workday is considered as having worked a full day, upon prior notification and *approval* by the principal or the designated supervising administrator.

## Abandonment of Position

After unauthorized absences by exempt personnel or members of AFSCME, UOPD, UTD, MDCSMEC, and FOP bargaining units for three consecutive work days, work location supervisors may, after having made reasonable efforts to contact the absent employee, refer the employee to the Division of Professional Standards and fill the position with a provisional replacement until a final disposition is determined.

## Sick Leave

Each full-time employee is entitled to accumulate one day of sick leave per month of employment. Such sick leave is to be accrued in the following manner:

Four days of sick leave will be provided to each employee as of the first day of employment of each fiscal year, and thereafter each person shall accrue one day of sick leave for each month of employment creditable to the member at the end of the month.

## Personal Leave

Full time employees who are eligible to accrue sick leave may use up to a maximum of six days personal leave, with pay, per year.

Review Attendance Procedure Manual located at: <http://ehandbooks.dadeschools.net/policies/89.pdf>.

## ANNOUNCEMENTS

When school is in session, announcements related to school concerns will be made at designated times on the public address system and/or the television news broadcast. Times designated for announcements are each morning during homeroom, and five minutes prior to school dismissal. Forms are to be used for all announcements. The Ferguson Broadcasting Network (FBN) television

requests are to be submitted through e-mail by 8:30 a.m. Please submit e-mails to TV News in the in-house e-mail system. The forms must be approved by either the activities director or an assistant principal. Only authorized personnel will conduct the morning exercises and make announcements at established times.

EMERGENCY ANNOUNCEMENTS may be made when necessary and only by authorized personnel.

### **ASSEMBLY PROGRAMS**

All assembly programs presented during the school day are correlated classroom activities. The appropriate teachers will be notified by the activities director at least one week prior to the program so that teachers can prepare their classes for attendance. Teachers must accompany students to the assembly program and remain with them for the duration of the program. **Faculty members should not assume responsibility for more than a single class at a time.**

### **ACTIVITIES APPROVAL**

Any club/organization activity that is planned before, during, or after school requires approval from the activities director and administration. Please secure an application form from the activities office. It is important to include all pertinent information. For activities at night, please be reminded that fees for security and/or police may be assessed.

### **CAFETERIA PROCEDURES**

Lunches are served in the cafeteria for students and staff. Lunches for teachers are \$3.00 per full meal. Lunches for students are \$2.00. Ferguson participates in the free and reduced lunch program for students who cannot afford full price.

In an effort to improve building security and to comply with health regulations, the kitchen area in the cafeteria is restricted to authorized personnel only. All faculty and staff, other than cafeteria employees, are asked to access the cafeteria from the front entrances only. Faculty members are not permitted to enter or exit through the back doors.

### **CLASSROOM MAINTENANCE**

- Teachers are expected to maintain a clean, orderly classroom setting at all times.
- The care of the classroom and all equipment in it is the responsibility of every teacher who uses the room. Classrooms are not to be left unlocked, and students should never be left unsupervised in the classroom.
- When leaving the classroom, teachers must lock the door and turn off the lights.
- Each teacher will be asked to sign an inventory log listing all equipment assigned to the classroom. Teachers should ensure that the inventory is accurate and is kept up-to-date. Any damage to property or equipment should be reported to an administrator immediately.
- No furniture or property is to be removed from the classroom without proper authorization.
- Food and drinks should not be consumed in the classroom.

The custodian assigned to a teacher's room is responsible for cleaning the room each day. If the room is not cleaned, please notify Mr. Samuel Conyers.

- Classrooms are to be kept in good condition at all times.
- At the close of the day, boards should be erased and desks arranged.

- The bulletin board should be neat and attractively display students' work.
- Please check the classroom daily to identify and effectively manage property damage.
- **All microwaves and refrigerators are to be located in the teacher workrooms and should not be in individual classrooms.**
- Due to the sensitive nature of our fire alarm system, **all burning candles are PROHIBITED.**
- Please instill in our students a pride in keeping the rooms clean, orderly and attractive.

### **CLASSROOM SUPPLIES**

All general classroom supplies (pencils, paper clips, thumbtacks, tape, etc) are to be obtained through the department chairperson.

### **CLINIC (CHI)**

Registered Nurses staff the school's health clinic at John A. Ferguson Senior High daily beginning at 7:00 a.m. until 3:30 p.m. The clinic can provide health education and counseling as well as assist in the development of school programs to promote wellness. Students may request appointments for personal health questions or concerns after a completed CHI Form has been returned to the clinic.

Students who are ill and want to call home for a parent to pick them up (or bring them medication) but who do not need to see the nurse should go to the Attendance Office to check in. **Students MUST have a hall pass.** Students, who are suspected of having a contagious disease such as pink eye, or other emergencies such as injuries, bleeding, vomiting, allergic reactions, problems with blood sugar levels, or asthma attacks, should report directly to the clinic.

The clinic staff will only dispense medications provided by the parent after the completion of a Medication Authorization Form (**there are no exceptions**). **Students with asthma are allowed to have an inhaler in their possession at all times. Medicine should be taken at home whenever possible. Students with chronic health problems, such as diabetes, high blood sugar, migraine headaches, or kidney problems, may be monitored by the clinic; these are usually quick visits, but may take longer if the clinic is busy or complications arise. Many students with ongoing health problems need to give doctor's notes to their counselors, especially if classes are consistently missed due to medical problems. Please be considerate of students with chronic health problems**

### **CODE OF STUDENT CONDUCT**

The Code of Student Conduct can be accessed online on the Dade County Public Schools address at <http://ehandbooks.dadeschools.net/policies/90/index.htm> .

### **CUSTODIAL SERVICES – ZONE MECHANICS**

The teacher should report any building issue to the Mr. Zabala via e-mail. Please assist the custodians by insuring that students maintain a neat environment. In an emergency situation, contact the main office via your emergency button or ask someone with a radio to call for a custodian. Also, you may send a written explanation of the problem to an assistant principal with a responsible student (Hall Pass).

## **COMPUTER & INTERNET ACCESS**

### **ACCEPTABLE USE POLICY FOR THE INTERNET - 6Gx13-6A-1.112**

#### **Purpose of the rule**

The purpose of this rule is to establish a policy for the acceptable use of the Internet as a tool for learning in the School District of Miami-Dade County, Florida (hereinafter referred to as District). In summary, the rule affirms that neither employees nor students may use the Internet to do any action or receive and/or communicate any language that the employee or student could not do in person. Any act or word prohibited by federal, state, and/or local law regulation, including Miami-Dade County Public Schools (MDCPS) Rules, and/or collective bargaining agreement if done by a M-DCPS employee or student in person is similarly forbidden by this rule to be done by any employee or student by or through the Internet. Additionally, the rule reflects that there is no expectation of privacy in the use of e-mail or Internet communications when such communications occur over M-DCPS provided equipment by M-DCPS employees, students, or others.

#### **Purpose of access to the Internet**

The purpose of providing students and employees' access to the Internet is to promote academic excellence in the District's educational objectives. This computer technology provides resource sharing, innovation and communication that will help launch today's schools into the information age.

#### **I. Resources Available on the Internet**

Students and employees of the District have access to the following resources:

- Electronic mail communication throughout the world
- Local, national and world-wide information and news
- Correspondence with scientists at research institutions
- Access to public domain software of all types
- Collaboration with peers on projects and problem solving strategies
- Science Learning Network (SLN), Library of Congress, Educational Resources and Information Center (ERIC), Smithsonian Museums, and many university library catalogs.

#### **II. Acceptable Use Policy**

Utilization of the Internet by students and employees must be in support of and consistent with the educational objectives of the District. When utilizing the Internet all users must adhere to the provision of this rule and the standards of conduct established in the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education Profession in the State of Florida, and School Board Rule 6Gx13-4A-1.21,

Responsibilities and Duties.

A. Transmission of any material in violation of local, state, and federal law or regulation is prohibited. This includes, but is not limited to copyright material, threatening or obscene material or material protected by trade secret.

Obscene material is that material which:

- a. The average person, applying contemporary community standards, would find, taken as a whole, appeals to the prurient interest;
- b. Depicts or describes, in a patently offensive way, sexual conduct as defined in Section 847.001 (11) F.S. (1995); and
- c. Taken as a whole, lacks serious literary, artistic, political, or scientific value.



B. School Board Rule 6Gx13-6A-1.26, Instructional Materials and Resources govern procedures concerning the protest of instructional materials and educational media as they are accessed through the Internet.

C. School Board Rule 6Gx13-1C-1.06, Politics—Participation of Staff, governs the use of the Internet for political activities.

D. Use of the Internet for product advertisement, commercial activities, political campaigning or solicitation is prohibited.

### **III. Privilege**

Accessing the Internet through District equipment is a privilege, not a right and inappropriate use, including violation of this rule may result in cancellation of the privilege.

A. School, region, and District administrators are delegated the authority to determine appropriate and acceptable use as provided under this rule.

B. Any user account may be closed, suspended or revoked at any time a School, Region, or District administrator determines an account user or holder has used the Internet in an inappropriate or unacceptable manner in violation of this or any other applicable District rule.

C. Inappropriate or unacceptable use is defined as use that violates the District's purpose in providing students and employees access to the Internet and use that violates the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education Profession in the State of Florida, and School Board Rule 6Gx13-4-1.21 or any local, state, or federal law or regulation.

D. Access to the Internet in school as a tool for learning will be automatic. Parents will be advised in writing of their rights to indicate that they do not want their child to access the Internet in school.

### **IV. Monitoring**

The District reserves the right to review any material on user accounts for purposes of maintaining adequate file server space. In reviewing and monitoring user accounts for the purpose of determining adequate file server space, the District shall respect the privacy rights of user accounts.

### **V. Network Etiquette**

All users are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

- A. Be polite. Do not get abusive in your message to others.
- B. Use appropriate language. Do not swear, use profanity, vulgarities or any other inappropriate language.
- C. Do not engage in activities, which are prohibited under state or federal law.
- D. Do not engage in activities, which violate the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education Profession in the State of Florida, and School Board Rule 6Gx13-4A-1.21.
- E. Do not reveal your personal address and/or telephone number or that of other students and employees.

- F. Note that electronic mail (e-mail) is not guaranteed to be private. System administrators have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and may result in the loss of user privileges.
- G. Do not use the network in such a way that would be disruptive to others.
- H. All communication and information accessible via the network should be assumed to be private property.
- I. Do not use the network to send or receive messages that discriminate based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, disability or that are inflammatory.

## **VI. Services**

Use of any information obtained via the Internet is at the user's own risk. The District will not be responsible for any damages a user may suffer. This includes loss of data resulting from delays, non deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. The District denies responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

## **VII. Security**

Security on any computer network is a high priority, especially when the system involves many users.

- A. If a user can identify a security problem on the network, the user must notify a system administrator. The user must not demonstrate the problem to others.
- B. A user must not use another individual's account without written permission from that individual.

Attempts to log into the system as any other user will result in cancellation of user privileges. Attempts to log into the Internet as a system administrator may result in the cancellation of user privileges.

- C. An Administrator may deny future access to the Internet through the District network for any user who violates any part of this rule.

## **VIII. Vandalism and Harassment**

Vandalism and harassment when utilizing the Internet will result in cancellation of user privileges. This includes, but is not limited to, the uploading or creation of computer viruses and the attempt to destroy, harm or modify data of another user.

## **IX. Procedures for Use**

Student users must always get permission from their teachers or facilitators before using the network or accessing any specific file or application. Student users must also follow written and oral classroom instructions.

- A. All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies, such as paper, printer cartridges, and diskettes that are provided by the District.

- B. Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the Internet, and assuring that students
- C. understand that if they misuse the network they will lose their privilege to access the Internet from the classroom environment.

### **X. Inappropriate Materials**

On a global network it is impossible to control effectively the content of data. An industrious user may discover inappropriate material. Inappropriate material is that which is inconsistent with the objectives, and policies of the educational mission of the District. It is the user's responsibility not to access inappropriate materials.

### **XI. Disciplinary Actions for Improper Use**

The act of accessing the Internet through the District's network signifies that the user will abide by the provisions of this rule.

Any user violating this rule, or applicable local, state, or federal law or regulation is subject to loss of network access privileges and any other disciplinary actions, as reflected in the M-DCPS Code of Student Conduct (both elementary and secondary), Code of Conduct for Adult Students, the Code of Ethics of the Education Profession in the State of Florida, applicable collective bargaining agreements, and School Board Rule 6Gx13-4A-1.21.

**Specific Authority:** 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 229.8041; 230.23(6) and (7); 231.09 F.S.  
History the SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
New: 10-23-96 Technical Change: 5-01-98

### **DISMISSAL OF CLASSES**

The bell schedule must be strictly adhered to regarding the dismissal of classes. Classes are not to be dismissed before the sound of the bell ending each class period. In the event of a malfunction, the teacher should wait for a verbal dismissal via the PA system.

### **E-MAIL SYSTEM POLICY FOR UTILIZATION OF THE- 6Gx13- 4C-1.064**

#### **Purpose of the Rule**

The purpose of this rule is to establish a policy for the use of Miami-Dade County Public Schools (MDCPS) electronic email (e-mail) system. This policy applies to any and all electronic messages composed, sent or received by any authorized District user. Authorized users of e-mail, hereafter, referred to as users, are defined as employees, temporary or contract employees, and any other individuals or groups issued District e-mail accounts.

#### **Purpose of District E-Mail**

E-mail is an official means of communication within Miami-Dade County Public Schools. The District encourages the use of e-mail as a convenient, timely, and cost-effective communications medium. The purpose of providing an e-mail system to District employees is to assist in the furtherance of

the School Board's business needs, mission, and goals. Employees who use the District e-mail services are expected to do so responsibly, that is, to comply with Florida and Federal Laws, with the policies and procedures of the District, and with established standards of professional conduct and personal courtesy.

## **I. Acceptable Use of District E-mail Services**

Utilization of District e-mail by employees must be in support of and consistent with the objectives of the District. When utilizing District e-mail, all users must be aware of and understand the standards by which M-DCPS expects and requires users to conduct themselves. All users must understand that these established standards apply to the use of all District e-mail. These standards are delineated more fully in, among other things, the *Code of Ethics for the Education Profession in the State of Florida*, *The Principles of Professional Conduct for the Education Profession in Florida*, the M-DCPS *Electronic-Handbook*, School Board Rule 6Gx13- 4A-1.21, Permanent Personnel Responsibilities and Duties, School Board Rule 6Gx13- 6A-1.112, Acceptable Use Policy for the Internet, and M-DCPS Network Security Policy. Accordingly, all users must familiarize themselves with all applicable standards. An employee's failure to familiarize himself or herself with these guidelines will not constitute a viable defense to or be considered as a mitigating factor to a charge that said employee has violated this rule.

## **II. Unacceptable Use of District E-mail Services**

Authorized users of the e-mail system may not utilize the District's e-mail system to perform any action or transmit any communication that they would otherwise be prohibited from doing in any other medium of communication. Unacceptable and prohibited uses of District e-mail services include, but are not limited to:

- A. Using profanity, obscenity, or other language which may be offensive to another user or any matter deemed to be obscene. Obscene material is that material which: 1) the average person, applying contemporary community standards, would find, taken as a whole appeals to prurient interests; 2) depicts or describes in a patently offensive way, sexual conduct as defined by state law; 3) or taken as a whole lacks serious literary, artistic, political, or scientific value.
- B. Transmitting any material that is in violation of Federal, State, and local laws, or of M-DCPS School Board rules, regulations, or guidelines. This includes, but is not limited to, material that contains statements that would tend to violate individual's civil or constitutional rights or constitute harassment or trade secrets or copyrighted material without the consent of the owner or copyright holder.
- C. ASpoofing@ where spoofing is defined as the act of disguising the sender of an e-mail by replacing the name in the Afrom@ or header fields, sending e-mails while signed on as a different user, or otherwise intentionally misleading the recipient as to the identity of the actual sender.
- D. Sending anonymous e-mail.
- E. Engaging in any activity designed to view the e-mails of other individuals without authority or permission.
- F. Using the District's global distribution lists for purposes that are not work related.
- G. G. Initiating or forwarding Achain-letters@ or petitions.
- H. Utilizing the e-mail system for political activities. School Board Rule 6Gx13- 1C-1.06, Politics-- Participation of Staff, governs the use of e-mail for political activities. In addition to the prohibition against using the District's e-mail system to provide publicity for any candidate for public office, users are forbidden from using the District's private network for lobbying, campaigning, or soliciting on behalf of any candidate for public office or using e-mail to support or oppose a political position or to engage in political activity. Please refer to this Board rule for a more detailed explanation of these prohibitions.

- I. ASpamming,@ or the sending of unwanted, unsolicited and/or unnecessary messages to large numbers of people, usually with the purpose of advertising a product, event, service, or

lobbying for a specific political position or promoting an individual=s opinion. In many cases, the sender is unknown to the recipients.

- J. Acting in a manner that violates School Board Rules, including, but not limited to, the Code of Ethics of the Education Profession of the State of Florida, The Principles of Professional Conduct for the Education Profession in Florida, School Board Rule 6Gx13- 4A-1.21, Permanent Personnel Responsibilities and Duties are prohibited.

### **III. User Expectations and Consequences of Inappropriate Use**

The e-mail system is the property of Miami-Dade County Public Schools. The District reserves the right to monitor the e-mail system for unacceptable use according to federal, state, local and district

laws, policies and rules. Any employee who violates this rule may be subject to appropriate disciplinary action, up to and including dismissal.

A. Work-site supervisors and District administrators are authorized to determine whether an employee is in compliance with this rule and is using the District's e-mail system in an appropriate and acceptable manner. This includes randomly accessing the employee's e-mail for the purpose of determining compliance with this rule.

B. In addition to checking for the above inappropriate uses, the District:

- Reserves the right to review e-mails stored in the network for the purpose of maintaining adequate and necessary file server space.
- Reserves the right to modify or delete e-mails or attachments that may contain computer viruses or any other computer code that could damage or destroy any portion of the network.

C. Users of the M-DCPS e-mail system must not expect that e-mail generated or received via the District=s e-mail system will remain private. As a result, the users should be aware that:

- Sensitive and confidential data, including data considered exempt from public disclosure, may be viewed by persons other than the intended recipient. Information that is exempt or confidential under state and federal law may need to be encrypted, blocked out, or not transmitted by e-mail.
- E-mail is legally discoverable and may be used in court proceedings. Employees are hereby notified that there is no individual right to privacy in the use of the District=s e-mail system.

Administration has an absolute right to monitor employees= use of the e-mail system at its discretion. Users are warned that although e-mail often has the feel of a private conversation, it is in fact, not private. Further, e-mail generated during the regular course of School Board business is subject to public disclosure, in accordance with Florida=s Public Records Act, Chapter 119, Florida Statutes.

### **IV. Personal Use**

The intended use of the M-DCPS e-mail system is for District-related purposes, not for personal use or other purposes. In limited instances, some personal use of the M-DCPS e-mail system may be permitted. This use is a privilege, not a right. Limited, incidental personal use of the M-DCPS e-mail system such as sending short, brief e-mails to a friend or relative is permissible so long as the user complies with the Utilization Policy outlined herein and with state and federal laws and Board Rules

governing the use of email. Any abuse of this privilege will be handled in the same manner as described in Section III above.

Limited incidental personal use must not restrict or otherwise obstruct system resources in any way, interfere with an individual's job performance and/or duties, advertise or promote a product or service, publicize unsanctioned, non-M-DCPS activities without approval, promote political candidates or positions as outlined in Section II above, include attachments that use excessive storage (multiple pictures, video clips, etc.), and/or be used in any way that is detrimental to MDCPS. In addition, employees are prohibited from storing e-mail that is personal in nature in the District's e-mail system. The above list is for illustrative purposes only and is not exhaustive. Employees must exercise good judgment in utilizing the e-mail system and not abuse the privilege.

## **V. Retention**

The definition of a public record does not depend on the format of the record, regardless of the medium. Therefore, all federal, state, and local rules and regulations regarding retention of records, memos, and documents apply equally to documents and materials created by e-mail.

Users of District e-mail are responsible for retaining e-mail that, by law, must be retained. E-mail that should be retained may be stored electronically or printed and saved as a hard-copy. In either case, such records must be available for public access, regardless of the medium in which it is maintained. The state and the courts do acknowledge; however, that much of what is put in e-mail does not qualify as a public record and may be deleted without permission once it no longer has value.

Specific authority: 1001.41(1)(2); 1001.42(22); 1001.43(10), F.S. Law Implemented, Interpreted, or Made Specific: 815.04; 815.06; 1012.23; 1012.27(6), F.S.

## **EMERGENCY PROCEDURES**

**Teachers should ensure that a current map of the evacuation route from their classroom is posted at all times. If you do not have a current map, please see administration immediately.**

During times of emergency, the primary responsibility of all John A. Ferguson Senior High personnel is to ensure the personal safety of students, to isolate the problem area/areas, and as much as possible maintain order in the school.

If an emergency should occur, all personnel will be notified of the situation by an announcement on the public address system: "TO ALL FACULTY: **CODE RED OR CODE YELLOW.**" With this announcement, the school will immediately go into lockdown until further notice.

All personnel shall adhere to the following guidelines:

**Teachers** (other than those assigned specific duties):

- Scan hallways, any student/students in the hallway have them enter your classroom.
- Close and lock all classroom doors, and turn off the lights.
- Maintain order and calm within the classroom.
- **Do not permit students to leave the classroom FOR ANY REASON.**
- Listen carefully to announcements; DO NOT dismiss students until advised by the Principal/Designee
- Request that students move away from windows, and if necessary, sit in a crouched position away from any source of danger.

Teachers on unassigned periods shall report to the main office for further direction.

### **Custodians**

**Mr. Sam Conyers shall assign each custodian on duty a specific area of responsibility.**

**Each custodian caring for his/her specified area shall perform the following tasks:**

- Immediately check and monitor bathrooms.
- Lock and close all doors leading into the building.
- Move throughout the building, collecting and disposing of articles, which might be used for weapons (bottles, boards, etc.).
- Following emergency, clean up the affected area immediately.

### **Cafeteria Staff**

**Ms. Navarete shall assign each worker on duty a specific area of responsibility. The following tasks shall be attended to first:**

- Lock all entrances to the cafeteria.
- Seal off all serving areas by locking all doors.
- All workers, students, and adults must remain in the kitchen area.

### **Principal's Secretary**

Upon the advice of the Principal, Ms. Casiano will:

- Handle incoming (rumor control) calls from the parents, press, and community.
- Notify the South Central Region Director, Mr. Payne, security, and the Police Department

### **Fire Drill Procedures**

Teachers are expected to:

- Bring their class roster
- Assist and cooperate with development and use of fire exits or emergency evacuation drills
- Effect and lead a prompt and orderly evacuation of assigned classes quietly and orderly
- Account for all students upon reaching the termination of evacuation or drill, and point report any discrepancy to the school official in charge.
- Supervise and assist in the evacuation of any physically handicapped students.  
Be acquainted with the use of fire alarms, fire department notification, exit facilities, and fire extinguishers.
- Acquaint each student with procedures to be followed in the event egress routes are not usable, the proper use of fire alarms, and the subsequent procedures of notifying the administration.

### **FACULTY/STAFF CLUB**

The faculty/staff club is a voluntary organization funded by the members of the faculty and staff who pay dues at the beginning of each year. The annual fee is \$20.00 for faculty and \$10.00 for non-instructional staff. The goals of the faculty/staff club are to provide opportunities for the Ferguson family to participate in activities throughout the year, such as the beginning of the year breakfast and the Christmas party. Additionally, the faculty/staff club provides support and gifts for many different employee occasions.

### **FIELD TRIPS POLICIES AND PROCEDURES**

Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the school, arouse new interests among students, help students relate school experiences to the real world.

In the planning of field trips, absences from school should be restricted to the least number of school days possible. The educational reason and length of the field trip must be approved by the principal. Provisions for students to make up assignments for classes missed due to participation in field trips must be in accordance with procedures outlined in Board Rules 6Gx13-5A-1.04 – Student Attendance. A signed parental permission form must be on file at the school prior to student's participation.

Students shall not be denied the privilege of participating in a field trip because of financial need. A roster is to be submitted along with the field trip application request that includes the names, addresses, and telephone number of all students who are eligible to participate in field trips regardless of the student's decision to participate in said trip. Clubs and/or organizations shall provide funds from fund-raising activities to assist students with demonstrable needs. Provisions shall be made, when necessary, to finance the field trip through fund-raising activities. Those students participating in the fund-raising efforts shall receive commensurate credit toward the trip.

The mode of transportation must meet the following criteria:

- Traveling by air must be with a Federal Aviation Administration-certified air carrier.
- Traveling by ship must be with a carrier certified by the U.S. Coast Guard.
- Traveling by train must be with a carrier certified by the Federal Railroad Administration.
- Traveling by bus (out of state) must be with a carrier certified by the Bureau of Motor Carrier Safety. Travel by bus (local and intrastate) must be in accordance with Florida Statutes and School Board Rules.

Provisions must be made for proper supervision of students by school employees. Parents are permitted to assist in such supervision. The adult/student ratio is 1:15 or less.

Permission for students to participate in any of the following events within the state may be granted by the principal:

- Scheduled Florida High School Activities Association Events
- Scheduled Vocational Student Organization Events
- Scheduled Interscholastic Athletic Events

Requests for student groups other than those indicated above or pre-approved by the Board to leave the county for events shall be directed by the principal to the Region Center assistant superintendent for approval or disapproval prior to the formulation of plans for the trip.

### **Field Trip Procedures**

Prior to making any commitments to students, parents, teachers, etc, secure permission from the principal to conduct the field trip.

All personnel involved with submitting approved field trip requests must carefully review Board Rule 6Gx13-6A-1.22, Field Trips, and follow procedures listed below. The listed procedures indicate the responsibilities of the sponsor, school principal, Regional Superintendents, and the Division of Athletics/Activities and accreditation.

- A. Carefully review School Board policy 2340- Field and Other District Sponsored Trips (Field Trip Handbook, p. 3), before beginning preparations for a field trip.
- B. Check the list of pre-approved field trips (p.2 of "*Field Trip Request Packet*" FM 2431.).
- C. All submitted field trip requests must contain the following:
  - a. Letter of invitation or written justification for the trip
  - b. Complete itinerary
  - c. Field Trip Request Packet (FM-2431), pages 34-42
  - d. Travel Expense Report By Faculty When Accompanying Students (FM-0994), p. 43
  - e. Field Trip Reconciliation (FM-7235), p. 48
  - f. Car/van rental form Request for Travel Expense Advance/Reimbursement (FM-1104), p.46.
  - g. If applicable, Approval to Use Private Vehicle (FM-6298), p.45



- D. All field trip request which require School Board approval must be submitted to the Director of Athletics/Activities and Accreditation, SBAB Annex, Room 325, or Mail Code 9723, at least 45 school days before the School Board meeting prior to the anticipated trip.

The following responsibilities and procedures for field trips are categorized as sponsor, school principal, Region Superintendents and Division of Athletics/Activities and Accreditation.

### Sponsor's Responsibility

1. Request permission from the school principal to conduct a field trip before initiating the planning stages.
2. Review all rules and regulations:
  - a. School Board Policy 2340, page 3.
  - b. Required documentation – *Field Trip Request Packet* (FM-2431)
  - c. pages 34-42, letter of invitation, complete itinerary
  - d. List of approved out-of-county/state field trips.
3. For water-related field trips: (with the exception of GMAC, Middle School Athletics Program (MSAP) and FHSAA events):
  - Refer to *Water Safety Manual*.
  - Verify with the Office of Risk and Benefits Management that a current certificate of insurance is on file for the organization/site (305-995- 7133).
  - Contact the Department of Safety, Environment & Hazards Management to verify that the activity meets the requirements for water safety (305-995- 4949).
  - Complete *Water Related Field Trip Packet* (FM-6614), pages 49-55. **NOTE: Students participating in a GMAC, FHSAA and MSAP water sport such as swimming and water polo are not required to complete a *Water Related Field Trip Packet*.**
  - Verification that participating students have passed the American Red Cross Level III Swimming Standard (See *Water Related Field Trip Packet*, FM-6614) pages 49-55. **NOTE: Students participating in a GMAC, FHSAA and MSAP water sport such a swimming and water polo are not required to submit this verification**

Refer to the Financial Guidelines section, page 21, and consult with the school treasurer to ensure proper procedures are followed.

4. Ensure that adequate funding is procured to fund the trip.
5. Secure completed and signed parent permission form (which includes transportation information) from each student who will participate in the field trip. **Emphasis should be placed on complete medical information.**
6. Ensure all chaperones/volunteers are cleared at either Level I or II, page 9, as appropriate for the trip.
7. Complete the *Field Trip Request Packet* (FM-2431), page 34, attaching the following information, and submit to the school principal or designee for approval:
  - Complete itinerary, including coordination of transportation and hotel information
  - If applicable, letter of invitation or written justification for the trip.
  - Travel Expense Report By Faculty When Accompanying Students (FM-0994), p. 43
  - Field Trip Reconciliation (FM-7235), p. 48
  - Car/van rental form Request for Travel Expense Advance/Reimbursement (FM-1104), p. 46 *If applicable, Approved to Use Private Vehicle (FM-6298), page 45.*
8. Upon approval of trip
  - A. Ensure that the have available and accessible to them during the trip:
    - A copy of the field trip roster page from the *Field Trip Request Packet* (FM-2431)

- A copy of all parent permission forms with emergency contact information
- Evacuation/Fire Protection information
- Any other information that will assist them with their responsibilities for students during the trip

B. Forward one copy of the *Field Trip Request Packet* (FM-2431) to the school cafeteria Manager and the school attendance clerk.

9. For trips requiring School Board approval, submit all necessary documents concerning the field trip to the school principal at least eight (8) weeks before the School Board meeting prior to the anticipated field trip.
10. All trips requiring School Board approval must be submitted to the Division of Athletics/Activities and Accreditation at least 45 days before the School Board meeting prior to the trip. Signatures of Principal and Region must be on appropriate forms.

**It is imperative that sponsors and chaperones remain with the group at all times during the trip.**

### **TRANSPORTING STUDENTS IN A PRIVATE AUTOMOBILE**

Transporting students in a private automobile is emphatically discouraged. However, there are times when the principal may feel it is necessary, particularly if the student is seriously ill and must be provided medical attention. An individual school board employee who transports a student in his/her personal automobile must be acting within the scope of employment. Any employee acting in bad faith with malicious purpose or with willful disregard of human rights, safety, or property will be held liable.

### **FOOD SALES**

In keeping with Board policy, no food, drinks, candy, etc., may be sold in the courtyard or classrooms during school hours. Sales before and after school are acceptable. You can avoid problems by simply adhering to District policy. Also, sales *must be school sponsored*: no sales for outside agents. **All food sales must be approved as listed below under Fund Raising.**

### **FUNDRAISING**

Fund-raising activities must be approved by the principal, an assistant principal and the activities director. Approval forms may be secured from the activities director or the forms section of this handbook. The sponsor is to prepare the form and return it to the activities director, who will assume the responsibility to secure all the required approval signatures. In projects involving fund raising in the community, the principal must submit a written request to the South Central Region office for approval of the activity. *Operating reports must be filed immediately after the activity is completed.*

### **GRADEBOOK**

The grade book software can be access through the web at <https://gb.dadeschools.net/>. The policies procedures, instructions, and handbook for the electronic grade book are published on <http://gradebooksupport.dadeschools.net/teachers.asp>. ***Students should not enter grades in the grade book under any circumstances.***

The teacher's electronic gradebook should be clearly marked to indicate the semester number, subject, attendance code, conduct code, grading scale, and source of each grade. A minimum of two grades per week should be recorded as evidence of student progress.

## **GRADE REPORTING**

### **Academic Grades**

Academic grades are to reflect the student's academic progress based on the standards for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct.

<b>GRADE</b>	<b>NUMERICAL VALUE</b>	<b>VERBAL INTERPRETATION</b>	<b>GRADE POINT VALUE</b>
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

### **Conduct**

Conduct grades are to be used to communicate to both students and their parents the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

### **Grade Point Average**

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

A = 3.50 and above      C = 1.50 – 2.49  
B = 2.50 – 3.49      D = 1.00 – 1.49



Conduct grades are to be used to communicate to both students and their parents the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

### **Interim Progress Report**

Interim progress reports must be sent home **at any time** the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

### **5-Point Rule**

In authorized annual courses, the student's final grade is determined by the teacher as follows: 20 percent for each of four nine-week grading periods, 10 percent for the mid-year exam, and 10 percent for the final exam, with a provision for teacher override. This equates to ten points required to pass an annual course using a 4.0 scale. Students in grades 9-12, in order to pass an annual course must earn a minimum of 10 grade points, five of which must be earned in the second semester.

## **GRANTS**

Teachers are encouraged to apply for grants to provide supplementary financial support for innovative academic programs. **Any one applying for a grant must notify the Principal and**

contact the Federal Programs and Grants Administration Office prior to developing and/or submitting any grant application. The only exceptions are grants submitted to the Dade Public Education Fund.

## **HALL PASSES**

The safety of all students is a professional responsibility and the prime concern of all school personnel. Upon the dismissal of each class, it is imperative that each teacher stands at the door to his/her classroom in a position where he/she can simultaneously monitor the classroom and hallway. This is required of all teachers.

Teachers are discouraged from granting students permission to leave the classroom except in cases of personal emergency or disruptive classroom behavior. In either instance, a standard hall pass and a bathroom pass will be provided for each teacher. The passes are to be used any time a student leaves your class and is expected to return. DO NOT send more than one student per pass. Additionally, yellow passes are to be used any time a student leaves your class and is not expected to return. Yellow hall passes should be properly prepared by the assigned teacher and issued to the student. These passes should be legible, written in ink, and contain the following information:

- Full name of student
- Date and time
- Teacher's signature
- Reason for pass/detention

Students are not allowed to leave class to meet with a counselor unless a conference has been previously scheduled and an official hall pass has been issued by the student services office. An exception may be allowed in an emergency if a student expresses an immediate need to meet with a counselor when illness is evident and the student should report to the Attendance/Student Services Office.

## **HALL DUTY**

To support a safe learning environment at John A. Ferguson, your presence is requested at your classroom door before school, during the change of classes and at dismissal. *Your support is greatly appreciated!*

## **INCIDENT REPORTING**

All work location administrators have the responsibility of reporting all critical incidents to 305-995-COPS and the appropriate Region office. If any incident requires immediate medical or police response, 911 should be called first. Once 305-995-COPS is called the appropriate District Critical Incident Response Team member will respond. . Review Incident Reporting Documents. Handbook located at: [http://ehandbooks.dadeschools.net/user\\_guides/180.pdf](http://ehandbooks.dadeschools.net/user_guides/180.pdf).

All work location administrators are request to complete an incident report. Miami-Dade County Public Schools (MDCPS) employees can enter on-line information about non-critical and critical incidents through the created **Automated Incident Reporting System (AIRS)** which has replaced form FM-5963. The description of the incident should be brief. However, it should provide enough information to identify what occurred and all parties involved. If an arrest has taken place, the charges and case number should be reported Incidents to be reported will include, but are not limited to the following:

1. Those that require a police, fire rescue, and/or any other type of investigative agency response.
2. The hospitalization of student or staff
3. Incidents that are newsworthy
4. Serious disturbances involving injury or a weapon

5. Civil disturbances
6. Shootings that involve students on or off campus
7. Incidents that are sex related
8. Possible sightings of sexual predator
9. Major fires, and/or bomb threat
10. Missing persons
11. Major acts of vandalism
12. Infectious diseases
13. Car and/or bus accidents
14. Any major incidents that threaten the safety of students, staff, and/or the facility
15. Lockdowns

If the school information changes after the report have been called in, the school staff is responsible for reporting the updated information as soon as it is discovered to District and Region office staff.

District and Region office staff is available to receive incident reports from 8:00 a.m. – 4:30 p.m. Monday-Friday. Should an incident occur after 4:00 p.m. or on the weekend, the work location administrator or designee is responsible for reporting information to the Division of Safety, Energy, Communications, and Fiscal Management at 305-995-1550.

Should you need assistance additional information regarding incident reports, you may contact Mr. Frederick E. Conde, Administrative Director, District/School Operations, at 305-995-2292. Any other information regarding critical incidents on the District Critical Incident Response Team should be directed to Mr. Mark E. Zaher, Director, School Operations/Special Programs 305-995-2710.

## **SCHOOL POLICE**

The school system is responsible for providing necessary law enforcement services to all of our students. It provides services for more than three hundred thousand students, employs thousands of individuals, and has the responsibility for public property valued in excess of a billion dollars.

All school personnel share in the responsibility for the maintenance of a secure and safe school environment, protection of school personnel and property, prevention of interference in school operations, and prevention of violations of school laws and policies.

However, certain specialized services are necessary to support district, Region Center and school staffs in fulfilling these responsibilities. Therefore, the Board authorizes the Superintendent of Schools to establish the required school system security services.

The functions of the Division of the School Police shall include providing assistance in the following areas:

1. The prevention and detection of crime and the enforcement of the penal laws of this state as the violation occurs on or to the properties of the Miami-Dade County Public Schools.
2. The protection of students, staff members, and the school public.
3. The protection of school property.
4. Investigations of staff personnel.
5. Liaison with local law enforcement agencies.
6. Preventative and consultant activities in the areas of safety and security.
7. Assistance to other law enforcement agencies as specified in the Mutual Aid Agreements.

Enforcement of all traffic laws of this state when such violations occur on or about properties or facilities which are under the control of the district school board.

## **CHILD ABUSE**

### *Current Law and Practice*

Section 415.504, Florida Statutes, requires mandatory reporting of all cases of child abuse. This statute applies to suspected or confirmed reports against any person alleged to be involved or any person who is alleged to have committed any act of child abuse. School personnel are not exempted from mandatory reporting of child abuse even when a fellow employee is suspected or confirmed as the abuser.

**When in Doubt, Report Child Abuse!** Any person, including, but not limited to, physician, nurse, teacher, social worker, or employee of a public or private facility serving children who has reason to believe that a child has been a subject of child abuse, shall report or cause reports to be made to the Florida Department of Children and Families (DCF).

Knowing and willful failure to report or cause to be reported suspected or confirmed abuse and knowing and willful prevention of another from making such a report is a crime punishable by up to two months in jail and up to a \$500.00 fine, Section 775.082 and 775.083, Florida Statutes. Once a report is made, the principal or appropriate school administrators are to be notified.

Child abuse is defined to include harm or threatened harm to a child's health or welfare and/or willful or negligent acts which result in: neglect, malnutrition, sexual abuse, physical injury, mental injury, or failure to provide sustenance, clothing, shelter, or medical treatment.

### **Reporting Procedures**

Anyone aware of child abuse, suspected or confirmed, shall immediately make a report by calling the Miami office of the Florida Department of Children and Families, Single Intake, (Telephone 305-634-4074) or the State of Florida, Child Abuse Registry, Tallahassee, Florida (Telephone 1-800-342-9152) - Toll Free.

Reasonable Force and Child Abuse. In some instances, a need may exist to differentiate reasonable force and child abuse. Florida Statute 232.27 provides that, subject to law and to the rules of the district school board, each teacher or other member of the staff of any school shall have

such authority for the control and discipline of students as may be assigned by the principal or designee and shall keep good order in the classroom and in other places in which the teacher or other staff member is assigned to be in charge of students.

The statute further provides that: Except in the case of excessive force or cruel and unusual punishment, a teacher, or other staff member, a principal or his designee, or a bus driver shall not be civilly or criminally liable for any action carried out in conformity with the state board and district school board rules regarding the control, discipline, suspension, and expulsion of students.

An administrator must report to the School Board Police Department all cases involving School Board employees where:

- Excessive physical force or physical contact was greater than necessary.
- Use of unauthorized School Board employee-initiated physical action, which results in an injury to a student.
- Physical force is used against the student when the circumstances in School Board Rule 6Gx13-5D-1.07 (Corporal Punishment) are not present.
- A Board employee uses corporal punishment without explicit authorization by the principal.

When child abuse is suspected from an outside source (non-School Board employee), an administrator must report within 48 hours. REPORTS TO DCF OF SUSPECTED CHILD ABUSE FROM OUTSIDE SOURCES ARE NOT TO BE REPORTED TO THE SCHOOL BOARD POLICE DEPARTMENT.

Reporting of incidents to DCF and/or SBPD is not prima facie evidence that child abuse has taken place. A subsequent investigation or administrative review will ensure protection for the School Board, the employee, and the student.

Should a Board employee or citizen report a suspected case of child abuse to the principal, it becomes the responsibility of the principal to make a report to DCF, based upon the information received. The principal, within 48 hours, shall confirm the oral report in writing to the local DCF office. The report should include the child's name, and other identifiable information, i.e., date of birth, ethnicity, sex, reporting date, and a very brief narrative of the alleged abuse. *All written reports are confidential and shall NOT be placed in the student cumulative record folder.* Also, the name of the person reporting child abuse or neglect shall in no case be released to any person other than employees of DCF responsible for child protective services.

The principal may elect to provide the Court Liaison Officer of the Miami-Dade County Public Schools with written notification of child abuse cases that are brought to his/her attention and which have been referred to DCF. A copy of the written report that is required to be reported within 48 hours may be used for this purpose. This report is optional.

When investigating child abuse cases, representatives of DCF or a law enforcement agency may come to the school for the purpose of conducting an interview with a student on school premises during the school day. Although DCF or a law enforcement agency may grant school staff members the right to be present at the interview, their presence is not mandatory. The right of school officials to be present at an interview applied only if:

- Representatives of DCF or the law enforcement agency believe that a school staff member could enhance the success of the interview.
- The alleged abused child requests or consents to the presence of the school staff members during the investigation.
- School staff, in this context, does not include secretarial support staff. All information pertaining to child abuse cases is confidential, and no separate record shall be created and maintained by the school or school staff members during the investigation.

When it has been determined that an interview will be conducted on campus, it should be done in an area which ensures confidentiality and avoids embarrassment to the student. If it is determined that the student is to be removed from the campus, this shall be done in the most inconspicuous and expeditious manner.

Representatives of DCF may come to the school and take a child into custody when DCF personnel determine there are reasonable grounds to believe a child is suffering from illness, or is in immediate danger from his/her surroundings, and that the student's removal is necessary or the custodian of the child has violated a condition imposed by the courts.

School-site administrative personnel willfully failing to report, screen, prevent, or cause child abuse reports not to be made to DCF when brought to their attention may be subject to disciplinary action.

The Administrator, DCF, District XI, has been informed that all contact with school personnel by DCF representatives shall be with the principal or designee and under no circumstances shall a DCF representative proceed directly to a classroom or other portion of the school plant without the specific authority of the principal or designee.

## **SEXUAL BATTERY**

It is imperative that all incidents of sexual battery be promptly reported to the appropriate police agency by the school teacher, school official, or other school personnel who initially receives the information. The school administrator must be made aware of the reported incident. *Administrators and school employees who fail to adhere to this procedure may be subjecting themselves to criminal*

*prosecution.* Please follow the outlined procedures when information involving a sexual battery is received:

The Division of School Police Resource officer, if assigned to your school site, must be contacted immediately.

While awaiting the arrival of the police, preserve the entire scene. Isolate the victim from staff and other inquisitive individuals. **No one except the police are to interview or take statements from the victim or other individuals involved in the case.**

Provide immediate and total cooperation to the responding police agency personnel. Abide by the recommendations and procedures of the police on the scene.

School administrators should not conduct their own investigations. The immediate response to incidents of sexual batteries, along with your total cooperation, will protect the School Board and you. It will also assure an expedient and thorough investigation of the incident.

### **ILLNESS/INJURY**

#### **Faculty**

Staff members who become ill or suffer an injury should contact an administrator immediately. However, students should not be left unattended in the classroom.

#### **Students**

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

**When a student becomes ill, he/she should be given a pass to report to the attendance office to call home. If the student has completed the CHI Clinic Form, the school nurse can provide care for the student. Office personnel will determine whether the student will be treated by the nurse, sent home or sent back to class.**

In the event of an emergency, contact the office. An administrator will determine the proper course of action.

### **INSTRUCTIONAL PERFORMANCE EVALUATION GROWTH SYSTEM (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. For the 2011-2012 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. These changes are incorporated into the 2011-2012 IPEGS Procedural Handbook Review Procedures for Teacher Observation and Teacher Evaluation (IPEGS) <http://ipegs.dadeschools.net/>.

### **MAILBOXES**

- **School Mail** – The teacher should check his/her mailbox two times a day - the beginning and end of the school day. *All correspondence to be placed in the mailboxes must have administrative approval.*
- **E-mail** – Teachers are required to check their electronic mail daily. Use e-mail as a means for communication whenever possible. Administrative correspondence will be sent via e-mail.



## **OPEN HOUSE**

Open House is held to provide parents with the opportunity to visit their child's school and teachers and to learn about the many programs available at Homestead Senior High School. All teachers are expected to attend Open House. **Open House is scheduled for September 13, 2011 at 6:00pm.** Additional information will be provided at a later date.

## **PARKING**

The parking areas for faculty are on the east side of the school and are accessed from SW 56 Street, behind the driver's education range, behind building 10 and the designated spaces in the student parking lot. Please secure a parking decal from the Ferguson Activities Director at the beginning of the school year. Parking behind the cafeteria is for custodial and cafeteria **ONLY**.

## **PARTIES/FOOD/DRINK**

Party-type activities **MAY NOT** be held during school without administrative approval. Food or drinks for students is prohibited in the classrooms at any time. All lessons which have food and/or drink require an administrative activities sheet form. These forms are located in the activities office.

## **PERSONNEL FILES**

The personnel file of each employee shall be open to inspection subject to the procedures manual, entitled "Procedures, Personnel Files" which is on file in the Board office of the School Clerk.

## **PLANNING DAYS**

The majority of time during teacher planning/preparation is to be used by the employee for instructional planning, recording of grades, reviewing student cumulative folders, and/or instructional material or activities. The length of a workday may not be reduced or increased on

planning days. A one hour lunch period may be authorized within the regular day. ***The children of faculty/staff members are not authorized to access the building on workdays.***

There are ten opt days, however, **October 28, 2011 and February 3, 2012 are Professional Development Days and are not available to opt.**

## **PROPERTY INVENTORY**

The Miami-Dade County Public Schools has strict guidelines for property control. Adherence to these guidelines is mandatory for **all** school personnel.

Any single item of property costing \$1,000.00 or more must have a property control bar (PC#) affixed to it by District Personnel. All computers and radios, regardless of value, must have a property control bar code. Many items purchased through Furniture, Fixture and Equipment (FF&E) have not been PC'd. The PC process will continue throughout the year. We are responsible for all items. Because it is more difficult to keep track of items without the PC number, please be vigilant.

Any item of property that is purchased with funding provided by the school, Region Center, District, activities, athletics, or booster clubs and exceeds \$1,000.00 must be PC'd. Also, no property should be removed from the building without proper paperwork being completed. An assistant principal is responsible for our property inventory audit and for releasing equipment to be taken off-campus.

Please see him/her for the forms and make your requests at least twenty-four hours in advance of checking out the equipment. If a laptop computer is purchased, it must be taken to the media

center to be bar coded and entered into the circulation system in addition to the District bar coding. See the media clerk, for assistance. Laptops are particularly vulnerable to theft and the District has strict regulations on security.

Also, no property should be moved from one location to another on-campus without first informing the designated assistant principal. Forms are available in the office, for this purpose.

### **PRODUCTION WORKROOM**

The Production Workroom is a teacher work area which includes the copy machines, teacher mailboxes and payroll sign-in sheets. It is used as an informal lounge area for instructional and non-instructional staff. **The Production Workroom is for faculty and staff and is off limits to all students.**

### **PURCHASE OF INSTRUCTIONAL MATERIALS**

The purchase of teaching supplies (material to be used in the classroom) is based on student enrollment and special funding sources. The department chairs along with staff members should:

1. Establish short and long-term program objectives
2. Examine all resource materials on hand
3. Determine priorities for budget expenditures
4. Prepare purchase requisitions
5. Secure advance approval of designated assistant principal

Any supplies acquired without advance approval of the administration will be paid for by the teacher. All purchase orders are channeled through the department chairs to the administration. The teacher must have an approved purchase order on hand, with a P.O. number assigned by the treasurer, when placing an order with an outside vendor. Teachers should never order materials in the name of the school unless proper procedures have been followed. **Without having prior administrative approval for a purchase, the teacher is responsible for the payment.**

### **RECORDING KEEPING**

- Every teacher is required to maintain an up-to date chart for each class assignment. These charts should be place on top of the teacher's desk, in or with the plan book.
- Student folders, which should remain in the classroom and include representative samples of student work, must be maintained for all students enrolled in each teacher's class(es).
- Student Academic Improvement Plans, which are to remain in the classroom (in a separate folder by period), must be prepared for all students in Reading and Mathematics. In addition, Academic Improvement Plans are to be prepared for students who receive a failing grade in Science. The Academic Improvement Plans are to be maintained and updated on a quarterly basis throughout the course of the school year.

### **TABACCO FREE WORKPLACE**

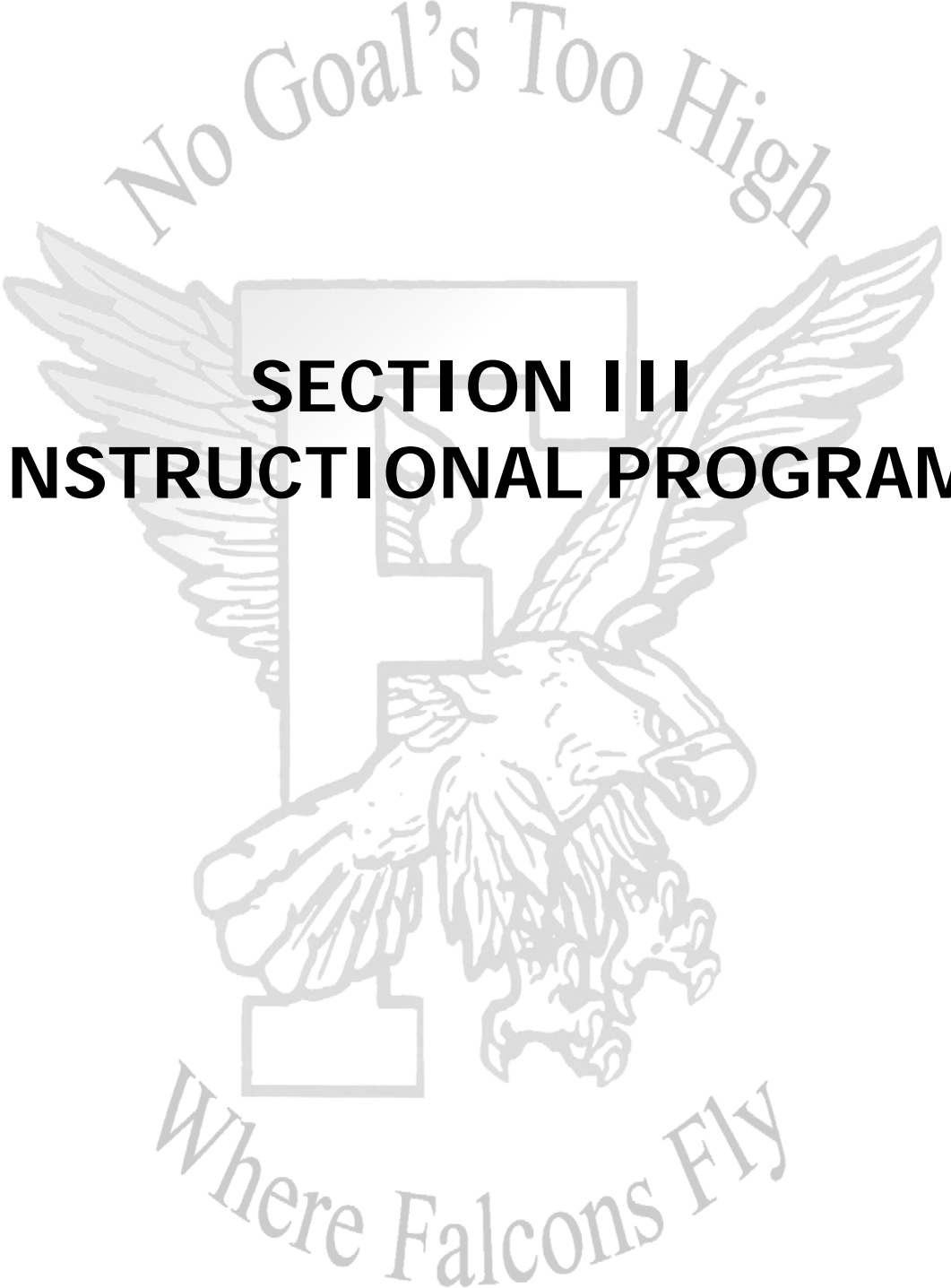
The use of tobacco (including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco) is prohibited:

- a. Within any indoor facility owned, leased, or contracted for by the Board
- b. Anywhere on the campus of any facility owned or leased or contracted for by the Board including, but not limited to, practice fields, playgrounds, football fields, baseball fields softball fields, pool areas, soccer fields, tennis courts, and all open areas;
- c. In all vehicles owned or operated by the Board, including, but not limited to, school buses, vans, trucks, station wagon and cars.

## **TUTORING**

The following rules shall apply to any public school employee who engages in independent tutoring, for a fee, of any student enrolled in the public school.

- An employee shall not arrange to tutor, for a fee, any student currently enrolled in his/her class, nor solicit any student on behalf of a private school.
- An employee shall not tutor any student, for a fee, during the regular working hours of the employee, nor on public school property.
- An employee who accepts a tutoring engagement shall make his/her own arrangements with the student's parent (s)/guardian(s) regarding fees for tutoring services.



**SECTION III**  
**INSTRUCTIONAL PROGRAM**

John A. Ferguson High School

## **ATTENDANCE PROCEDURES- STUDENTS**

### **HOMEROOM PROCEDURES**

Homeroom attendance shall be officially checked during the designated homeroom period each day by the teacher. Students are prohibited from accessing the grade book.

### **MARKING PROCEDURES**

The following basic recording codes must be used and should be reflected in the key in the front of the grade book:

/- Unexcused absence	∅- Unexcused tardy
X- Excused absence	⊗ Excused tardy

This policy has been adopted by the district and MUST be used. (6GXx 3-5A-1.04)

### **APPROVED REASONS FOR EXCUSED SCHOOL ABSENCE (School Board Rule 6GXx13-6A-1.04)**

**Excused absences** include the following:

1. Student Illness
2. Medical appointment.
3. Death in the family.
4. Observance of a religious holiday or service.
5. School-sponsored event or a previously approved activity.
6. Other individual student absences beyond the control of the parent or student, as determined by the principal or the principal's designee.
7. Court Subpoena.

### **EXCUSED/UNEXCUSED ABSENCES**

The procedures for excused/unexcused absences are as follows:

1. Present a note written by the parent or guardian to the Attendance Office, Room 20, between **6:45 a.m.** and **7:15 a.m., during lunch, or after school.**
2. The note will be marked excused and must be submitted to each teacher for record keeping purposes and absence clarification.
3. The note is to be initialed by each of the student's teachers.
4. The student should retain the note to verify excused absences during the appeal procedures.
5. Students will be given only **three** (3) school days to obtain an excused admit.
6. Once a student accumulates ten (10) absences (excused or unexcused), parents are required to enter the building to excuse absences or submit a doctor's note.

The notes must be written in ink and include the following information:

1. Date(s) of absence(s)
2. Date of note
3. Reason for absence
4. Student's full name and ID #
5. Contact phone number (home and work)
6. Signature of parent or guardian

## ATTENDANCE CODES (PINNACLE)

Description	Code	Weight
Excused Absence	A	2
Excused Absence- Block Schedule	A2	2
Unexcused Absence	U	1
Unexcused Absence-Block Schedule	U2	2
Excused Tardy	T	1
Excused Tardy-Block Schedule (split lunch)	T2	2
Unexcused Tardy	TU	1
Unexcused tardy-Block Schedule (split lunch)	TU2	2
Entered Class	ENT	0
Withdrawn from class	WD	0
Excused Early	E	0
Special Note (i.e. field trip, assembly, etc.)	S	0
Indoor Suspension	I	0
Outdoor Suspension	O	1
Tardy and Excused Early	M	0
No Show	NS	0
Special Holiday	X	0

For students mark with an "E,S,I,O,M or X" for official (homeroom) attendance, teachers must use an excused absence (A or A2) for class attendance. Teachers can add a comment to denote a reason for excused absences.

**INDOOR SUSPENSION:** An assignment to SCSI is an EXCUSED absence from class; therefore, assignments missed may be made up. It is the student's responsibility to ask for the work and to turn it in on the date required by the teacher.

**OUTDOOR SUSPENSION:** Outdoor suspension is an UNEXCUSED absence. Students assigned to outdoor suspension may make up work missed provided it is completed in a timely manner. It is the responsibility of the student to ask for the work and then turn it in on the date required by the teacher.

**TRUST COUNSELING:** Appointments with the TRUST counselor are EXCUSED absences from class. Please indicate in the gradebook. It is the student's responsibility to ask for the work and to turn it in on the date required by the teacher.

**FIELD TRIPS:** A school-sponsored field trip is an EXCUSED absence from class. Please indicate in the gradebook. Assignments missed may be made up. It is the student's responsibility to ask for the work and to turn it in on the date requested by the teacher.

**\*\* A list of all students with ID # MUST be submitted to the Attendance Office the day before the scheduled field trip.**

**SECOND ATTENDANCE CHECK:**

To ensure accurate daily attendance, teachers are asked to submit, daily, a list of all students that are listed as absent on the attendance bulletin and are present in class. Forms are provided in the Attendance Office and in the Production Workroom.

**EARLY DISMISSALS:**

The student who wishes to leave school early must report to the Attendance Office for a "permit to leave school" form. Only persons listed on the emergency contact card will be permitted to sign students out. If someone cannot come into the Attendance Office to sign the student out, the student will NOT be released.

**PROFESSIONAL RESPONSIBILITY:**

**IT IS A VIOLATION OF SCHOOL SITE AND DISTRICT POLICY TO WITHHOLD A STUDENT FROM ANOTHER TEACHER'S CLASS WITHOUT PRIOR APPROVAL FROM THAT TEACHER.**

**TARDIES TO SCHOOL**

All tardies to school will be considered unexcused except for the following reasons:

1. Student illness
2. Medical appointment
3. Death in the family
4. Observance of a religious holiday
5. School-sponsored event

All students late to school because of a M-DCPS school bus must secure a bus pass from the bus unloading area.

The tardy policy is for each nine weeks. Notes are accepted from parents until a student accumulates ten (10) tardies to school. At that time, a doctor's note must be presented or a parent must come into the office to excuse the tardy, for the remainder of the school year. Once a student accumulates twenty (20) tardies to school, a doctor's note is required.

All students late to school, other than students riding M-DCPS buses, must report to the School Center for Special Instruction (SCSI) to secure an admit. *\*It is the teacher's responsibility to assign detentions for tardies to class. There is a 24 hour notice required for all detentions.*

**TARDIES TO CLASS:**

Tardy 1 - warning

Tardy 2 - warning

Tardy 3 and every subsequent tardy - DETENTION (per nine weeks)

**TARDIES TO SCHOOL/CLASS**

1. Complete a referral form. (Please indicate dates of tardies.)
2. Indicate the date of the detention (must be served within 2 days).
3. Refer to the Detention Coordinator.
4. Have the student sign the referral form.
5. Remind students to bring materials to the detention center.
6. Submit the referral to the Detention Coordinator.

The Detention Coordinator will route the referrals to the appropriate personnel for students that fail to serve detentions.

**UNEXCUSED ABSENCES/CLASS CUTS:**

1. One or more unexcused class absence
  - a. Parent contact
  - b. Referral to the designated Assistant Principal
2. Referral to Student Services
3. Notice of Unsatisfactory Report (after 3 unexcused-semester class; after 7 unexcused-annual class)
4. Possible Suspension From Activities And Athletics.

**Unexcused Absences From School/Truancy:**

1. One/two unexcused absences
  - a. Parent contact
2. Three or more unexcused absences
  - a. Referral to Attendance Assistant Principal
  - b. Notice of unsatisfactory report

**Other Referrals:**

Please make sure all information is completed on a referral form: school number, student name, ID #, grade, date and time of incident, teacher's name, and the person referred to. Also, be reminded that parent contact is **REQUIRED** for all referrals submitted, as well as a clear and concise description of the incident.

**ASSERTIVE DISCIPLINE**

It is recommended at Ferguson that all teachers develop, post, and use an assertive discipline plan for their classrooms. Training materials, books, and other resource materials are available in the Media Center.

The following may be used as a guide when developing and using the plan:

**Classroom Discipline Plan**

The plan is posted in a place that is visible to all students and visitors.

- The plan contains rules, consequences, and positive reinforcement.
- There are a maximum of five rules on the plan.
- The rules are observable and in terms that students easily understand.
- The consequences are arranged in a hierarchy in order of severity.
- The plan includes a severe clause for severe misbehavior.
- The teacher follows the plan consistently.

***Give Specific Directions for Classroom Situation***

The teacher begins each classroom situation by stating clear, observable directions. If and when the students are disruptive or off-task, the teacher stops the class and reminds the students of the directions for the situation.

**Positive Reinforcement**

- The teacher immediately reinforces students who follow directions.
- The teacher periodically reinforces on-task behavior during the lesson.
- Besides praise, the teacher uses a nonverbal method for rewarding individual students and the whole class.
- 

**Disciplinary Consequences**

- The teacher provides consequences every time students are disruptive or are continually off-task.



- The teacher provides consequences in a calm, matter of fact, assertive manner (non-hostile, sarcastic).
- The teacher follows through and provides the promised consequences.
- The teacher uses a system of names and checks or some other suitable tracking system.

### **Sample Assertive Discipline Plan**

#### **Rules**

The student will:

- Follow directions the first time they are given;
- Be on time for class;
- Be prepared to participate in the learning activities of the class;
- Keep hands, feet and objects to oneself: and
- Complete all assignments on time.

**SEVERE CLAUSE:** If a student is severely disruptive he or she will be sent immediately to exclusion or the Assistant Principal for Discipline.

#### **Consequences**

- 1st offense: warning
- 2nd offense: parent contact
- 3rd offense: exclusion/parent contact
- 4th offense: referral to the Assistant Principal

### **CLASSROOM MANAGEMENT HINTS - EXCERPTS FROM THE PRACTITIONER**

1. An effectively managed classroom is one in which students accomplish learning tasks with little or no disruptive behavior.
2. The real key to good discipline is prevention. Good teachers appropriately manage the classroom environment before student misbehavior becomes a major issue.
3. Good management and preventive discipline start before the school year begins. The classroom must be arranged with books, materials, and needed supplies. Good teachers are organized.
4. Seat students away from distracting displays. Keep frequently used equipment/material accessible. No one arrangement of space, furniture, storage, and equipment is best for all settings and purposes, but some general principles do underlie any effective and efficient arrangement.
5. The teacher must be able to observe all students, as well as monitor their work and behavior.
6. Students should be able to see the teacher and presentation area without undue turning or movement.
7. Keep aisles clear.
8. Commonly used classroom materials (e.g., books, attendance pads, permits, passes, referrals, detention forms) are to be picked up by teachers NOT students. Students' reference materials should be readily available.
9. Potentially distracting seating arrangements should be avoided until students have established a pattern of cooperative behavior.
10. Some degree of decoration will help the setting, but the emphasis should be on functional use of space.

11. Teachers should identify expectations for students' behavior and communicate those expectations to the students and their parents in writing. Such correspondence increases communication and support.

12. Be explicit in setting specific procedures such as:

- Beginning and ending class, attendance, behavior
- Use of pencil sharpener, supplies, and special equipment
- Teacher-led instruction
- Seat work
- Independent group work such as laboratory activities or small group projects.

School-wide regulations, particularly safety procedures, should be explained carefully. This requires that the teacher have a clear concept of the regulations so that he or she can convey clear expectations to the students

### **CODE OF STUDENT CONDUCT**

#### **What violations disrupt the educational process?**

The Code of Student Conduct defines distinct violations identified by principals, administrators, teachers, students, and community members, which are representative of those acts that frequently cause disruption of the orderly educational process.

It should be pointed out, however, that this list is not all-inclusive and a student committing an act of misconduct not listed will be subject to the discretionary authority of the principal.

A major consideration in the application of the Code of Student Conduct is to identify the most appropriate disciplinary action for bringing about positive student behavior. To that end, the violations have been divided into six groups, and a variety of administrative actions, dependent upon the severity of the misconduct, have been recommended or mandated. Before, during, and after the implementation of any disciplinary action, student services personnel such as counselors, school social workers, and psychologists play a vital role in assisting the student in resolving any problems influencing his/her behavior.

The principal or teacher, or both, consistent with the powers delegated to them, have the authority to take additional administrative action if, in their opinion, the nature of the misconduct warrants it. In addition, school administrators have the prerogative to seek the waiver of any portion of or all mandatory disciplinary action through the Division of Alternative Education and Dropout Prevention. Those parties who are directly involved with the incident shall be informed of the reason(s) for requesting a waiver.

The Superintendent, upon conferring with appropriate school, region, and district staff, the parents, and student, may return a student who was 15 years old or younger at the time of the commission of the offense which led to his/her expulsion or waiver of expulsion and placement in the Work Back Program, to a regular school program after the student has proven to have performed successfully for one semester or more in an opportunity school or other alternative program.

The selected students will be monitored and returned to an opportunity school or an alternative placement at any time their behavior is unacceptable. The student's expulsion or remainder of time under a Work Back Agreement would not expire until the full time prescribed.

All shared-time and dual-enrolled students (i.e. those students who attend both day and evening programs in M-DCPS) are bound by the Code of Student Conduct (Secondary) for any disciplinary issues, including but not limited to those which arise in evening programs.

The following charts describe the violations and the disciplinary actions. When the violation calls for a disciplinary action, all or any part of the appropriate plan is to be implemented. If the violation indicates a mandatory action, all parts of the required plan must be administered unless any part is not applicable.

## **REPORTING OF CRIMES AND/OR DISRUPTIVE BEHAVIOR**

It is important that all students and parents understand that, in addition to taking disciplinary action at the school level, certain criminal and/or disruptive behavior must, by Board Rule, be reported to appropriate police authorities and to the Miami-Dade Schools Police (School Board Rule 6Gx13- 4A-1.21). The following incidents **WILL BE** reported:

**1. Armed Robbery** - The taking of money or other property from a person or custody of another, with the intent to either permanently or temporarily deprive the person of the money or other property, when in the course of the taking there is the use of any weapon.

**2. Arson** - Any willful or malicious igniting of a fire that causes damage or is intended to cause damage to school property or the property of another.

**3. Assault** - Intentional verbal or physical threat to do violence to someone by a student who possesses an apparent ability to do so and in doing so creates a well-founded fear that such violence is imminent.

**Aggravated Assault** - Assault with a weapon.

**4. Battery** - An actual and intentional touching or striking of another person against his/her will or intentionally causing harm to an individual.

**Aggravated Battery** - Intentionally or knowingly causing great bodily harm, permanent disability, or permanent disfigurement or using a weapon while committing a battery.

**5. Battery or Aggravated Battery on a Teacher or Other School Personnel** - A battery or aggravated battery, as defined above, on any elected official or school district employee whether it is committed on school property, on school-sponsored transportation, during a school-sponsored activity or while the elected official or employee is on official school business.

**6. Bullying** - Repeatedly using hostile, intimidating, domineering, or threatening behavior with the aim or purpose of physically or mentally hurting another individual.

**7. Bomb Threat** - To threaten to throw, project, place, or discharge any destructive device with intent to do bodily harm to any person or with the intent to do damage to any property of any person.

**8. Breaking and Entering** - Entering or remaining in a structure or a conveyance vehicle with the intent to commit a criminal offense.

**9. False Report** - Making a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite or other deadly explosive.

**10. Homicide (Murder)** -the unlawful killing of a human being; and **manslaughter** - the killing of a human being by culpable negligence of another without lawful justification.

**11. Inciting Individuals to Disrupt any School Function or Class** - Advising, counseling, or instructing any student or school employee with the intent to disrupt substantially any school function or classroom and the actual occurrence of such disruption.

**12. Kidnapping or Abduction** - Forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against that person's will and without lawful authority, with the intent to:

- Hold for ransom or reward or as a shield or hostage
- Commit or facilitate commission of any felony
- Inflict bodily harm upon or to terrorize the victim or another person
- Interfere with the performance of any governmental or political function

**13. Mood Modifiers, Possession, Sale, or Distribution of** - Any possession, sale, or transmission on school premises of a mood-modifying substance not medically prescribed for the student.

**14. Possession of Explosives** - The carrying or the concealing of a bomb, dynamite, or other deadly explosives.

**15. Property Damage** - Any willful damage or attempted damage to the property of students, school personnel, or school.

**16. Possession, Use or Sale of Any Explosive Device** - An explosive is any chemical compound or mixture that has the property of yielding readily to combustion or oxidation to create an explosion, blasting caps, and detonators.

**17. Possession, Use or Sale of Any Firearm or Destructive Device** - Possession, use, or sale of any firearm or destructive device on school property, school-sponsored transportation, or during a school-sponsored activity. A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such a weapon; any firearm muffler or firearm silencer; any destructive device, or any machine gun. A "destructive device" means any bomb, grenade, mine, rocket, missile, pipe bomb, bullet, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas, which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage.

**18. Robbery** - The taking of money or other property from the person or custody of another by force, violence, assault, or placing in fear.

**19. Sexual Battery** - Oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object.

**20. Sex Violation** - An offense against chastity or common decency.

**21. Theft** - Taking property belonging to another, from another's possession, or from the possession of some person holding the property for another, without consent, with intent to deprive the owner of the value of the property and to appropriate it to the use or benefit of the person taking the property.

**22. Threat** - It is unlawful to say you are going to throw, place, or explode any destructive device so that it will hurt someone or damage their belongings.

**23. Trespassing on School Property** - Entering a public school campus or School Board facility without authorization or invitation and without lawful purpose for entry, including entry by students under suspension or expulsion, employees not required by their employment to be at the particular location, and unauthorized persons who enter or remain on a campus or School Board facility after being directed to leave by the chief administrator or designee of the campus or facility.

**24. Weapon** - Any dirk, metallic knuckles, slingshot, billy, tear gas gun, electronic weapon or device, chemical weapon or device, or any other deadly weapon except a firearm.

### **CORPORAL PUNISHMENT**

Corporal punishment is **NOT** to be administered by any staff member at John A. Ferguson Senior High School.

**2011 – 2012  
JOHN A. FERGUSON SENIOR HIGH SCHOOL DISCIPLINE PLAN**

**EXCLUSION PROGRAM:**

The consequences for any student who is excluded from a class will result in the following:

1-2 EXCLUSIONS	VERBAL WARNING
3-5 EXCLUSIONS	1 HOUR DETENTION
6-8 EXCLUSIONS	SATURDAY SCHOOL (Failure to serve 2 days CSI)
9-11 EXCLUSIONS	1-DAY SCSI (INDOOR SUSPENSION)*
10-12 EXCLUSIONS	3-DAYS SCSI*
13+ EXCLUSIONS	2+ DAYS (OUTDOOR SUSPENSION)*

\* Referral written to Academy Administrator by the CSI Instructor.

**DETENTIONS:**

**TARDIES TO SCHOOL AND/OR CLASS (PER 9 WEEK PERIOD)**

1-2 TARDIES	WARNING/PARENT CONTACT
3-4 TARDIES	1-HOUR DETENTION *
5-7 TARDIES	SATURDAY SCHOOL (Failure to serve 2 days CSI)
8-10 TARDIES	1 DAY SCSI*
11+ TARDIES	2-3 DAYS SCSI / SUSPENSION*

\* Referral written to Academy Administrator by the teacher/CSI Instructor.

**UNIFORM VIOLATIONS:**

1 <sup>ST</sup> VIOLATION	WARNING/PARENT CONTACT
2 <sup>ND</sup> -3 <sup>RD</sup> VIOLATION	1-HOUR DETENTION
4 <sup>TH</sup> – 5 <sup>TH</sup> VIOLATION	SATURDAY SCHOOL (Failure to serve 2 days CSI)
6 <sup>H</sup> – 8 <sup>TH</sup> VIOLATION	1 DAY SCSI*
9-10 <sup>th</sup> VIOLATION	3 - DAYS SCSI*
11+ VIOLATION	2 + DAYS OUTDOOR SUSPENSION *

\* Referral written to Academy Administrator by the CSI Instructor.

**SCSI:** Students who fail to adhere to the rules and regulations of the school will result in the following:

CELL PHONE VIOLATION CD PLAYER/IPOD VIOLATION CAMERA/VIDEO CAMERA VIOLATION	1 <sup>ST</sup> VIOLATION : CONFISCATION OF ITEM – PARENT PICK UP 2 <sup>ND</sup> VIOLATION : 1 DAY SCSI* 3 <sup>RD</sup> VIOLATION : 2 DAYS SCSI* 4 <sup>TH</sup> VIOLATION : 3 DAYS SCSI* 5 <sup>TH</sup> + VIOLATION : OUTDOOR SUSPENSION*
SKIPPING CLASS	1 <sup>ST</sup> VIOLATION : 1 DAY SCSI* 2 <sup>ND</sup> VIOLATION : 2 DAYS SCSI* 3 <sup>RD</sup> VIOLATION : 3 DAYS CSI* 4 <sup>TH</sup> VIOLATION : 1 DAY OUTDOOR SUSPENSION* 5 <sup>TH</sup> + VIOLATION : 3 - 10 DAYS OUTDOOR SUSPENSION*
USE OF TOBACCO PRODUCTS	3 DAYS OUTDOOR
CURSING/DEFIANT	3 DAYS SCSI*

\* Referral written to Academy Administrator by the teacher or other assigned school personnel.

**DETENTIONS ARE SERVED IN THE CAFETERIA ON TUESDAYS, WEDNESDAYS, & THURSDAYS FROM 2:25-3:25. SATURDAY SCHOOL IS SERVED FROM 8:30 – 11:30**

**OUTDOOR SUSPENSION\***

FIGHTING	10 DAYS
USE OF NARCOTICS/MOOD MODIFIERS	10 DAYS
USING PROFANITY TOWARDS A SCHOOL BOARD EMPLOYEE	10 DAYS
DAMAGING SCHOOL PROPERTY /VANDALISM & RESTITUTION	10 DAYS
OBSCENE MATERIAL	10 DAYS



The violations listed above may result in expulsion. Administrative decisions will be made on other severe infractions of the Code of Student Conduct and school board rules.

### **COMMUNITY SERVICE REQUIREMENT**

Community Service Projects are a State of Florida requirement for high school graduation. These projects are planned, organized, and uncompensated efforts to address a need in the school, local, state, national, or global community. By completing a community service project, students will understand the connection between the school and the real world. In choosing a project, students should consider their personal interests. **Students must complete a minimum of 75 community hours in order to graduate.**

**BY THE END OF THE 1<sup>ST</sup> SEMESTER OF THE SENIOR YEAR, STUDENTS ARE REQUIRED TO SUBMIT COMPLETED PROJECTS. STUDENTS WILL THEN BE ELIGIBLE TO PARTICIPATE IN SENIOR ACTIVITIES SUCH AS GRAD NIGHT, SENIOR LUNCHEON, SENIOR PEP RALLY, AND PROM.**

### **ENGLISH LANGUAGE LEARNERS -GRADES**

#### Grading English Language Learners

English (I,II,III,IV) Through ESOL and Developmental Language Arts Through ESOL (ESOL I-IV)	Mathematics, Science, Social Science and Computer Literacy	CODE
<b>Grades:</b> A – F <b>Comments:</b> None Required	<b>Grades:</b> A – F <b>Level I and II Student’s Comments:</b>  <b>Level III &amp; IV Student’s Comments:</b>	01 05 34 39 49  05 34 49

#### Comments Codes:

- 01: Receiving bilingual instruction in this subject (BCC)
- 05: Receiving instruction in English using ESOL Strategies (CCE/ESOL)
- 34: Met Computer Literacy requirements
- 39: No grade received because of limitations in evaluating process. (Awarding of letter grade may be postponed until the last grading period; however, there must be documentation, on a nine-week basis, towards achieving the requirements of the course).
- 49: No final grade assigned due to limited time of enrollment. (When this comment is used, students will not receive credit for that course and it will have to be repeated.

## **EXAMINATIONS - MIDTERM AND FINAL**

- A written examination is to be administered to all students at the close of the first semester.
- Midterm exams cover the major part of the eighteen (18) weeks of instruction. Final exams cover the entire year.
- No more than two (2) exams may be administered in one day.
- Essay questions are included in all courses.
- Midterm and final exams will be reported separately on report cards. Each exam will constitute 10% of the final grade.

## **EXCLUSIONS**

Ferguson Senior provides teachers with an additional consequence for disruptive behavior. If the teacher feels a student is so disruptive that classroom instruction/learning cannot take place, he/she can "exclude" that student for the remainder of the period. Students are to be sent to SCSJ with the appropriate exclusion form. (Forms are available from the department heads). Please complete the form and retain the pink copy for your records. *Parent contact is required for all exclusions.*  
**DO NOT EXCLUDE STUDENTS FROM CLASS DUE TO TARDIES.**

## **INTERIM PROGRESS REPORT PROCEDURES**

The standardized interim progress report form will include a place for the teacher to indicate that a parent conference is requested. However, if the parent does not respond to the request for a parent conference, it shall be the responsibility of school personnel to take, within reason, action to initiate a parent conference. If these actions fail, obviously a conference cannot be forced upon the parent and the form will constitute verification of the original request.

## **LESSON PLANS**

1. **Emergency Plans** – Three (3) "Block" days of emergency lesson plans must be submitted to Mercy Valdes by Friday, September 2, 2011. Please ensure that there is sufficient preparation has been made by the teacher to cover the entire 1-hour and 40-minute block. Emergency plans should be updated as necessary.
  - Emergency plans must include the following
  - General information about procedures
  - Seating charts
  - Necessary materials
2. **Weekly Lesson Plans** - must be available for review. *All Annual Contract-1 (first year) and Annual Contract-2 teachers should have their lesson plans available for review (for the following week) by the department chairperson.* Weekly lesson plans should include the following:
  - Learner outcomes including SSS/NGSSS
  - Learner tasks
  - Home learning
  - Assessment items
  - ESOL Strategies (if necessary)

### 3. Collaborative Planning

All teachers are expected to attend the regularly scheduled collaborative planning sessions.

### 4. Record Keeping

- Seating charts
- Student folders, which should remain in the classroom and include representative samples of student work, must be maintained for all students enrolled in each teacher's class(es).

## **NOTIFYING PARENTS**

School Board rules require that the parents of students are to be notified at any time during a grading period when it is apparent that the student may fail or is performing unsatisfactorily in any course or grade level. Parents are also to be notified at any time during the grading period when it becomes evident that the student's conduct or effort grades are unsatisfactory.

## **MANAGING INAPPROPRIATE BEHAVIOR**

Most inappropriate behavior in the classroom is not seriously disruptive and can be managed by relatively simple procedures that prevent escalation. Minor misbehavior such as excessive talking, movement around the classroom, play, prolonged inattention, or failure to follow instructions should not be ignored unless they are likely to be of brief duration. How the teacher reacts to unacceptable behavior is a clear signal to students about what will or will not be tolerated. Effective classroom managers practice skills that minimize inappropriate behavior. They monitor students carefully and frequently so that misbehavior is detected early, before it involves many students or becomes a serious disruption. They take prompt action to stop inappropriate behavior, usually unobtrusively, so as not to interrupt the instructional activity or to call excessive attention to the student. Unobtrusive strategies for handling inappropriate behavior include the following:

- Moving close to the offending student or students; making eye contact; giving a nonverbal signal to stop the offensive behavior.
- Calling a student's name or giving a short verbal (instruction) to stop the behavior.
- Redirecting the student to appropriate behavior by stating what the student should be doing; citing the applicable procedure or rule.
- When several students are involved, an effective strategy is to refocus class attention. The teacher might say, *Everyone look at the overhead projector and read the first line with me; I need to see everyone's eyes looking here.* The object of such a strategy is to create a behavior that is incompatible with disruptive activity, but does not cause a disruption of instruction.

More serious disruptive behavior such as fighting, continued interruption of lessons, and refusal to follow reasonable procedures or rules cannot be dealt with in the classroom unobtrusively. They require direct action according to the district/school disciplinary code.

### **Appropriate Use Of Consequences**

In secondary school classrooms, the most prevalent positive consequences are intrinsic satisfaction resulting from success, accomplishment, good grades, social approval, and recognition.

If the teacher is skillful in motivating students to a level that ensures real interest, student performance and good grades will help promote good behavior.



Frequent use of punishment is associated with poor classroom management and generally should be avoided. When used, punishment should be related logically to the misbehavior. **CONSISTENCY OF ENFORCEMENT IS A KEY FACTOR.** If a student receives disapproval or punishment on one occasion, but is reinforced at other times, higher levels of the misbehavior may occur.

One should keep in mind that, in most cases, simple to use, mild punishment can often make it possible to handle inappropriate behavior without seriously disrupting ongoing activities. The more positive approaches described earlier may be the most preventive approaches.

## **REWARDS**

The following are suggested ways to reward positive student behavior:

- Positive note or phone call to parents
- Skip a home learning assignment
- Extra computer time
- Time in class to do home learning
- Excused from pop quiz
- Take a problem off a test

## **MEDIA SERVICES INFORMATION**

### **A. Teacher's Choice: Video-On-Demand (VOD) Service**

1. Teacher's Choice is an automated on-demand service that allows teachers to select and schedule programs that can be televised directly into their classrooms.
2. Programs can play instantaneously or they can be scheduled up to 14 days in advance for play at a later time.
3. Teachers can use the automated system to schedule videos anytime and anywhere, even from home by logging on to <http://www.wlrn.org>
4. Pre-Scheduled Programming – Information regarding special programming on a specific ITV channel will be e-mailed to the Media Specialist.
5. Service Information – For difficulty accessing Teacher's Choice, call Instructional Television (ITV) Services at 786-275-0810.

## **STUDENT PROGRESSION PLAN**

The Student Progression Plan for Miami-Dade County Public Schools is incorporated by reference into School Board Rule 6Gx13- 5B-1.04, Promotion, Placement, and Graduation - Grades K-12 and Adult, and contains the requirements and procedures for students to progress from one grade to the next, kindergarten through grade 12 and adult education. (See Appendix A, for School Board Rule.)

The Student Progression Plan can be accessed at the following website:

<http://ehandbooks.dadeschools.net/policies/93/index.asp>

## **PACING GUIDES**

The District has developed Pacing Guides for each course to direct instruction. The Pacing Guides are available at <http://languageartsreading.dadeschools.net/resoucesAndLinks.htm>.

## **PROGRESS MONITORING PLANS (PMP)**

The District, in response to the No Child Left Behind Act has established guidelines for addressing those students who do not meet student performance levels in reading, writing, math and science. These students are placed on Progress Monitoring Plans, which identify specific skill deficiencies;

teachers, parents and students then develop strategies for improvement. This plan is a guide for making consistent, well-documented decisions about the academic assistance that students with significant academic deficiencies require.

The criteria for students to be placed on Progress Monitoring Plans are as follows:

- Students who score at FCAT Level 1 in reading, mathematics and science
- Students who score a Level 1 or 2 on FCAT Writing
- Students who earn an F in math, science, reading or Language Arts
- Any student retained

The following procedures are to be completed by subject area teachers:

- Identify students who meet PMP criteria.
- Complete subject area sheets, including specific needs and interventions (Language Arts teachers are responsible for both the reading and writing sections, unless the student is enrolled in a reading course).
- Meet with the counselor and parent to develop the PMP (Conferences will be conducted through the Student Services Department).
- Monitor each nine weeks grading period and document progress. If a student makes insufficient progress after two nine weeks, the interventions and strategies must be changed and the student referred to the Child Study Team.
- Submit all originals of completed PMP's to the Assistant Principal for Curriculum at the end of the year.

### **PROMOTION, PLACEMENT, AND GRADUATION**

Please refer to the Pupil Progression Plan, Miami-Dade County Public Schools' Electronic Staff Handbook Item # 40, 41, and 67, and the following website:

<http://www.dadeschools.net/ehandbook/pupil/intro.pdf>

### **REMOVAL AND EXCLUSION OF THE STUDENTS FROM CLASS**

School Board Rules allow for teachers to remove a disruptive student from class if the behavior of the student has an adverse effect on the teacher's ability to communicate effectively with students or the ability of the students to learn. Florida Statute 232.271 provides for the right of the teacher to refuse to accept a student back to class who has been removed for disruptive behavior which adversely affects the teacher's ability to communicate effectively with the students.

#### **Temporary Removal from Class**

The teacher shall have the authority to remove a seriously disruptive student from the classroom. In such cases, the principal or designee shall be notified immediately and the teacher shall be entitled to receive, prior to the student's return to class, a report describing corrective action(s) taken.

#### **Code of Student Conduct Infractions**

The principal or designee will follow the Code of Student Conduct on all disciplinary matters. Only those disciplinary problems that disrupt a teacher's instruction, and the teacher requests the

student's permanent removal from class, shall be referred to the Placement Review Committee if the request is not resolved by the principal.

### **Exclusion from Class by a Teacher**

A teacher who has removed a student from class for misbehavior which seriously affects the teacher's ability to communicate may request that the student not be returned to class under the following conditions:

- a) A student whose behavior is so unruly, disruptive, or abusive that it seriously affects the teacher-student communication or the student's ability to learn.
- b) A student who has been documented by the teacher for repeated interference with the teacher's ability to communicate effectively with students, or the ability of the students to learn.

The following documentation should support the teacher's decision under (b) above:

- A teacher-student conference.
- A parent conference or evidence of a valid attempt to reach a parent, including both phone calls and a letter, delivered by hand or mail, to the home.
- At least two (2) written referrals to school-site administration for behavior which interferes with instruction.

A written referral to site administration must be provided by the teacher upon the removal of the student from class.

- The principal must provide an alternative placement for the student until a final decision has been reached by the Placement Review Committee.
- The principal has the authority and responsibility to maintain class behavior.

### **Establishment of a Placement Review Committee**

The committee consists of at least:

- Three (3) teachers elected by the teaching staff.
- Three (3) teacher alternates, elected by the teaching staff.
- One (1) staff member appointed by the principal.
- One (1) alternate staff member, appointed by the principal.

If a school chooses to have a larger committee, the ratio of committee members must be 2:1 elected teachers to staff members appointed by the principal. Large schools may have more than one committee.

The creation of the school-site Placement Review Committee shall be the responsibility of the individual school. The creation of this committee shall take place annually at the first faculty meeting of the academic year.

### **Time Frames and Parent Notification**

1. A teacher who requests a permanent exclusion of a student from class must notify the principal no later than twenty-four (24) hours following the initial removal from class.
2. A time limit of five (5) days from the removal of the student from class is set for the Placement Review Committee to render a decision on the placement of the student.
3. Every effort must be made by the school administration to notify the parent immediately upon the removal of a student from class.

4. If a teacher requests a permanent exclusion of the student from class, the parent shall be notified of the time and place of the Placement Review Committee meeting. The parent and student shall have the right of participation.

### **Provisions for Exceptional Students**

The Placement Review Committee shall refer to a staffing committee all exclusion requests for students from exceptional education classes. The Placement Review Committee decision must concur with the staffing committee recommendations. If the requesting teacher is teaching a mainstreamed student, the regular process may be followed.

### **Provisions for Limited English Proficient (LEP) Students**

The Placement Review Committee shall refer an LEP student to the LEP committee. The Placement Review Committee decision must concur with the LEP Committee recommendation. LEP services cannot be denied.

### **Professional Development Activities to Improve Classroom Management Skills**

Any teacher who refers 25% of his or her class is required to complete professional development activities to improve classroom management skills. This percentage pertains to individual students referred for disruptive behavior that interferes with instruction.

### **Records**

Each school should keep appropriate records in order to be able to address the following areas:

- a) Number of disciplinary referrals requiring students to be removed from class by teachers.
- b) Number and percentage of referrals in which the students were sent back to class with the consent of teachers.
- c) Number and percentage of referrals that were sent to the Placement Review Committee because of teacher refusal to readmit.
- d) Number and types of placements (including those returned to class) made by the Placement Review Committee.
- e) Number and percentage of students in each class referred by each teacher to be used in determining staff development needs.

### **SCSI EXCLUSION**

In addition to the procedures that are in place that address classroom management, Ferguson Senior provides teachers with an additional consequence. When students are so disruptive that instruction/learning cannot take place, students could be removed by the teacher from the classroom and sent to SCSI (School Center for Special Instruction) with the appropriate form. (Please see Policies and Procedures: Exclusions).

### **STUDENT CASE MANAGEMENT SYSTEM**

The Student Case Management System is an automated system of recording and reporting data that allows for more efficient delivery of services provided for students and for disciplinary action taken to improve student behavior. The Miami-Dade Public Schools shall maintain a computerized Student Management System to ensure that all students are provided equal access to preventative services

consistent with their needs, and afforded fair, consistent disciplinary actions when violations of the *Code of Student Conduct* do occur.

Administrators, teachers, and student services personnel at the school, Region Center, and district levels shall be responsible for completing those forms that are required to record student case information. This system shall have safeguards that will ensure the accuracy and confidentiality of student information.

The information on an individual student shall be retained in the active file for a period not to exceed three years, at which time the data shall be transferred to an inactive file. The inactive record shall be destroyed in accordance with the state-adopted schedule of record destruction.

Neither the forms, nor the data generated by the Student Case Management System, shall be made a part of the teacher's personnel file; nor used to initiate disciplinary action against any teacher; nor shall these forms be used as a basis for the assessment of a teacher in any portion of the observation/evaluations forms. Neither the name nor the employee number of the referring teacher shall be entered into the automated data retrieval system.

It is the intent of the Board to utilize the Student Case Management System exclusively for the refinement and improvement of student services. The Student Case Management System is not to be used as a part of the personnel assessment system; nor is it intended to reduce the range of available student disciplinary actions, pursuant to the *Code of Student Conduct*, nor the availability of the student services provided to students. (Board Rule 6Gx13 - SD - 1.09)

### **TEACHER EXPECTATIONS**

Teachers should make concerted efforts to help students meet expectations in the classroom. To help support your expectations of the students, the following suggestions may be useful:

1. Establish classroom rules that emphasize that students are to report to class on time, ready to work and learn.
2. All students will come prepared with essential materials in order to create a worthwhile learning environment.
3. Keep students involved and occupied in meaningful activities.
4. Establish instructional situations that provide for the individual student's needs.
5. Assign home-learning on a regular basis.
6. Provide make-up assignments for excused absences under the procedures and conditions established by the school upon request of the student. The make-up work assigned by the teacher should be reflected accurately in the course gradebook.
7. Identify and help students with problems that relate to classroom activities.
8. Support and assist the student services department's efforts on behalf of your students.
9. Analyze and use the information available through guidance services (i.e., test results, cumulative guidance records, educational information, bulletins, etc).
10. Schedule conferences or make telephone contacts with parents as needed to foster parental support and enhance the collaboration between the home and the school.
11. Stress, in writing, the educational and vocational outcomes of the instructional program.

12. Become knowledgeable about the Pupil Progression Plan and the Competency-Based Curriculum, as well the standards to be met as prescribed by the State of Florida Assessment Program as well as, National Education Standards.
13. Emphasize that students are to remain in class except in cases of personal emergency, administrative request, or a scheduled conference with a counselor.
14. Establish clean-up procedures to ensure that the classroom is clean and orderly before each class is dismissed.
15. **Dismiss each class at the appropriate time. Emphasize to students the importance of remaining in their seats until you dismiss the class.**

## **TEACHER-PARENT COMMUNICATION**

### **CURRENT PRACTICES/PROCEDURES**

Teacher-parent conferences contribute greatly to improving the public school's relationship with its community. The Board and the United Teachers of Dade agree that improving a public school's relationship with its community and the public in general serves the best interests of students and citizens. Effective teacher-administration-parent communication aids in contributing to, and maintaining, the public's commitment to public education.

1. Teacher-parent conferences shall occur when students begin to display a consistent pattern of disruption or when students demonstrate unacceptable academic achievement through failure to exert sufficient effort.
2. Written or telephone communication may be appropriate alternatives for parent conferences. A student progress report constitutes written communication. Teachers must log teacher-parent conferences in the official gradebook.
3. Teacher-parent conferences should be scheduled at a time and place and in a manner convenient for the teacher and the parent.
4. Written notification must be sent home by the teacher to the parents or guardians at any time during the grading period when it becomes evident that the student is performing unsatisfactorily in academics, conduct, or effort. Minimally, such written notification should be sent home prior to the beginning of the eighth week of each of the four nine week grading periods.
5. The standardized interim progress report includes a place for the teacher to indicate that a parent conference is requested. The school personnel must make every effort to attempt to schedule the conference, however, if these actions fail, the form will be verification of the original request.
6. When, in the professional judgment of the administrator or his/her designee, daily or weekly progress reports may improve behavior of a student who displays a consistent pattern of disruption or improve the academic performance of a student who is in danger of earning a grade of less than a "C", a teacher must comply with the request for the report.
7. A teacher is required to issue an official report of pupil progress once at the end of each grading period. This report is communicated to parents on the official M-DCPS report card.

### **REASONS FOR CONFERENCES**

*Some of the reasons for a parent conference are to:*

- a. Discuss problems related to the child's classroom behavior.

- b. Discuss health problems of the child.
- a. Inform parents about attendance and tardiness.
- b. Discuss items relating to home learning.
- c. Explain the teacher's philosophy and school policies.

*Explain classroom procedures.*

- a. Review the curriculum. Many parents do not know what their children are being taught or the expectations of their teachers.
- b. Develop positive home/school/teacher relationships.
- c. Promote a feeling of goodwill with parents.
- d. Find meaningful ways to involve parents in school programs.
- e. Explain special programs that impact their child.

## **MAKING CONFERENCES WORK**

The following tips or guidelines will help make a parent-teacher conference more effective:

### **Before the conference:**

Plan what you want to say ahead of time.

- What are your purposes or goals? What do you want to accomplish? What does the parent need?
- Gather material to show parent (work samples, data, etc.)
- Have a plan of action.

Decide where the conference will be held (classroom, office, Your room?)

- Reconfirm your conference. This can be done by phone or note, and it may save you a lot of time.

### **For/During the Conference:**

***Be on time.*** It helps to be early. This way you can relax or you can begin if the parent is early.

***Be prepared.*** You should have the materials you will need for the conference. These include:

- samples of work
- records
- books
- materials

***Bond with the parents..***

***Talk the parent's language.***

***Don't hide behind your desk.*** This may cause a parent to feel uncomfortable

***Be positive.*** Just as you don't like to constantly hear negative things or be constantly reminded about problems, neither does the parent..

***Be honest.*** Don't say you will do something if you can't or do not intend to follow through. Don't hide the truth if you believe the information may be helpful to the parent.

***Be firm.*** You should be in charge of the conference, not the parent.

***Stay on task.*** This is where pre-planning helps.

***Give the parent a chance to talk.*** You really won't learn much if you do all the talking. You probably won't achieve your goals either.

It also means you will have to ***be a good listener.*** An active listener: a) holds eye contact; b) uses body language such as head nodding, hand gestures, etc.; c) does not interrupt; d) avoids arguing; e) paraphrases the parent's comments as a way of clarifying ideas; and f) keeps the conversation on track and on the topic.

***Bring closure to your conference.*** This is when you review the relevant points of the discussion and reiterate the commitments made by each participant in the conference.

***Never leave the parents with a sense of helplessness or frustration*** which can result from not having a positive plan of action to which all conference participants can agree and be committed. **TELEPHONE CONFERENCES**

Another frequent and convenient method of parent involvement is the telephone conference. . The guidelines for communicating with parents on the telephone are similar to those used in face-to-face conferences; however, there are some other things you should do.

1. Since you can't see the person you are talking on a telephone, it takes a little longer to build rapport and trust. The time you spend overcoming a parent's initial fears and apprehensions will pay dividends later.
2. Constantly clarify with the parent what you are talking about and what you and the parent have agreed to do. You clarify by using such phrases as: "What I heard you say...," or "So far we have agreed that," etc.
3. Don't be in too much of a rush to finish your phone call. There is a limit to the amount of time you can spend on the phone, but you may be the only person who has expressed a personal interest or concern about the child. From the point of view of the parent, you may represent the support system of the school, the person who cares enough to take the time to call and who provides the parent with a convenient opportunity to communicate with the school.

### **UNSATISFACTORY NOTICES**

If a student is likely to earn less than a "C" in any subject, the teacher must notify the parents/guardians officially with the *Notice of Unsatisfactory Progress* report. The teacher must send this notice at any time during the grading period the student is, academically or behaviorally, achieving less than satisfactory.





**SECTION IV  
STUDENT ACTIVITIES AND  
ATHLETICS**

John A. Ferguson High School

## **ACTIVITIES**

### **Principal's Role**

The principal of the school is ultimately responsible for the operation of the school, including all matters pertaining to the activities program. The appointment of the activities director is made at the discretion of the principal on a year-to-year basis.

### **Student Activities Director**

The student activities director is responsible for administering the extracurricular activities program such that it reflects the school's philosophy, School Board Rules, and State law.

### **General Activities and Information**

#### **Activities Calendar**

The activities director will maintain a master calendar for activities and athletic events in order to minimize conflict. The calendar will be available online on the school's website. Proposed activities must be cleared with the activities director for placement on the master calendar.

#### **Announcements**

The activities director will be responsible for the daily announcements. Please submit all announcements, in writing, to the activities office forty-eight hours in advance. Announcements will not be broadcast without the activities director's approval.

#### **Assemblies**

The activities director coordinates the days and times of all assemblies. Some assemblies will be attended by all students, some will be attended by certain groups, and others will be open so that teachers may sign up to take their classes.

- Students will attend assemblies as a class group and sit together in their assigned seats. Students will be taken to the assembly by their teacher and will leave together. Doors to the auditorium will be closed once the assembly begins and no one else will be admitted.
- Students will not be permitted to leave assemblies except in the case of an extreme emergency.
- Classroom teachers must accompany their classes to the assembly and remain seated with them throughout the entire program.
- Teachers should re-check their roll after arriving in the auditorium. Any teacher who leaves his/her class unattended will not be allowed to sign up for any future assemblies.
- Teachers must require quiet, courteous behavior from students during assemblies. Rude behavior such as booing, hissing, whistling, rhythmic hand clapping, and talking during the program are not permitted. Students will be excluded from assemblies as individuals or as an entire class if behavior is objectionable.

#### **Clubs**

Clubs must provide a service to the school, student body, or community. Membership must be open to the entire student body, except in the case of various honor societies. Club sponsors are appointed by the principal on an annual basis and are responsible for the activities and finances of the club. The activities director will provide club sponsors with further information about responsibilities and financial transactions.

Membership in fraternities and sororities in high school has been expressly forbidden by State law. Anyone found in such an organization is subject to removal from all school activities and shall be suspended or expelled. Students who violate these statutes are subject to the rules and regulations of the Code of Student Conduct. For further information, please refer to *F.S. Statute 232.40 – Pupils Prohibited from Belonging to Secret Societies*.

### **Pep Rallies**

Pep rallies will be scheduled periodically throughout the school year and the cooperation of teachers and students is expected. Teachers must accompany their classes to the gym and review with their class. No visitors are allowed in pep rallies without the approval of the activities director.

### **Student Parking**

Students are expected to park their cars in the designated student lot.

### **Student Participation in Activities**

Students who have been absent from school on the day of an organized activity may not participate in that activity without a verified excused absence.

### **Student Publications**

The Bronco Beat is the school newspaper. The LARIAT is the school yearbook.

## **ATHLETICS**

### **PRINCIPAL'S ROLE**

The principal of the school is ultimately responsible for the operation of the school, including all matters pertaining to the athletic program. The appointment of the athletic director is made at the discretion of the principal on a year-to-year basis.

### **Athletic Director**

The athletic director works under the direct supervision of the principal and is responsible for administering the athletic activities program such that it reflects the school's philosophy, School Board Rules, and State law.

## **GENERAL ATHLETICS INFORMATION**

### **Faculty Attendance At Athletic Events**

Members of the Homestead Faculty and Staff are encouraged to attend athletic events.

### **Student Dismissal for Athletic Events**

At the beginning of a sport's season, the coach will circulate a list of all students on the team. Teachers should retain this list for reference. Teachers will receive notification via the attendance bulletin regarding sports teams excused early for an event.

### **Student Eligibility**

In order to participate in the athletic program, students must maintain a cumulative academic and conduct Grade Point Average (G.P.A.) of at least 2.0 per semester.

**TRANSFERRING STUDENTS** – All transferring students are athletically ineligible for one year from the date of the transfer, with the exception of magnet students. A request may be submitted for review by the Athletic Transfer Review Committee (AETRC) to determine athletic eligibility.

### **Student Tickets**

Student tickets for athletic events are sold through the athletic office.

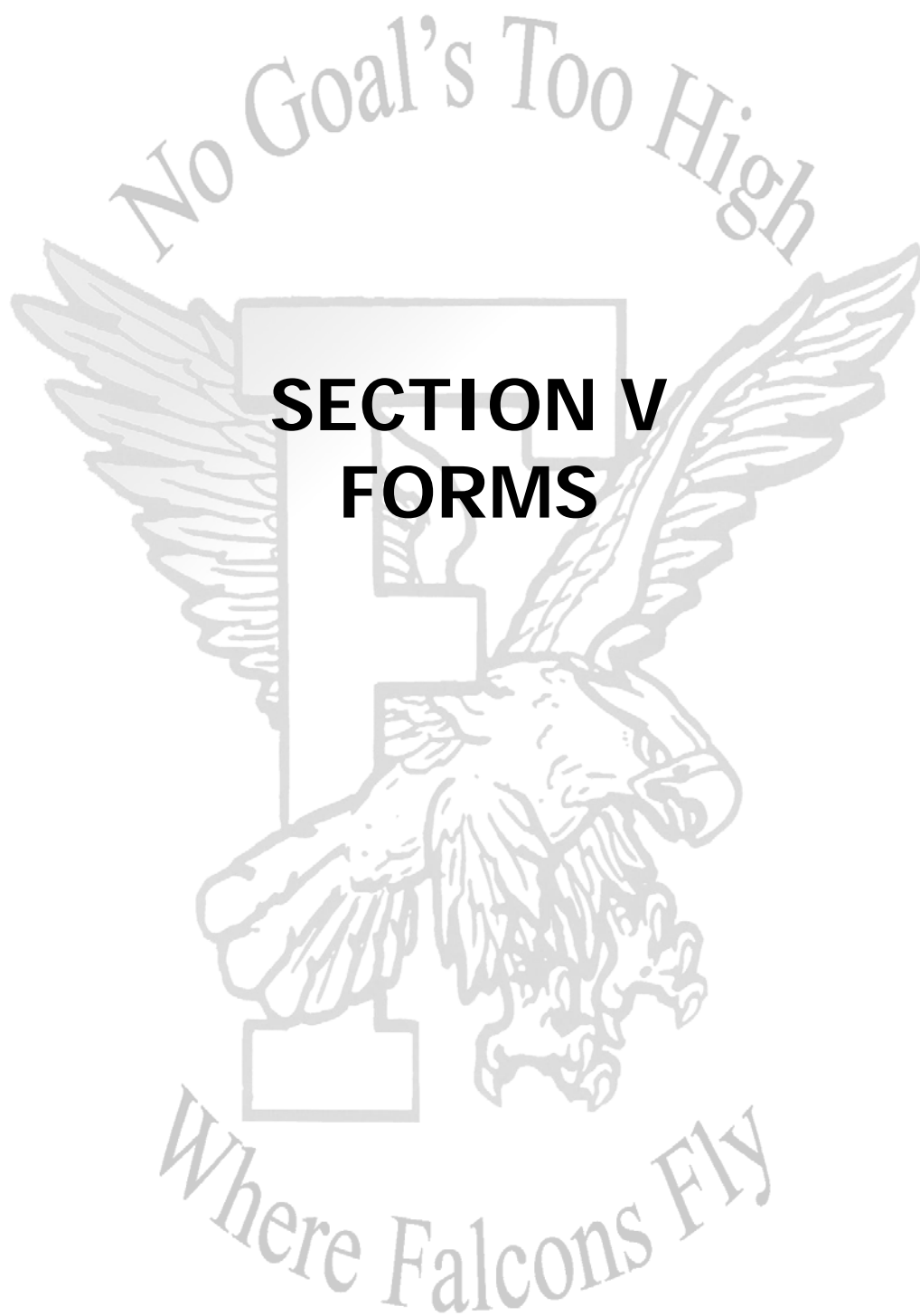
### **BOOSTER CLUBS**

A booster club is a group of parents/guardians and or interested adult community members who are authorized by the school principal to form an organization to enhance a program, activity, or athletic team through fund raising and services. The booster club must have approved by-laws or a statement of purpose. A copy of the document must be on file in the principal's office.

Guidelines/Policies for Booster clubs:

1. The principal has the final authority on the existence of all activities of a booster club.
2. Booster club members are parents and/or adult community members who support the activity or the team authorized to support.
3. A minimum of one meeting per year is required. The general membership meeting must be held at the school site. A faculty advisor/coach must attend all general and board meetings.
4. The faculty advisor/coach is to serve as a liaison. The advisor communicates to the booster club members the needs of the program. The faculty advisor is NOT a member of the booster club and may not serve as an officer.
5. **The faculty advisor/coach may not collect or handle money in ANY capacity.**
6. An executive board is not required. *If* the board exists, the membership must include parents/guardians and/or interested adult community members. The faculty advisor may only serve in an advisory capacity on the executive board.
7. The faculty advisor must approve all fundraisers and submit all required paperwork for school, Region and District approval according to Board Rule 6Gx13-1C-1.110.
8. Booster clubs may not incorporate the school's name as part of their official name.
9. Booster clubs must file for their own tax exemption status and may not use the school number.
10. Students are permitted to handle funds and participate in approved fundraising activities. (see Manual for Internal Fund Accounting for Secondary Schools, Chapter 12 for additional guidelines).
11. Booster clubs may not order merchandize in the name of the school. The booster club must order in its own name.
12. Booster clubs may not ship merchandise to the school without advance approval of the school principal.
13. Booster clubs may not charge fees as a condition of membership.
14. Booster clubs may not require that a student participate in a booster club fundraiser as a condition for membership or participation in a school organization or team.

15. Booster club members who come in contact with students must complete the School Volunteer program registration and clearance process. Only approved volunteers will be allowed to assist in activities where students are present. Volunteers who assist or participate in overnight activities must be cleared as a Level III volunteers who requires fingerprinting. All other volunteers must be cleared at Level II (does not require fingerprinting.)



**SECTION V  
FORMS**

John A. Ferguson High School

# APPLICATION FOR LEAVE FORM



## THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA APPLICATION FOR LEAVE

EMPLOYEE NUMBER	WORK LOCATION	PAY CODE

PAY PERIOD  
BEGINNING DATE

MONTH	DAY	YEAR

DAY		
1/2	1	
<input type="checkbox"/>	<input type="checkbox"/>	FRI
<input type="checkbox"/>	<input type="checkbox"/>	SAT
<input type="checkbox"/>	<input type="checkbox"/>	SUN
<input type="checkbox"/>	<input type="checkbox"/>	MON
<input type="checkbox"/>	<input type="checkbox"/>	TUE
<input type="checkbox"/>	<input type="checkbox"/>	WED
<input type="checkbox"/>	<input type="checkbox"/>	THU
<input type="checkbox"/>	<input type="checkbox"/>	FRI
<input type="checkbox"/>	<input type="checkbox"/>	SAT
<input type="checkbox"/>	<input type="checkbox"/>	SUN
<input type="checkbox"/>	<input type="checkbox"/>	MON
<input type="checkbox"/>	<input type="checkbox"/>	TUE
<input type="checkbox"/>	<input type="checkbox"/>	WED
<input type="checkbox"/>	<input type="checkbox"/>	THU

CHECK (✓) ONLY ONE TYPE  
OF LEAVE PER FORM  
TYPE OF LEAVE

- Illness of Self
  - Illness/Death of Relative
  - Personal
  - Injury at Work (Explain)
  - Contagious Disease  
(CONTRACTED AT WORK)
  - Vacation
  - Temporary Duty (Explain)
  - LWOP, Auth (Explain)
  - LWOP, Unauth (Explain)
  - Elected Official
  - Other (Explain)

COMMENTS:

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I certify the above is correct and in accordance  
with the School Board of  
Miami-Dade County, Florida, policies and regulations.

EMPLOYEE NAME \_\_\_\_\_

\_\_\_\_\_  
(EMPLOYEE SIGNATURE)

\_\_\_\_\_  
(PRINCIPAL/SUPERVISOR SIGNATURE)

FM-5949 Rev. (10-02)

**JOHN A. FERGUSON SENIOR HIGH SCHOOL  
Request for Temporary Duty**

Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Department/Subject: \_\_\_\_\_ Temporary Duty Date: \_\_\_\_\_

If temporary leave begins in one payroll period and ends in another payroll period, two request forms should be completed. List the dates of leave during one payroll period on one form and the date of leave during the next payroll period on the other form.

1. Activity or Event (please provide documentation):

\_\_\_\_\_

2. Location: \_\_\_\_\_

3. Hours: (Please check one): \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ All Day

This is my \_\_\_\_\_ Request for Temporary Duty this school year: \_\_\_\_\_

Substitute Funding Source: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETED AND APPROVED FORMS ARE TO BE RETURNED TO MRS. MERCY VALDES**

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**FOR OFFICE USE ONLY**

Substitute Locator: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Secretary: \_\_\_\_\_ Date: \_\_\_\_\_



**JOHN A. FERGUSON SENIOR HIGH SCHOOL**  
Emergency Lesson Plans

Emergency Lesson Plan                          No.    

Teacher:

Class/Course:

Objective(s):

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Activities:

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Materials Needed/ Location of Materials:

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Students Assignments:

Class work:

Home Learning:

Evaluation:

**JOHN A. FERGUSON SENIOR HIGH SCHOOL**  
**EARLY DEPARTURE/LATE ARRIVAL REQUEST FORM**

Please complete the appropriate section below and submit to Dr. Robertson or an Assistant Principal for approval. All requests must be presented to at least 24 hours in advance.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**EARLY DEPARTURE REQUEST**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PURPOSE OF REQUEST:  
\_\_\_\_\_  
\_\_\_\_\_

Class Coverage provided by \_\_\_\_\_

**LATE ARRIVAL REQUEST**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PURPOSE OF REQUEST:  
\_\_\_\_\_  
\_\_\_\_\_

Class Coverage provided by \_\_\_\_\_

**FOR OFFICE USE ONLY**

Request Approved  Request Denied

Date: \_\_\_\_\_ Approving Administrator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date received: \_\_\_\_\_

Date given to Admin.: \_\_\_\_\_

**JOHN A. FERGUSON SENIOR HIGH SCHOOL  
ACTIVITIES APPLICATION (rev 7-11)**

Activity: \_\_\_\_\_

Organization \_\_\_\_\_ Sponsor: \_\_\_\_\_

Requested Location: \_\_\_\_\_ Desired Date and Time: \_\_\_\_\_

- If desired location is the Media Center, please complete the Media Center request form.

*(To be completed by office)*

Actual Location: \_\_\_\_\_ Actual Date and

Time: \_\_\_\_\_

**SPECIAL PERSONNEL REQUIREMENTS:**

Police: Yes  No  # \_\_\_\_\_

- Must have police for 500 or more in attendance
- Must have police if money is collected at the event

Security: Yes  No  # \_\_\_\_\_

- Must have one (1) security for every 150 in attendance
- Must have police if money is collected at the event

Custodial: Yes  No  # \_\_\_\_\_

- You do not need to hire custodians M-F. No events may be scheduled on Sunday.
- Custodial needs are based on number of persons in attendance and percentage (%) of building used. Must be determined prior to event and approved by head custodian and administrator.

**\*\*All personnel requirements are subject to administrative approval.**

- If video services are needed (recording, playing school wide, etc.) please fill out the required video services form by Ms. Ozon.

SPECIAL NEEDS/REQUESTS: (i.e., tables, sound system, props, etc.)

Tables \_\_\_\_\_ Microphones \_\_\_\_\_ CD Player \_\_\_\_\_ Lighting \_\_\_\_\_  
 LCD Proj. \_\_\_\_\_ Computer \_\_\_\_\_ Laptop \_\_\_\_\_ Other \_\_\_\_\_  
 Podium \_\_\_\_\_ Ticket Bth. \_\_\_\_\_ Concession \_\_\_\_\_

SPECIAL INSTRUCTIONS/CONCERNS:

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APPROVAL:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
 Activities Director

\_\_\_\_\_  
 Administrator

Official Comments: \_\_\_\_\_

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