

# ROBERT MORGAN EDUCATIONAL CENTER & TECHNICAL COLLEGE



## **ADULT/POST SECONDARY FACULTY & STAFF HANDBOOK 2019-2020**



18180 S.W. 122<sup>nd</sup> Avenue  
Miami, FL 33177  
Phone (305) 253-9920  
Fax (305) 253-3023



<https://www.robertmorgantech.net/>



# FOREWORD

This handbook has been developed to serve as a useful guide for procedures to follow in specific situations. The items included herein are derived from policies established by the School Board of Miami-Dade County and from the unique needs of Robert Morgan Educational Center and Technical College.

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

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

A copy of the Miami-Dade County Electronic Handbook is available in the Principal's Office, Media Center and in the Faculty Lounge. Faculty and staff can also access the Electronic Handbook on the M-DCPS website: <http://www2.dadeschools.net/index.htm> and on our Website: <http://www.robertmorgantech.net/>

Your support and cooperation are sincerely appreciated.





## ROBERT MORGAN EDUCATIONAL CENTER AND TECHNICAL COLLEGE

# MISSION STATEMENT



The Robert Morgan Educational Center and Technical College is committed to impart the knowledge and skills that will facilitate the acquisition of qualities essential to successful global employment and a productive and prosperous life!





# PHILOSOPHY

It is the philosophy of Robert Morgan Educational Center and Technical College to promote the foundations of a free and educated society by offering students educational and career/technical training that enables them to become productive citizens in our global economy.

Robert Morgan Educational Center and Technical College is also committed to impart the knowledge and skills that will facilitate the acquisition of those qualities essential to a productive and prosperous life. It is this commitment to education that we hope will carry beyond the school environment.

In addition, it is the purpose of Robert Morgan Educational Center and Technical College to serve the personal and occupational goals of post-secondary students, and to meet the needs of business and industry, in addition to the community at large.

As an institution of the School Board of Miami-Dade County, it adheres to a policy of non-discrimination in educational programs, activities, and employment. It strives affirmatively to provide equal opportunities for all.





## THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Dr. Perla Tabares Hantman, Chair  
Dr. Martin S. Karp, Vice Chair  
Dr. Dorothy Bendross-Mindingall  
Ms. Susie V. Castillo  
Dr. Lawrence S. Feldman  
Dr. Steve Gallon III  
Ms. Lubby Navarro  
Dr. Marta Pérez  
Ms. Mari Tere Rojas

### **Superintendent of Schools**

Mr. Alberto M. Carvalho

### **Deputy Superintendent Chief Operating Officer, School Operations**

Mrs. Valtena G. Brown

### **Adult & Community Education**

Mr. Luis E. Diaz, Assistant Superintendent  
Dr. Reginald H. Johnson, Administrative Director  
Mr. Rene Mantilla, District Director  
Ms. Renny Neyra, District Director

### **Robert Morgan Educational Center and Technical College Administrative Team**

Mr. Reginald J. Fox, Principal  
Mr. Robert Armand, Vice Principal  
Mrs. Ericka Caldwell-Clinch, Assistant Principal  
Mr. Scott Neufeld, Assistant Principal





# TABLE OF CONTENTS

Foreword .....	<u>ii</u>
Mission Statement .....	<u>iii</u>
Philosophy .....	<u>iv</u>
School Board Members/School Staff .....	<u>v</u>
Table of Contents .....	<u>vi-x</u>

## SECTION 1

### ADMINISTRATION OF THE SECONDARY AND POST-SECONDARY PROGRAMS ... 2

Robert Morgan Educational Center and Technical College Administrative Organization .....	<u>2</u>
Robert Morgan Educational Center and Technical College Administrative Chart .....	<u>3</u>
Robert Morgan Educational Center and Technical College Administrative Work Schedule .....	<u>4</u>

## SECTION 2

### TERMS AND CONDITIONS OF EMPLOYMENT ..... 5

Miami-Dade County Public Schools Policy Handbooks and Manuals .....	<u>6</u>
Absence of Instructional Personnel .....	<u>6</u>
Additional Responsibilities .....	<u>6</u>
Break, Lunch and Dinner Periods .....	<u>7</u>
Emergency Lesson Plans .....	<u>7</u>
Employee Arrest .....	<u>7</u>
Employee Assistance Program .....	<u>7</u>
Employee Dress Code .....	<u>8</u>
Employee Identification Badges .....	<u>8</u>
Employee Workday (Instructional Personnel) .....	<u>8</u>
Equipment Repair .....	<u>8</u>
Faculty Meetings .....	<u>8</u>
File Folders (Student) .....	<u>9</u>
Career/technical Tracking System .....	<u>9</u>
Keys .....	<u>9</u>
Leave Cards .....	<u>9</u>
Leaving the Premises during School Hours .....	<u>9</u>
Lesson Plans .....	<u>9</u>
Part-time Instructional Employees .....	<u>10</u>
Personal Leave, Sick Leave, Etc. ....	<u>10</u>
Planning/Preparation Days .....	<u>12</u>
Possession of Weapons .....	<u>12</u>
Professional Conduct .....	<u>12</u>





Professional Code of Ethics-Rules of the State Department of Education .....	<b>12</b>
Professional Responsibilities .....	<b>12</b>
Professional Growth .....	<b>13</b>
Progress Charts .....	<b>13</b>
Progress Reports .....	<b>13</b>
Reporting Crime and Disruptive Behavior .....	<b>13</b>
Right to Privacy .....	<b>13</b>
Teacher Certification .....	<b>14</b>
Teacher Observation and Evaluation .....	<b>14</b>
Union Bargaining Agents .....	<b>14</b>

### **SECTION 3**

<b>EMERGENCY PROCEDURES.....</b>	<b>15</b>
Building Emergency Evaluation.....	<b>16</b>
Bomb Scare .....	<b>16</b>
Critical Incident Response Plan (CIRP).....	<b>16</b>
Coordination .....	<b>16</b>
Media .....	<b>16</b>
Electrical Failure.....	<b>16</b>
Illness or Accident of Student .....	<b>17</b>
Possession of a Weapon .....	<b>17</b>
School Evacuation.....	<b>17</b>

### **SECTION 4**

<b>POLICIES AND PROCEDURES .....</b>	<b>18</b>
AIDS Information .....	<b>19</b>
Attendance Procedures .....	<b>19</b>
Attendance Report.....	<b>19</b>
Bookstore .....	<b>21</b>
Campus Beautification .....	<b>21</b>
Certificate of Completion .....	<b>21</b>
Child Abuse and Disabled or Aged Adult Abuse Law .....	<b>22</b>
Child Care Center .....	<b>22</b>
Class Parties.....	<b>22</b>
Class Roster.....	<b>22</b>
Code of Conduct for Students.....	<b>22</b>
Council on Occupational Education (COE) .....	<b>23</b>
Course Outlines.....	<b>23</b>
Occupational Advisory Committees .....	<b>23</b>
Curriculum Frameworks.....	<b>23</b>
Custodial Services.....	<b>23</b>
Dining Hall .....	<b>24</b>





Duplicating Services .....	<u>24</u>
Eating, Drinking, and Smoking.....	<u>25</u>
Educational Excellence School Advisory Committee .....	<u>25</u>
Expulsion and Suspension .....	<u>25</u>
Field Trips.....	<u>25</u>
Financial Aid .....	<u>25</u>
Foreign Student Assistance.....	<u>26</u>
Attendance for VISA Students .....	<u>26</u>
Industrial Cooperative Education (ICE).....	<u>26</u>
Information Board .....	<u>26</u>
Internal Accounting.....	<u>26</u>
Internet as a Tool for Learning .....	<u>27</u>
Lab and Shop Maintenance .....	<u>27</u>
Lost and Found .....	<u>27</u>
Maintenance Services .....	<u>27</u>
Media Center .....	<u>28</u>
Notary Services .....	<u>28</u>
Off-Campus use of School Board Property.....	<u>28</u>
Parking.....	<u>28</u>
Payroll and Payroll Checks.....	<u>28</u>
Personnel Files.....	<u>28</u>
Postage .....	<u>29</u>
Placement and Follow up .....	<u>29</u>
Procedures for Long Distance Calls.....	<u>29</u>
Property Control (Inventory Audit) .....	<u>29</u>
Public Address System .....	<u>29</u>
Public Telephone.....	<u>30</u>
Purchasing Supplies Procedures .....	<u>30</u>
School Academic Year .....	<u>30</u>
School Security.....	<u>30</u>
Student Clearance Procedure .....	<u>30</u>
Student Dress Code.....	<u>31</u>
Student Identification Card.....	<u>31</u>
Teacher Education Center - see Center for Professional Learning (CPL) .....	<u>31</u>
Teacher Planning Days .....	<u>32</u>
Trespassing.....	<u>32</u>
Use of School Facilities.....	<u>32</u>
Veteran Students .....	<u>32</u>
Visitors .....	<u>33</u>
Applied Academics for Adult Education.....	<u>34</u>
Zone Mechanic Repair Request.....	<u>34</u>







**SECTION 5**

**PRODUCTION SHOP POLICIES AND PROCEDURES .....35**

Production Shop Policies ..... **36**

Form Preparation ..... **37**

Production Shop Fees ..... **38**

Sales Tax ..... **38**

Sublet Repairs ..... **38**

Charges ..... **39**

“No Charge” Invoices ..... **39**

Control of Work Order and Receipt Forms ..... **39**

Collection Procedures ..... **39**

Use of Revenue ..... **40**

Prohibition of Gratuities ..... **40**



**APPENDIX A – DIRECTIVES, CALENDARS, FORMS AND MEMORANDA**

Adult Education School Calendar 2019-2020 .....	A-2,A-3
Request for Temporary Duty.....	A-4
Employee Leave Request Form .....	A-5
Application for Leave .....	A-6
Contract of Employment for Part-time Adult Education Teachers .....	A-7
Part-Time Teacher on-off Campus Visitation Report .....	A-8
Payroll Processing Schedule .....	A-9
Sign In / Out Log.....	A-10
Off-Campus Sign In / Out Log .....	A-11
Attendance Report .....	A-12
For Withdrawals Only Form .....	A-13
Re-Registration Data Input Form .....	A-14
Certification Request Clearance Form .....	A-15/A-17
Adult Counselor Referral.....	A-18
Disciplinary Probation Contract.....	A-19
Notice of Suspension for Adult Students.....	A-20
ICE Clearance Form .....	A-21/A-33
Industrial Work Order and Receipt.....	A-34
Cosmetology Work Order & Receipt .....	A-35
Outgoing Controlled Equipment .....	A-36
Incoming Controlled Equipment .....	A-37
Internal Fund Purchase Order .....	A-30
Requisition Worksheet .....	A-39/A-40
Transfer of Funds for Repair Equipment.....	A-41
Repair of Post-Secondary Equipment.....	A-42
Emergency Codes .....	A-4
Critical Incident Response Team Profile .....	A-44/A-45
Faculty Meeting Schedule.....	A-46

**Note: Appendix contents are available in the Student Services Office**





# SECTION 1

## ADMINISTRATION OF THE SECONDARY AND POST-SECONDARY EDUCATION PROGRAMS





## SECTION 1

# ADMINISTRATION OF THE SECONDARY AND POST-SECONDARY EDUCATION PROGRAMS

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

1. **SUPERINTENDENT OF SCHOOLS** – is the Chief Executive Officer of Miami-Dade County Public Schools. He has the responsibility for all matters concerning public education in Miami-Dade County.
2. **ASSOCIATE** – is responsible for all matters concerning elementary, secondary, adult and career/technical education. He/She oversees the planning, organizing and implementing of all programs related to elementary, secondary, adult, career/technical, career, and community education.
3. **ASSISTANT SUPERINTENDENT** – is responsible for the administration and supervision of elementary, secondary, adult, career/technical, alternative and community education programs at a Region Level.
4. **SCHOOL PRINCIPALS** – are responsible for the daily operation of the school, budget, personnel actions, and administrative procedures. Principals have numerous responsibilities concerning their school which include, but are not limited to, the following:
  - a. Adherence to all policies and procedures established by the School Board of Miami-Dade County
  - b. Preparation of school's Critical Incident Response Plan
  - c. Monitor and approve payroll
  - d. Monitor programs and curriculum activities
  - e. Advertisement and promotion of programs and services
  - f. Dissemination of information and curriculum with regards to professional organization
  - g. Monitor operation of all off-campus programs and classes
  - h. Develop and implement schedules to observe and evaluate instructional and non-instructional personnel
  - i. Community relations and participation
5. **ADMINISTRATIVE AND SUPERVISORY PERSONNEL** - will spend a major portion of their time evaluating, supervising, and auditing assigned educational programs in an effort to improve the quality of instruction. Among other considerations to be addressed are: contractual agreements, administrative responsibilities, community interest, policy requirements of state and federal governments, fiscal limitations, and class visitations. A supervisor's role is one of support.





# SCHOOL ORGANIZATION

## ROBERT MORGAN EDUCATIONAL CENTER AND TECHNICAL COLLEGE

### ADMINISTRATION AND SUPPORT STAFF

Mr. Reginald J. Fox.....	Principal
Mr. Robert Armand .....	Vice Principal, Post-Secondary Programs
Ms. Jennifer Rodriguez-Ledesma .....	Vice Principal, High School Program
Mr. Ricardo Blanco .....	Assistant Principal, High School Program
Mr. Bernard Johnson .....	Assistant Principal, High School Program
Ms. Ericka Caldwell-Clinch .....	Assistant Principal, Post-Secondary Programs
Mr. Scott Neufeld .....	Assistant Principal, Evening Post-Secondary Programs

### CLERICAL SUPPORT STAFF

Ms. Prudence Dispenza.....	Mr. Reginald J. Fox's Secretary
Ms. Ivette Martinez-Hill .....	Mr. Armand's Secretary/Office Manager
Ms. Irene Montoto .....	Daytime Post-Secondary Registrar
Ms. Diane Keel .....	Evening Post-Secondary Registrar
Ms. Betty McCoy.....	Treasurer
Ms. Mirtha Silverang .....	Student Services Department Chair
Ms. Alnerys Ferro .....	Financial Aid Officer
Ms. Mariol Pradere.....	SAVES Coordinator
Ms. Lawrencina Fredrick .....	GED Chief Examiner/Testing Chair
Ms. Aurea Hurtado .....	Dental Department Chair
Ms. Brenda Washington.....	Health Science Department Chair
Mr. John Martinez .....	HONDA Pact Coordinator
Mr. Tim Martin .....	Computer Science Department Head





## ADMINISTRATIVE STAFF WORK SCHEDULE

The official work schedule of the administrative staff at Robert Morgan Educational Center and Technical College is as follows:

ADMINISTRATOR	SCHEDULE	DAYS	EXT.
Reginald J. Fox, Principal	7:00 A.M. - 3:00 P.M.	M-F	2501
Robert Armand, Vice Principal, Post-Secondary Programs	7:30 A.M. - 3:30 P.M.	M-F	2191
Ericka Caldwell-Clinch, Assistant Principal	8:00 A.M. - 4:00 P.M.	M-F	2127
Scott Neufeld, Assistant Principal, Post-Secondary Programs	3:00 P.M. - 11:00 P.M. 12:30 P.M. - 8:30 P.M.	M-R F	2174

During the absence of the Principal, Ms. Jennifer Rodriguez-Ledesma, High School, Vice Principal and Mr. Robert Armand, Post Secondary Vice Principal, have the responsibility for the operation of the school during the day. In the absence of Mr. Scott Neufeld, Assistant Principal and Ms. Ericka Caldwell-Clinch, Assistant Principal, are responsible for the operation of the evening program, unless otherwise designated by the Principal. In the event both the Principal and Vice Principals are absent, the Principal will designate an Assistant Principal to be responsible for the entire operation of the school.





# SECTION 2

## TERMS AND CONDITIONS OF EMPLOYMENT





## SECTION 2

### TERMS AND CONDITIONS OF EMPLOYMENT

#### MIAMI-DADE COUNTY PUBLIC SCHOOLS' POLICY HANDBOOKS AND MANUALS

M-DCPS handbooks and policy manuals are available in the office of your program administrator. Certain other documents such as Policies and Regulations of Miami-Dade County Public Schools, Labor Relations Notebook, etc., are available in the Principal's Office. You may arrange with your program administrator for a suitable time to review these documents.

#### ABSENCE OF INSTRUCTIONAL PERSONNEL

If a teacher finds it necessary to be absent from work for any reason, daytime post-secondary teachers are to call Ms. Ivette Martinez-Hill, substitute locator, (305) 253-9920 ext. 2155 or at home (305) 259-2971. It is the responsibility of the teacher to call the substitute locator in order to make arrangements for class coverage. This should be done at least two hours or more, if possible, before the start of the scheduled workday. This is to give substitute locators sufficient time to make arrangements for class coverage. Substitute locators must then inform the appropriate program supervisor and the payroll clerk. In the event of an extended absence, teachers should call the substitute locator/payroll clerk Ms. Ivette Martinez-Hill, two hours prior to the end of their workday to report the extended absence. Teachers are also required to call their respective program supervisor of extended absences. Failure to follow these procedures could result in an instructor being charged an additional day(s) absent.

An Employee Leave Request Form and Payroll Card must be completed to report all absences.

#### ADDITIONAL RESPONSIBILITIES

- a. To complete and submit attendance reports on the dates requested (submitted student withdrawal forms on the effective day)
- b. To meet all deadlines relative to reports and documents.
- c. To keep students informed of important calendar dates.
- d. To be informed by reading all memoranda and sharing information with students when required.
- e. Career/technical teachers are required to input completed competencies and Occupational Completion Points achieved in the Focus School System at the end of each term.
- f. To notify the appropriate administrator or his/her designee in advance if he/she is unable to meet his/her class or, is unable to arrive on time. Emergency Lesson plans for on-campus teachers must be submitted to Ms. Ivette Martinez Hill and are maintained in the Student Services Office.







## BREAK, LUNCH AND DINNER PERIODS

All break and lunch/dinner periods are established at the beginning of each trimester. All instructors must adhere to their schedules. Instructors and adult students are permitted to leave the campus for lunch or dinner, but must return by the end of the allocated time.

## EMERGENCY LESSON PLANS

Each instructor is required to prepare and submit to the program administrator an emergency lesson plan which can be used for the operation of the class in the case of an emergency.

In situations where the instructor has advanced knowledge that he/she will be absent on a given day, a set of instructions for the substitute should be prepared and left with the program administrator, department head or substitute locator.

## EMPLOYEE ARREST

Any employee who is arrested **must** notify the administration of Robert Morgan Educational Center and Technical College immediately (School Board Rule 6GX13-4A-1.21.) <http://www.dadeschools.net/board/rules/Chapt4/4a-1.21.pdf>

Instructional employees who hold Department of Education teaching certificates are required to self-report within 48 hours to appropriate authorities any arrest and final dispositions of such arrest other than minor traffic violations. Driving under the influence (DUI) is not considered a minor traffic violation.

Personnel willfully failing to report such occurrences to the respective administrator and/or appropriate police agency will be subject to disciplinary action.

## EMPLOYEE ASSISTANCE PROGRAM

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

The Board and the Unions will provide assistance to such employees through the establishment of an Employee Assistance Program. The Employee Assistance Program is intended to help employees and their families who are suffering from problems that may jeopardize an employee's health and continued employment. The program's goal is to help individuals by providing consultation, treatment, and rehabilitation to prevent their condition from progressing to a degree, which will inhibit their work performance. <http://eap.dadeschools.net> and <http://eap.dadeschools.net/scope.htm>

Referrals to the Employee Assistance Program include employees who refer themselves to the program voluntarily, employees who are referred by their family, and employees who are referred by supervisors.

Appropriate measures established by personnel file provisions, state statutes, and federal regulations will be taken to insure the confidentiality of records for any person admitted to the program. For more information, call the Employee Assistance Program office at (305) 995-7111.





## EMPLOYEE DRESS CODE

The primary purpose of this institution is to prepare students for employment. All employees are requested to wear appropriate business/industry attire for their area of instruction or responsibility. All non-instructional (custodial/security) personnel are required to wear uniforms as a condition of employment.

## EMPLOYEE IDENTIFICATION BADGES

In order to differentiate between school personnel, students and members of the community, **ALL EMPLOYEES** of Robert Morgan Educational Center and Technical College must wear personnel identification badges while on duty **AT ALL TIMES.**

## EMPLOYEE WORKDAY (INSTRUCTIONAL PERSONNEL)

For payroll purposes, all full-time employees must initial in when they report to work and initial out when leaving the campus. **Under NO circumstances is any employee to initial out at the same time he/she initials in.** The teaching day for all full-time instructors is **seven hours and twenty minutes.** In accordance with the M-DCPS/UTD Contract, five hours of this time is spent with students in direct instructional activities. Thirty minutes are allowed for lunch/dinner; the remaining portion of the workday is spent in planning and preparation.

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

On a school day that immediately precedes a holiday or vacation; the teacher's day shall end at the closing of the students' day. If the holiday falls on a Monday, the employee's day on the preceding Friday will end at the closing of the students' day. Emergency situations involving the necessity for leaving school early, and other workday procedures, are listed in Section 3 of Article XXIII of the UTD/M-DCPS contract.

## EQUIPMENT REPAIR

Report non-operating equipment to your administrator. He/she will advise you of the steps that must be taken to obtain estimates for the repair. **(See Appendix A-41 / A-42)** Employees should not make arrangements for equipment repair unless approval is granted. Computer repairs must be submitted to the school's Technology Coordinator by submitting a Heat Ticket at <http://www.robertmorgantech.net/>

## FACULTY MEETINGS

Except in the case of an emergency, no more than two (2) faculty meetings will be conducted each month. Excluding meetings on planning/preparation days, instructors are required to extend the workday for the purpose of attending faculty meetings. Such meetings will be of no more than one hour duration and will begin no more than ten minutes after the time scheduled for student dismissal. **(Appendix A-46)**





## FILE FOLDERS (STUDENT)

An active file must be maintained on each student enrolled in your class. The file should contain such items as: student information cards, individual progress charts, test results, anecdotal information, student referrals, individual achievements, and any other materials, which are deemed to be pertinent to the student's accomplishments and progress in the class. **Student progress charts must be kept for at least three years for audit purposes.**

## FOCUS SCHOOL SYSTEM

All career/technical instructors are required to complete The Focus School System online for each student in a career and technical educational certificate class. Information collected will be used to meet mandatory administrative- information needs which directly relate to state and federal funding. The information report must indicate the status of each student as of the end of the period for which the record applies. All data submitted to the Department of Education should be carefully documented for audit purposes. Refer to WDIS Refresher Course reference manual and the VACS Manual for more information.

The data coming from this system is used to evaluate the effectiveness of applied technology programs and garner earned funding from the state; student follow up surveys are conducted on career/technical certificate completers.

## KEYS

Instructors are not permitted to have master keys. This is an M-DCPS policy. If you possess an unauthorized general master key, you may be held liable for missing equipment, etc. Any lost or missing keys shall be reported immediately to your administrator.

## LEAVE CARDS

All personnel absent from work, for whatever reason, must complete an Employee Leave Request Form and a leave card for compliance with payroll procedures.

## LEAVING THE PREMISES DURING SCHOOL HOURS

Full-time employees may leave the work location during the hours they are not directly responsible for students, provided prior authorization has been given by the Principal or his/her designee. Before leaving, the employee must sign out on the "SIGN OUT SHEET" kept in Student Services. When signing out, employees should indicate the time they leave, and destination. Upon return, employees must sign in and identify the time. This is mandatory for all employees.

## LESSON PLANS

Lesson planning is an essential teaching tool that is necessary for the evaluation process of all instructional personnel. The principal or supervising administrator has the authority to determine whether or not instructional objectives and related course content are consistent with the educational policies and instructional guidelines established by the school district. The format or organization of lesson plans is best determined by the individual instructor; however, the program administrator or department head will be available to assist with lesson plans when necessary.





## PART-TIME INSTRUCTIONAL EMPLOYEES

Part-time instructional employees are paid only for the number of hours that the class meets or the number of student contact hours. All part-time instructional personnel must sign a Contract of Employment as a condition of employment. For payroll purposes, it is the responsibility of the instructor to sign in and out for the appropriate number of hours he/she is in attendance and not to exceed the number of hours the class meets. Part-time teachers will be observed by their program administrator using the On-Campus/Off-Campus Visitation Report.

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

## PERSONAL LEAVE, SICK LEAVE, ETC.

From time to time, it will become necessary for administrators and instructional personnel to be absent from the work location. If an employee is absent from the work location, it will be necessary for him/her to request the appropriate leave. The leave must be classified as one of the following:

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

**Temporary Duty.** Temporary duty means the employee is reporting to a work location within the Miami-Dade County Public School System other than Robert Morgan Educational Center and Technical College. This type of leave must be supported with the appropriate forms and documentation.

**Professional Leave.** Professional leave should be used when an employee finds it necessary to be away from his/her assigned duties to participate in scheduled professional activities either at or away from the Center, within or outside of the School District. Whenever it becomes necessary for the employee to take a professional leave, the appropriate form must be directed to the Principal outlining the activity the employee wants to attend and requesting approval for attendance. Appropriate documentation announcing the activity and listing all necessary fees and other pertinent information must accompany the form. Approval or disapproval of the leave will be noted on the form and this will be returned to the supervising administrator.

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

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





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

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

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

2. **Illness and/or death of:**

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

**Vacation Leave.** Vacation leave may only be earned by non-instructional personnel, and other employees who are on the C payroll. The number of days earned per month varies depending on the classification of the employee. Unlike leave without pay, personal leave and sick leave, **vacation leave cannot be taken at will.** This time must be requested and approved at least five (5) days before it is taken. Whenever a qualified employee desires vacation leave time, the appropriate form should be submitted to the appropriate supervising administrator with the request for the desired vacation days. Once pre-approved by the appropriate administrator, a copy of such form must be forwarded to the Principal's office for final approval. Administrative personnel must submit their request for vacation leave directly to the Principal's office, and a request for the specific vacation leave must be submitted for approval to the Principal a week prior to the leave date(s). The request should include dates of vacation leave and the administrator who will assume administrative responsibilities for personnel under their supervision in their absence. (This information must also be communicated to all persons under **their supervision**).

**Employee Leave Request Form.** If at a certain time during the day an employee needs to leave the worksite to visit a physician, for an urgent matter, or to depart early, an Employee Leave Request Form must be completed. The form must be initialed by the appropriate program administrator and forwarded to the Principal's office for final approval.

It is the responsibility of the employee to call the program administrator if he/she will be late returning from their appointment. The payroll office must be notified to assure payroll reporting procedures are followed.

**Sabbatical Leave.** Sabbatical leave may be taken when it becomes necessary to be away from the worksite for a long period of time to study or travel. Employees who find it necessary to take Sabbatical Leave should consult with the Principal regarding specifics so that proper procedures might be followed.

**Leave of Absence.** Whenever an employee finds it necessary to take a leave of absence (more than 30 days) for any reason, a Leave Form must be completed, signed by the Principal and forwarded to the Leave Office for approval. Other leave information may be obtained from the Principal's office as needed.

Leave cards must accompany the Employee Leave Form for the signature of the Principal or designee.





## PLANNING/PREPARATION DAYS

The majority of time during teacher planning/preparation days is to be used by the teacher for instructional planning, recording of grades, and/or instructional activities. The Principal or immediate supervisor will assist teachers in utilizing planning days by providing materials and other instructional data when requested. Days designated on the school calendar as planning/preparation days, pre/post-planning days or teacher workdays will not be used for area or county meetings except as designated on the school calendar. The principal and program administrator may at times schedule in service training workshops for instructional personnel.

## POSSESSION OF WEAPONS

Under no circumstances is it permissible for any M-DCPS employee to have in his/her possession a weapon of any kind. As set in Board Rule 6Gx13-4A-1.302, the consequence of carrying a weapon on any school site is immediate dismissal. <http://www.dadeschools.net/board/rules/Chapt4/4a-1.302.pdf>

## PROFESSIONAL CONDUCT

All persons employed by the School Board of Miami-Dade County, Florida, are representatives of Miami-Dade County Public Schools. As such, they are expected to conduct themselves in a manner that will reflect credit upon them and the school system. Unsuitable conduct of the use of abusive, sarcastic, and/or profane language in the presence of students is expressly prohibited.

## PROFESSIONAL CODE OF ETHICS

### RULES OF THE STATE DEPARTMENT OF EDUCATION

Members of the instructional staff of the public schools are subject to the rules of the State and District Board of Education which states teachers shall: teach efficiently and effectively using the books and materials required, follow the prescribed courses of study, and employ approved methods of instruction as provided by law and the rules of the State Department of Education.

State Board Rule <http://www.dadeschools.net/board/rules/Chapt4/4a-1.213.pdf> “Code of Ethics”, 6B-1.001, 6B-1.006: Code of Ethics

6B-1.006: The Principles of Professional Conduct

Page I-11: How to use Common Sense and Professional Judgment to Avoid Legal Complications in Teaching

Page I-13: Common Sense Suggestions for Non-Instructional Personnel

## PROFESSIONAL RESPONSIBILITIES

Whatever the educational setting, there are certain professional responsibilities that teachers have toward students and their profession. The following are three sources for such standards:

**EDUCATION STANDARDS COMMISSION** – “The Code of Ethics of the Education Profession in Florida and The Principles of Professional Conduct for the Education Profession in Florida.” <http://www.dadeschools.net/board/rules/Chapt4/4a-1.21.pdf>, for State of Florida Code of Ethics and Florida Statutes for the Education Profession.





**THE CONTRACT BETWEEN THE UNITED TEACHERS OF DADE AND THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA.** [http://www.utofd.com/UTD\\_NegotiationsContracts/Contract\\_2003\\_06/03-06ContractTableofContents.htm](http://www.utofd.com/UTD_NegotiationsContracts/Contract_2003_06/03-06ContractTableofContents.htm)

**PROCEDURES FOR A SAFE LEARNING ENVIRONMENT.** All MDCPS employees are governed by the guidelines established in Board rule 6Gx13- 4-1.08, 6Gx13- 4A-1.03, 6Gx13- 4-1.05, 6Gx13- 5D-1.08, 6Gx13- 4-1.06, 6Gx13- 4C-1.3 <http://www.dadeschools.net/board/rules/> for selected School Board Rules

## PROFESSIONAL GROWTH

Teachers should avail themselves of every possible opportunity to attend and participate in professional meetings and should keep themselves abreast of developments in their subject area through attendance at such meetings, acquaintance with professional publications, and participation in service activities. Teachers should be informed about curriculum innovations and standards and they should initiate recommendations for curriculum change at the school level. <http://www.dadeschools.net/board/rules/Chapt4/4c-1.03.pdf>

## PROGRESS CHARTS

An individual progress chart listing the specific competencies of your course must be maintained for each student enrolled in your class. These charts must be up to date with competencies completed and kept on file in the student's folder. Progress charts can assist in determining program completers for the Focus School System.

## PROGRESS REPORTS

When it is apparent that a student is making unsatisfactory progress, it is a School Board Rule that the student be notified in writing.

## REPORTING CRIME AND DISRUPTIVE BEHAVIOR

All employees of the Miami-Dade County Public School System are under an affirmative duty to report any criminal act and/or disruptive behavior occurring on School Board property to the responsible administrator or designee. This administrator has the responsibility to conduct an immediate investigation of the allegation and, upon verification of a criminal act and/or other law violation, report to the appropriate police agency and to the Miami-Dade County Schools Police Department. (School Board Rule 6Gx13-4A-1.21) <http://www.dadeschools.net/board/rules/Chapt4/4a-1.21.pdf> The Miami-Dade County Public Schools Police Department will also determine the extent of follow-up by Investigative Specialists.

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

## RIGHT TO PRIVACY

Instructors are not to release any information on students' attendance, progress, etc., to anyone including parents and/or spouse. Inquiries by phone or in person should be referred to Student Services. For more information refer to Florida Statutes

[http://www.flsenate.gov/Statutes/index.cfm?App\\_mode=Display\\_Index&Title\\_Request=XLVIII#TitleXLVIII](http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Index&Title_Request=XLVIII#TitleXLVIII)





## TEACHER CERTIFICATION

Members of the instructional staff shall maintain all certifications, licenses and job requirements as a condition of employment. Failure to do so shall warrant disciplinary action up to and including dismissal from all employment.

Any loss of certification, license or job requirement shall immediately be reported by the instructional staff member to his/her site supervisor. Failure to do so shall constitute a violation of this rule. More information is available on <http://certification.dadeschools.net>, <http://pers.dadeschools.net/>

## TEACHER OBSERVATION AND EVALUATION

The Instructional Performance Evaluation and Growth System (IPEGS) Observation of Standards Form - Instructional Support Personnel Edition is a component of the evaluation process utilized by instructional personnel in Miami-Dade County Public Schools. Forms 7313, 7314, 7315, 7316, 7317, 7318

<http://forms.dadeschools.net/>

Instructor assessment should serve the following purposes:

- Aid the individual instructor to grow professionally.
- Raise the standards of the teaching profession as a whole.
- Raise the quality of instruction and educational services to the community.

## UNION BARGAINING AGENTS

The United Teachers of Dade (UTD) is the exclusive bargaining agent for Miami-Dade County instructors, paraprofessionals and clerical employees. Each of its members and the affiliating union (AFSCME) agree to the concept that all employees support the operation of schools in Miami-Dade County.

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

Further information can be obtained from the specific UTD and AFSCME contracts located in the Principal's Office or see your Union Steward.

For additional information in the various union bargaining contracts, employees are encouraged to visit the M-DCPS homepage at:

For M-DCPS Home Page: <http://www2.dadeschools.net/index.htm>

For M-DCPS for Employees: <http://www2.dadeschools.net/employees/employees.htm>

For M-DCPS Electronic Staff Handbook: <http://www.dadeschools.net/ehandbook/index.htm>

For AFSME Contract: <http://www.dadeschools.net/employees/laborcontracts/afscme/index.htm>

For UTD- MDCP: [http://www.utofd.com/UTD\\_NegotiationsContracts/Contract\\_2003\\_06/03-06Contract-TableofContents.htm](http://www.utofd.com/UTD_NegotiationsContracts/Contract_2003_06/03-06Contract-TableofContents.htm)







## SECTION 3

# EMERGENCY PROCEDURES





## SECTION 3

### EMERGENCY PROCEDURES

#### **BUILDING EMERGENCY EVACUATION**

Any drill or actual emergency evacuation in our school must be conducted in a serious and speedy manner. Building evacuation routes are posted in each room and must be followed. Teachers must review emergency evacuation procedures with their students during class orientation. Complete student silence is necessary to insure that all students may hear teacher or administrative instructions. Students must keep clear of emergency personnel.

#### **BOMB SCARES**

In the event of a “Bomb Scare”, follow the same evacuation procedures listed for evacuation.

#### **CRITICAL INCIDENT RESPONSE PLAN (CIRP)**

The Principal will be responsible for developing and implementing the schools’ Critical Incident Response Plan (CIRP). The CIRP will include specific emergency procedures and personnel assignments that will be reviewed with all faculty and staff. The CIRP will be practiced as part of the emergency evacuation drills required by the school.

#### **COORDINATION**

The Principal will coordinate efforts of all personnel, which include: administrative, staff, police, security, and also students. When the emergency is over, the Principal will meet with representatives of the media, if it is deemed advisable. The Vice Principal or Assistant Principal, upon notification of an emergency, will alert security personnel to go to their respective posts. Each M-DCPS site will devise its own internal design to account for the different floor plans.

#### **MEDIA**

All news media personnel will be escorted to the Principal’s office. The Principal must pre-approve all news releases, comments, etc., including telephone contacts. If a news media person contacts a staff member, the staff member is required to connect the media caller to the Principal or to the Assistant Principal. If neither the Principal nor Assistant Principal is available, then the telephone number of the caller should be noted and given to the Vice Principal.

#### **ELECTRICAL FAILURE**

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





## ILLNESS OR ACCIDENT OF STUDENT

Any student who becomes ill while in class should be sent to the office. DO NOT ADMINISTER MEDICATION. However, if necessary the Dade County Fire/Rescue Squad will be called from the Main Office. No instructor should call the Rescue Squad without permission from an administrator.

## POSSESSION OF A WEAPON

No employee or student is allowed to bring a firearm, weapon, or destructive device on school property. Any employee in violation of this rule is subject to dismissal, and any student is subject to expulsion. (See School Board Rule 6Gx13-4A- 1.32) <http://www.dadeschools.net/board/rules/Chapt4/4a-1.32.pdf>

## SCHOOL EVACUATION

The following procedures will assure a successful emergency evacuation:

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

For more specific information see the - **Critical Incident Response Plan and the M-DCPS Electronic Staff Handbook** online at [http://ehandbooks.dadeschools.net/policies/29/ESH\\_0506/index.htm](http://ehandbooks.dadeschools.net/policies/29/ESH_0506/index.htm)





## SECTION 4

# POLICIES AND PROCEDURES





## SECTION 4

### **POLICIES AND PROCEDURES ATTENDANCE PROCEDURES**

Teachers are to follow attendance procedures as outlined in the **Adult and Community Education Handbook**. Each center is responsible for providing accurate attendance data. To ensure proper reporting, detailed information and training should be provided to instructional staff as to the proper coding of attendance in the electronic gradebook, Focus.

After appropriate assessment and counseling, students may be scheduled into any combination of classes offered at the site.

At the time roll is taken, attendance must be recorded **daily** on the official M-DCPS electronic gradebook, Focus. Attendance should be completed by the end of each class period.

Withdrawals and re-entries are recorded in the electronic gradebook. See the Reference Manual section for the link to access information on how to use the electronic gradebook, Focus.

#### **ATTENDANCE FOR VISA STUDENTS**

Students with a student visa or a visitor who wants to obtain a student visa must report to the International Student Office prior to registration. Visa students are under special regulations issued by the Immigration and Naturalization Service. They must maintain full-time status (25 hours per week of attendance) and satisfactory academic progress (SAP). Visa students must be referred in writing to the Student Services on their third (3<sup>rd</sup>) unexcused absence within a month. Visa students who violate their probationary status may be dismissed from school and reported to the Foreign Student office.

The Foreign Student Office is located at:  
489 East Drive, Miami Springs, FL 33166  
Tel. # (305) 884-2044





## WITHDRAWAL

Withdrawal of students occurs upon the sixth (6<sup>th</sup>) consecutive absence for both adult general education classes and career/technical classes or at any other time the student officially withdraws. The withdrawal is indicated with the appropriate withdrawal code. Withdrawals must be immediately submitted to the registrar using the Post-Secondary Form so that the student record can be updated.

Veterans utilizing Veterans Administration benefits are withdrawn on the third (3<sup>rd</sup>) absence of any month. These absences do not need to be in succession. The “W” will appear the day following the third (3<sup>rd</sup>) absence.

## RE-ENTRY

“Re-entering” is the term used when a student has been withdrawn from a class and subsequently re-enters the same class.

Students’ payment records are checked to determine whether refunds were issued when these students initially withdrew. The way in which fees will be affected by a reentry depends on the previous withdrawal code and the re-entry code.

1. Students dropped for non-attendance and wishing to re-enter pay the adjusted amount of fees, if any, at the time of re-entry.
2. Administrative re-entry is at no charge to the students. However, refund requests as well as the actual disbursement of refunds should be checked in regard to these students to ensure that no refund was provided at the time of original withdrawal.
3. If an adult center maintains a waiting list for an AGE or career/technical course, openings should be filled through the waiting list.

For more detailed information concerning withdrawal and re-entry procedures, consult the *Manual*.

## FALSIFICATION OF ATTENDANCE RECORDS

The presentation of reasonable and satisfactory proof that any teacher has falsified attendance records for which he/she is responsible shall be sufficient grounds for the revocation of his/her teaching certificate and termination of employment.

Willful falsification of records is a federal offense and punishable by law. Unwillful falsification of records has resulted in charges of overpayment for which the individual and/or training institution have been held liable.





## BOOKSTORE

The bookstore stocks the various textbooks required for all courses offered at Robert Morgan Educational Center and Technical College. Other items such as drafting materials, cosmetology kits, safety glasses, pencils, pens, rulers, school shirts, etc. are also available for purchase.

Bookstore hours are posted near the entrance to the bookstore. The bookstore operates on cash and credit cards (Master Card and VISA) sales only. Please remind students that checks are not accepted for payment of items purchased from the bookstore, and refunds will not be issued for any reason.

Students receiving books through grants or special programs may pick up books and supplies the next work-day after the bookstore personnel receives and processes the **approved AUTHORIZATION FOR CHARGE BOOKS AND SUPPLIES**. It can be found on the Records and Forms Management Web Site <http://forms.dadeschools.net/search.asp> **Form 4013**

## OCCUPATIONAL ADVISORY COMMITTEES

Occupational Committees are representatives from business and industry active in a selected program area who provide recommendations and give consultative advice to school personnel regarding matter of:

1. Determining training needs and training responsibilities.
2. Locating and recommending potential instructors.
3. Recommending equipment and instructional materials.
4. Establishing equipment standards for training.
5. Suggesting "Live Projects" to be used as instructional vehicles to obtain training objectives.
6. Counseling, guiding, and placing students.
7. Strengthening public relations and publicity.
8. Developing ideas and suggestions that strengthen the program.
9. Conducting possible employment interviews and hiring.

## CAMPUS BEAUTIFICATION

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

## CERTIFICATE OF COMPLETION

Certificates will be issued to students who successfully complete all program and test requirements. The instructor, program administrator, registrar, treasurer, and counselor must sign the clearance form indicating that all program/school obligations have been met before a certificate is issued to a student. A copy of the progress chart and TABE scores and Section 504 Plan must be attached to the clearance form. A graduation ceremony is held once a year to acknowledge program completers; family and friends are invited.





## CHILD ABUSE AND DISABLED OR AGED ADULT ABUSE (LAW)

Under Florida Law, school instructors and other school officials are **legally obligated** to report suspected child abuse and disabled or aged adult abuse directly to the Department of Children & Families authorities. Florida Law protects those reporting such abuse in two ways - immunity from liability and confidentiality. Anyone making a report “in good faith” is specifically immune from any civil or criminal charges that might result. More information is available in the Media Center. Refer to Electronic Staff Handbook Section II, Instructional Operations. [http://ehandbooks.dadeschools.net/policies/29/ESH\\_0506/index.htm](http://ehandbooks.dadeschools.net/policies/29/ESH_0506/index.htm)

## CHILD CARE CENTER

Robert Morgan Educational Center and Technical College operates a child care center which is part of the Early Childhood Education program. Students and staff with young children between the ages of 4 months and 5 years may apply to utilize this service for a minimal fee. The child care center operates from 7:00 a.m. to 4:20 p.m.

## CLASS PARTIES

School Board Policy prohibits class parties. However, observance of special events such as birthdays, special achievements, etc. may occur within limitations established by a member of the school’s administrative staff.

## CLASS ROSTER

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

## CODE OF CONDUCT FOR STUDENTS

When entering Robert Morgan Educational Center and Technical College, a student is presented with many opportunities and responsibilities. In order to succeed in their chosen fields, students must respect the rights and property of all individuals. It is important to realize that the actions of students reflect upon the total student body as well as Robert Morgan Educational Center and Technical College and its faculty. Therefore, the student must assume the responsibility for his/her actions to insure his/her conduct meets the standards of this institution. Students may be expelled for inappropriate conduct as described in MDCPS, Post-Secondary Code of Student Conduct Handbook. For more information refer to Robert Morgan Educational Center and Technical College’s website and resources: <http://www.robertmorgantech.net/>







## **COUNCIL ON OCCUPATIONAL EDUCATION (COE)**

Robert Morgan Educational Center and Technical College is accredited by the COE. This accreditation assures that our school provides quality and integrity in career and workforce development. This prestigious association qualifies our institution to receive and offer federal financial aid services to our students and workforce development education to veterans from our armed forces. COE website: <http://www.council.org/>

## **COURSE OUTLINES**

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

## **CURRICULUM FRAMEWORKS**

Each program has a state-approved Curriculum Framework with student performance standards designed to prepare students for employment or to provide supplemental training for persons previously or currently employed in the occupational area. All intended outcomes or student performance standards must be mastered or demonstrate a passing grade before a student completes a program and is issued a certificate. All Curriculum Framework can be accessed from The State Department of Education (DOE) website.

Adult Basic Education Curriculum Frameworks web site: [http://www.firn.edu/doe/dwdframe/ad/ad\\_frame.htm](http://www.firn.edu/doe/dwdframe/ad/ad_frame.htm)

Career and Technical Curriculum Frameworks web site: [www.firn.edu/doe/dwdframe/](http://www.firn.edu/doe/dwdframe/)

## **CUSTODIAL SERVICES**

The school's custodial services are essential for the cleanliness and beautification of the physical plant. The physical layout of the school provides a challenge to custodial personnel. Since we are a technical education center, we have large industrial shops/labs that must be maintained to meet industry standards. Teachers are requested to assist with the cleanliness of their shop/lab areas to complement the services provided by our custodial personnel.

To ensure the cleanliness of the school, Robert Morgan Educational Center and Technical College has three custodial shifts to provide the needed services. All custodial service related questions should be directed to Ms. Ericka Caldwell-Clinch and she will forward it to the appropriate Head or Lead Custodian. If it is something that cannot be repaired, the Zone Mechanic will be contacted.





## DINING HALL

For adult students, lunch and dinner is prepared by the students in the Baking and Pastry, Professional Culinary Arts & Hospitality and high school students in the Entrepreneurship strand of Culinary Arts for a nominal fee.

The dining hall is managed by Ms. Roxana Roldan, Food Service Manager, and operated by students as a part of their training. The cafeteria is open Tuesday - Friday from 9:30 a.m. - 10:15 a.m.; Tuesday - Friday from 11:00 a.m. - 12:30 p.m.; and Monday - Thursday from 7:30 p.m. - 8:30 p.m. Vending machines are available in the mall area and in the dining hall. **No food or drinks are allowed in instructional areas.**

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



## DUPLICATING SERVICES

There is a multi-use Xerox machine available for teachers use in the copy room. Copied materials must be copy in compliance with copyright law. Refer to School Board Rules of Miami-Dade County <http://www.dadeschools.net/board/rules/SBRTO.htm> 6Gx13- 4C-1.063, 6Gx13- 4C-1.06, 6Gx13- 4C-1.061 and to the Electronic Staff Handbook, Section II - Instructional Operations [http://ehandbooks.dadeschools.net/policies/29/ESH\\_0506/index.htm](http://ehandbooks.dadeschools.net/policies/29/ESH_0506/index.htm)





## EATING, DRINKING AND SMOKING

Instructors and students are not permitted to eat, drink, or smoke (includes use of e-cigarettes) in any classroom, shop, or laboratory. All eating and drinking should be confined to designated areas in each building.

**Smoking, the use of alcoholic beverages, and illegal use of drugs are expressly prohibited anywhere on campus.**

The use of tobacco products is prohibited in all Miami-Dade County Schools owned/leased facilities and vehicles. All employees shall abide by the terms of the Tobacco-Free Work Place Policy as a condition of employment. (School Board Rules 6Gx13- 4-1.06). <http://www.dadeschools.net/board/rules/Chapt4/4-1.06.pdf>

## EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL

The representation on the Educational Excellence School Advisory Council (EESAC) includes persons representing instructional, clerical, support services, business and community (parents) representatives, students and administrative staff. School based members must be elected by their peers.

The EESAC meets on a monthly basis to address issues that affect the school. Items for consideration for the Council agenda must be submitted to the Principal's office a week prior to the scheduled meeting. The EESAC also contributes to the School's' Improvement Plan.

## EXPULSION AND SUSPENSION

Refer to Post Secondary CODE OF CONDUCT FOR ADULT STUDENTS. For more information refer to Robert Morgan Educational Center and Technical College's website. <http://www.robertmorgantech.net/>

## FIELD TRIPS

Instructors and students are authorized to go on educational related field trips with prior approval from area supervisor and Principal. Request for field trips must be submitted at least two (2) weeks in advance. These can be found on the Records and Forms Management website <http://forms.dadeschools.net/search.asp>

**Forms -2431, 3530**

## FINANCIAL AID

Students enrolling in certificate programs of 600 hours or more may qualify for financial aid to assist them in meeting their expenses. The programs consist of grants and loans. For additional information and applications, see the Financial Aid Officer located in the Financial Aid Office. Additional information will be distributed yearly to all enrolled students and employees and can be found at <http://www.robertmorgantech.net/>





## FOREIGN STUDENT ASSISTANCE

A Foreign Student Advisor is available to assist students with a Visa with immigration problems. The advisor is located at The Foreign Student Office is located at: 489 East Drive, Miami Springs, FL 33166.

Tel. # (305) 884-2044. students with a Visa **must** be registered with the Division of Foreign Students.

## HIV/AIDS INFORMATION

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

## INDUSTRIAL COOPERATIVE EDUCATION (I.C.E.)

Any student who has completed at least 50% of a Trade and Industrial training program and has obtained employment in the field of training may be recommended by his/her instructor for the Industrial Cooperative Education (I.C.E.) program. Students who qualify for the I.C.E. program should be referred to the appropriate administrator for processing. Forms can be found on the Records and Forms Management website: <http://forms.dadeschools.net/search.asp> **Forms: 5726, 4542, 4562, 3604, 2413 (Post-Secondary) and Form: 2420 (Students between 16-18 years of age)**

## INTERNAL ACCOUNTING

The policies and procedures for collecting and expending all Internal Funds are governed by Board Rules. The Manual of Internal Accounting provides guidelines for complying with these rules. All policies and procedures must be followed for **collecting** and **expending** internal funds. Failure to follow internal fund procedures may result in Administrative action.

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

Any expenditure requested through Internal Funds should first be submitted on an internal fund purchase order form with quote(s) attached. Submit to the immediate supervisor for approval. See Business Services for certain restrictions on amounts over \$749.00. After it has been determined by the Business Office that funding is available, you must obtain final approval from Principal/Designee.

Once final approval has been obtained, the requestor will submit purchase order to the Treasurer in the Business Office to obtain an official purchase order number. The request will be returned to the requestor to place their order. Orders should be placed as soon as possible.





You must notify the business office immediately upon receipt of your order. Your signature will be required on the official invoice and check request.

## INTERNET AS A TOOL FOR LEARNING

The purpose of providing students and employees access to the Internet is to promote academic excellence as part of the district's educational objectives. COE website: <http://www.council.org/> Acceptable use policy for the Internet School Board Rule 6Gx13-6A-1.112: <http://www.dadeschools.net/board/rules/Chapter6/6A-1.112.pdf> Miami-Dade County Public Schools E-Mail Policy: Refer to <http://www2.dadeschools.net/schoolboard/rules/ch4txt.html> **Rule 6Gx13- 4C-1.064**

## LAB AND SHOP MAINTENANCE

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

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

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

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

## LOST AND FOUND

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

## MAINTENANCE SERVICES

Robert Morgan Educational Center and Technical College has a full-time Zone Mechanic on duty to perform minor repairs of the building and classroom areas. The Zone Mechanic will refer major repairs to the School Board Department of Maintenance. Your building administrator has the appropriate form to request repair services from the Zone Mechanic. Safety hazards are to be reported immediately to the schools' administration.

Custodians are on duty 24 hours a day (Mondays through Fridays) at Robert Morgan Educational Center and Technical College. Light custodial duties are performed while classes are in session. Heavy cleaning and major custodial duties are performed after classrooms are vacated. Should you need the assistance of a custodian, contact your building administrator.





## **MEDIA CENTER**

The Media Center contains a collection of technical and industrial books that instructors and students may borrow. Automotive manuals, reference books, and career materials are also available. Trade journals for the various career/technical/ areas are ordered through the Media Center and distributed directly to each department.

The Media Center has an extensive collection of videos and other audiovisual materials that instructors may use to supplement their instructional program. These AV materials, and the equipment needed to view them, may be borrowed from the Media Center for classroom use. Additional equipment available include: televisions, video CD/DVD players, projection screens and LCD panel, filmstrip projectors, LCD panels. All materials should be returned the same day unless other arrangements have been made.

Teachers taking college classes are encouraged to use the media center resources when completing assignments or researching information.

## **NOTARY SERVICES**

Notary services are available for school related documents only. Inquire in the Main Office.

## **OFF-CAMPUS USE OF SCHOOL BOARD PROPERTY**

Staff members who need to use School Board property for any purposes other than instructional use off campus must complete the appropriate form and obtain an administrator's signature.

## **PARKING**

All instructors must park in the faculty and staff parking areas and display the RMEC & TC parking decal in the window. Please observe the **"No Parking"** signs for safety reasons. The instructor is also responsible for advising his/her students to park in the designated student parent lot; failure to adhere to the rules may result in cars being towed.

## **PAYROLL AND PAYROLL CHECKS**

Full-time instructors are paid according to the current salary schedule as approved by the Miami-Dade County School Board. Part-time instructors are paid for actual class contact time according to the pay schedule for hourly employed instructors. Pay checks are issued by direct deposit. If an error has been made on the paycheck, you should immediately notify the RMEC & TC Payroll Department. **Please do not call the Payroll Department at the district office**

## **PERSONNEL FILES**

Personnel files are confidential and are secured in the Principal's Office. Access to your file may be requested from the Office Manager.





## POSTAGE

The school postage is to be used for official school business only. Teacher/student personal correspondence relative to certificate/license and resumes are **not** considered official school business. All mail put in the box for postage must have the **individual** or **department** from whom it is sent in the **top left corner** of the envelope or it will not be mailed.

## PLACEMENT AND FOLLOW UP

Individual instructors help students with job placement. In addition, local businesses and industries recruit employees from our campus. Students seeking employment must possess the demonstrated proficiency level of employability skills needed for employment.

## PROCEDURES FOR LONG DISTANCE CALLS

All long distance calls must be approved by the Vice Principal.

## PROPERTY CONTROL (Inventory/Audit)

Equipment valued at \$1,000 or more are assigned a Property Control (PC) number for identification and inventory purposes. The school is responsible for equipment listed on this inventory. Please do not alter or remove property control numbers on equipment, furniture, etc. that has been assigned a PC number.

Equipment with PC numbers should not be moved from the area for which it was purchased or moved to another location within the school before completing the proper “transfer of equipment” forms. See Mr. Robert Armand, Vice Principal, for procedures.

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

Surplus, obsolete, or unrepairable equipment with PC numbers must be disposed of using the proper forms and procedures.

When equipment with a PC number is transferred from other locations to become part of our inventory the appropriate form must be completed.

Equipment valued at less than \$1000.00, must be kept in the in-house inventory control document.

## PUBLIC ADDRESS SYSTEM

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





## **PUBLIC TELEPHONE USE**

Telephones are available in the Main Office for emergency use only. Personal calls are not permitted from the Main Office telephone.

## **PURCHASING SUPPLIES PROCEDURES**

Submit all requests for materials and supplies to your department head or program administrator on a purchase order form. For purchases less than \$750.00, you will need to submit requests on an internal funds purchase order. Use a separate form for each vendor; and type of item (i.e. supply, software, furniture or equipment) provide all information requested including precise and complete descriptions of all items listed and the current cost of all items as well as any installation and shipping costs. Vendor address, fax number, phone number and contact person. You must obtain and attach a quote from the vendor. If the order is \$3,000 to \$5,000, you will require three (3) quotes.

Approved requests will be forwarded to the business office for processing. You will receive a copy of the order when received from the purchasing department. You will be responsible for receiving and verifying your order as soon as it is received (within 3 working days). Upon verification, you must return the original order signed as received along with any packing lists to the business office.

## **SCHOOL ACADEMIC YEAR**

The school year is divided into three (3) trimesters for adult students, each approximately 15 weeks in length. The first trimester begins in August and ends in December. The second trimester begins in January and ends in April. The third trimester begins in April and ends in July (refer to school calendar).

## **SCHOOL SECURITY**

Any suspicious person observed on the Robert Morgan Educational Center and Technical College campus should be reported immediately to school security personnel and/or an administrator. Do not attempt to handle any situation yourself.

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

Any accident, vandalism, or damage to personal property should be reported to the school's administration as soon as detected. It is the student's instructor's responsibility to report any incidents.

## **STUDENT CLEARANCE PROCEDURE**

Please refer to Certificate of Completion.







## STUDENT DRESS CODE

Since the primary purpose of this institution is to prepare students for employment, students are required to be neat and clean in appearance while attending classes. Items of dress which are objectionable in the area of health and safety, noise, or classroom disturbances are prohibited. The following specific regulations must be adhered to:

1. No written messages or pictures or symbols on clothing which portray ideas which are harmful to the health, safety, and welfare of students; e.g., messages which relate to drugs, smoking, alcohol, sex, and profanity.
2. No shorts permitted.
3. No tube tops, see-through blouses without camisole or whole slip, bare backs, bare midriffs, and sleeveless undershirts. No hats in the building except those for religious purposes.
4. No thongs or open shoes of any type should be worn in industrial shop areas (safety shoes should be worn).

Administration will make determinations as to the appropriateness of clothing. For certain programs, students are required to wear uniforms and/or safety apparel appropriate for the business/industry being served.

## STUDENT IDENTIFICATION CARD

A valid Robert Morgan Educational Center and Technical College identification card must be worn at all times and must be shown to school officials upon request. This card must be presented when requesting refunds and when using school facilities such as the Media Center.

Student I.D. cards are obtained each trimester by paying a nominal fee at the time of registration. If the card is lost, report it to the Student Services Department immediately.

## CENTER FOR PROFESSIONAL LEARNING (CPL)

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

The Board and the Union jointly agree that the purpose of the Center for Professional Learning is to provide instructors and paraprofessionals with a greater opportunity for involvement in the development of curricular programs, experimental programs and joint programs with universities to improve the effectiveness of instructors, paraprofessionals, and the instructional program in the Miami-Dade County Schools. Contact CPL at 305-887-2002.





## TEACHER PLANNING DAYS

The majority of time during instructor planning/preparation days is to be used by the instructor for instructional planning, recording of grades, and/or instructional activities. The principal or immediate supervisor will assist instructors in utilizing planning days by providing materials and other instructional data when requested. Days designated in the school calendar as planning/preparation days, pre/post planning days or instructor plan days shall not be used for area or county meetings except as designated on the school calendar. Unless otherwise announced, the work schedule for planning days will be from 7:30 a.m. to 2:00 p.m. Evening clerical will work 10:00 a.m. to 6:00 p.m. to provide services to prospective students interested in evening classes.

## TRESPASSING

All persons who are visitors on campus should report to the security station, show I.D. and sign in before entering the main office. Loitering or trespassing in or near a public school is prohibited by law.

## USE OF SCHOOL FACILITIES

The building facilities may be made available to qualified community organizations on a space availability basis. A request must be made with the Office of Buildings and Operations and appointment by the Principal.

## VETERAN STUDENTS

Our school is approved to provide educational and technical training services to qualified veterans from our Armed Forces. This program has strict attendance policies that must be enforced in order to maintain accreditation to serve veterans. The following are attendance policies and procedures that must be followed for veterans enrolled in our programs. Teachers should review attendance policies with veterans enrolled in their programs.

Teachers are required to report the exact time of attendance for each veteran. If a veteran comes to class late, leaves early, or returns from break late, these periods of tardiness will be accumulated and converted to whole days by the Veteran's Certifying Official. These absences will count against the total number of allowable absences. Students missing any part of an hour (Example: 1 minute, 5 minutes, 20 minutes) will be counted absent for a half hour. **NO EXCEPTIONS!**

Veteran's benefits will be terminated on the **THIRD** unexcused absence in any given month.

A veteran's benefits will not be recertified, until the following month. The only exception to this rule is if the veteran presents proof of medical attention or a court appearance. In order to be excused or re-certified for these reasons, proof of such absence must be presented to the Certifying Official the day the veteran returns to school, regardless if it is the first, second, or third absence of the month. If possible, the veteran should notify the Certifying Official prior to being absent, so that he/she would not be dropped for unsatisfactory attendance. A medical excuse must be by a doctor and state each day the excuse is to cover. A court appearance must be signed and dated by the Deputy Clerk or Judge. An excuse stating the veteran was under a doctor's care from the 10th to the 17th, for example, will not be accepted. The excuse must state each day the veteran is to be excused. These excuses will be kept in the veterans' permanent record file and maintained by the Veteran Coordinator.





If a veteran's benefits are terminated, he/she will lose his/her benefits from the last day prior to his/her third absence until the first of the following month.

When a veteran's benefits are terminated for unexcused absences, a new Enrollment Certification must be sent to DVA in order to have the veteran's benefits reinstate. This will result in a delay in receiving a check and possibly an overpayment.

After a second termination becomes necessary because of unexcused absences, a **THREE MONTH RE-CERTIFICATION SUSPENSION** will be imposed and enforced. Monthly attendance policy violation withdrawals **DO NOT HAVE TO BE CONSECUTIVE.**

A monthly progress report is filled out by the teacher of each veteran. If the veteran fails to make satisfactory academic progress, a letter, placing the veteran on probation will be sent to the veteran. The veteran will have 30 days in which to bring his/her progress and/or grades to satisfactory standards. If a veteran is placed on probation for 60 consecutive days he/she will lose his/her educational benefits. Again the veteran may regain his/her benefits with the approval of a school Certifying Official. Checks will then be delayed. If it becomes apparent the veteran will not complete the course during the clock hour requirement, the veteran's benefits may be permanently terminated. Should you have any questions, please call Mr. Barto Davis, Veteran Coordinator at extension 2164.

**IT IS THE RESPONSIBILITY OF THE VETERAN TO KNOW HOW MANY HOURS THE PROGRAM IS APPROVED FOR AND HOW MANY HOURS THEY HAVE ACCUMULATED.**

## **VISITORS**

For security purposes, only students, staff, and school system personnel are permitted on the school grounds. All others must sign in and show identification at the Hall Security Desk. The only exception to this would be those individuals who come to the school for special functions such as open house, graduation, or other similar special functions.





## **Applied Academics for Adult Education (AAAE)**

The Applied Academics for Adult Education (AAAE) program is a career/technical education special instructional program designed to support academically disadvantaged students who score below the state required skill levels for the job preparatory program in which they are enrolled. These students must receive remediation and achieve the state mandated level before they are eligible for a career and technical program Certificat of Completion.

Teachers must confirm that all students enrolled in their classes have been tested. Testing is mandatory and all students must have a test score in order to continue enrollment.

Career/technical students are tested within the first six weeks of program entry. If their test scores fall below those required by the state, they are referred to the AAAE lab for remediation. A diagnostic test identifies the student's strengths and weaknesses. AAAE remediation materials address these weaknesses and individual prescriptions allow the student to concentrate on a particular area.

Students are recommended to the AAAE Lab by Student Services personnel and the remediation is scheduled by the Lab Manager as appropriate. Students are supervised and guided by the AAAE instructors. Students progress at their own pace and are retested at intervals to determine their progress. Upon attainment of the required skill levels, students may continue to work to attain higher skill levels if space permits and if the student so desires.

## **ZONE MECHANIC REPAIR REQUEST**

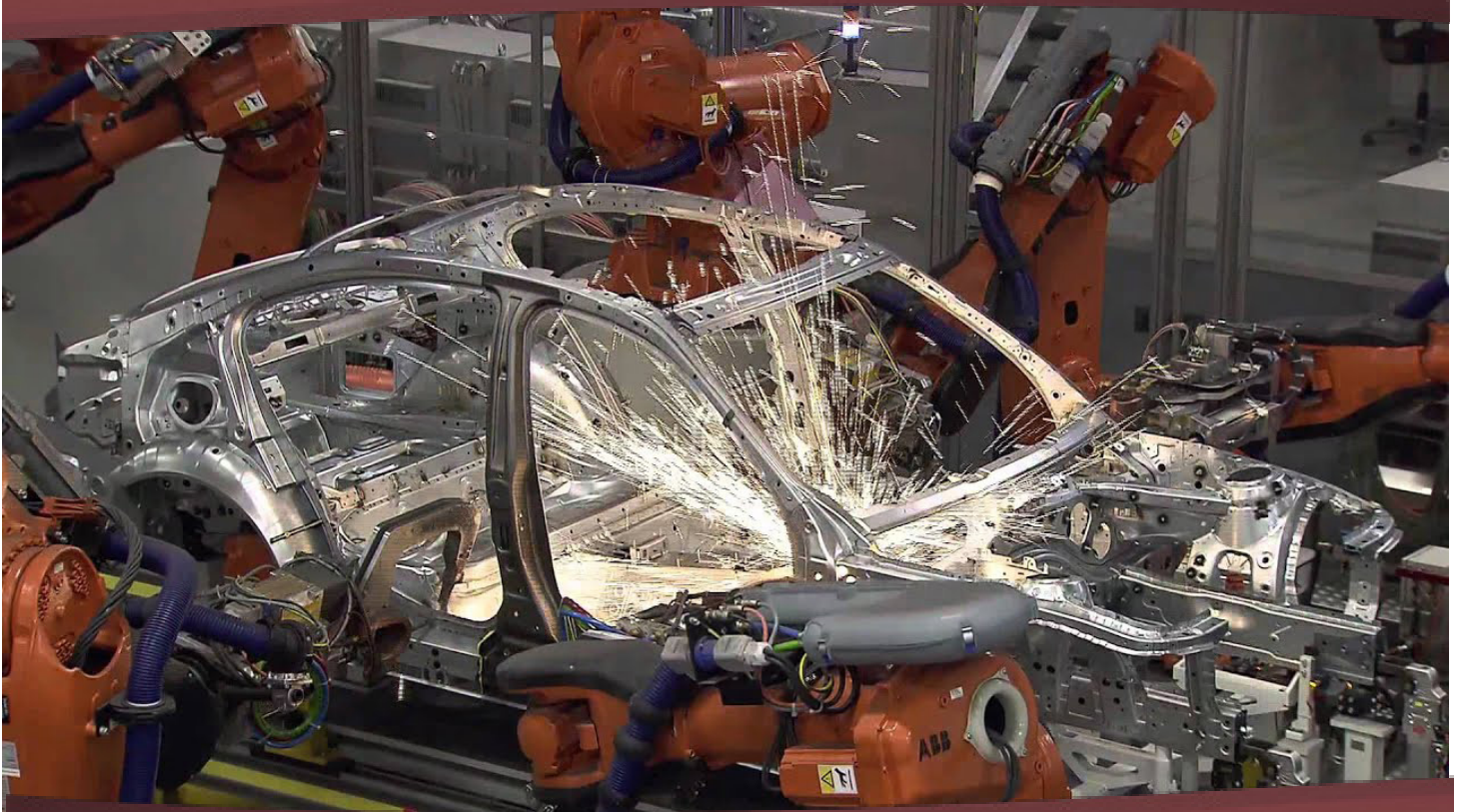
Report any perceived repair needs to be signed by the Vice Principal prior to submitting to the Zone Mechanic.





## SECTION 5

# PRODUCTION SHOP POLICIES AND PROCEDURES





## SECTION 5

### ROBERT MORGAN EDUCATIONAL CENTER AND TECHNICAL COLLEGE

#### PRODUCTION SHOP POLICIES

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

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

#### 1. Clientele

- a. Students currently enrolled in the career/technical program where the work is being performed
- b. School Board employees
- c. Selected public customers in the area of cosmetology
- d. Non-profit organizations (Production requests by non-profit organizations must be submitted in writing to the school administrator. If request is accepted, an approval letter will be attached to the Work Order and Receipt Form. Requests of unusual nature should be referred to the Associate Superintendent, Office of Adult/Career/technical, Alternative and Community Education).
- e. The instructor must verify ownership of all production work to be done on all motor vehicles or other production equipment including boats or engines. Proof of ownership (vehicle registration, title or bill of sale) must be presented to program administrator or person issuing work order before permission is granted for work to be done.
- f. Work order must include customer/M-DCPS employee number where applicable.

#### 2. Type of Work to be accepted.

- a. Projects of educational value related to the instructional program
- b. Equipment for which parts can be readily obtained
- c. Equipment and/or parts not under warranty or restriction

**NOTE:** Work done on any item, part, or equipment which is subject to jurisdiction control of any governmental agency shall be undertaken only by an instructor who is appropriately rated, licensed, or otherwise authorized by such agency to perform same or to supervise such work done by students. All automotive-related production work must be approved by an assistant principal.





3. Production Shop Transactions
  - a. Production shop transactions are to be recorded on one of the following official Work Order and Receipt Forms:
    - FM-0484 - Industrial Education Programs
    - FM-0483 - Form 176 Cosmetology
  - b. Production Shop receipts will be credited to the appropriate subject area production account.

## FORM PREPARATION

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

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

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

- a. The Instructor must sign and date work order authorizing work. Approval by the Principal or designee is mandatory.
- b. Procedures may also require administrative approval such as work for a non-profit organization.

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

Instructor or designee will enter and verify all quantities, unit prices, extensions and additions. If written estimated costs exceed \$50, a deposit for at least 50 percent of estimated amount must be collected by the center prior to performing the work. Receipt number and amount paid must be recorded on Work Order and Receipt Form.

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

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

When parts cannot be ordered by the school, if approved by the Principal or his/her designee, customers may furnish parts. Invoice for such parts must be attached to Production Work Order. A 10 percent shop fee will be charged for materials furnished by customer, except for students working on their own projects.





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

Items for jobs of students currently enrolled in the program are to be invoiced at the school's cost.

Jobs authorized by the school's Principal and approved by the Assistant Superintendent, Office of Adult/Career/technical, Alternative and Community Education may be invoiced at cost.

## **PRODUCTION SHOP FEES**

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

Before tax under \$50.00 minimum fee, \$5.00.

Before tax over \$50.00, a 10 percent shop fee on all parts and supplies whether furnished by school or customer.

Exceptions are as follows:

- a. Standard bid flat fee or standardized supply list specifically authorized by Assistant Superintendent, Office of Adult/Career/technical, Alternative and Community Education.
- b. \$5.00 EPA fee is charged for students working on their personal projects.

A shop fee will be charged on all Automotive, Diesel and Auto Body work orders to cover the cost of dirty rag disposal.

## **SALES TAX**

Parts billed to customers are subject to sales tax.

1. Tax must be shown on Work Order Receipt and included in charges when applicable. Tax is not charged on shop fee alone unless supplies are used in repair procedures, (i.e. oil, taxes, etc.)
2. Services such as cosmetology, laundry, and dry cleaning are considered professional services and not subject to tax.
3. All items sold in Culinary Arts are subject to tax.
4. Transfer tax collected to Tax Account in Trust Fund.

## **SUBLET REPAIRS**

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







## CHARGES

Company's charges shall be incorporated within the Work Order and Receipt Form. Cross reference invoice number, Work Order and Receipt Number.

A 10 percent shop fee will be charged for sublet work.

## "NO CHARGE" INVOICES

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

## CONTROL OF WORK ORDER AND RECEIPT FORMS

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

## COLLECTION PROCEDURES

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

1. Verify mathematical accuracy of Work Order and Receipt Form, then validate in the cash register.
2. Give original (white) Work Order and Receipt Form to customer.
3. Prepare Recap of Collections in duplicate listing work order number, parts/labor charges and sales tax.
4. Forward the yellow copy of Work Order and Receipt Form to the Treasurer.
5. Cash collections should not be handled by shop instructor or student cashier except in unusual cases where function is an integral part of training program, or where physical location makes office payments impractical (e.g. cosmetology salon or food services). Collection procedures are as follows:
  - a. Prepare Recap of Collection in duplicate.
  - b. Attach second copy of all Work Order and Receipt Forms to original Recap of Collections.
  - c. List all Work Order and Receipt Forms by number on Recap and indicate total amount.
  - d. Total should equal cash being deposited. If not, indicate amount over or short.
  - e. Turn in Recap of Collections and monies to the Cashier or Acting Cashier, no later than end of day.





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

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

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

## **USE OF REVENUE**

Purchases from production shop revenues are prioritized as follows:

1. To replace all parts and supplies used in the shop or laboratory which performed the production work.
2. To support activities of the appropriate career/technical student organization at the school.
3. To purchase needed career/technical materials, supplies, and tools, for any career technical program.

## **PROHIBITION OF GRATUITIES**

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





# ANTI-DISCRIMINATION POLICY

## Federal and State Laws

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

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

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

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.

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

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

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

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

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

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

**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

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

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

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

**Veterans** are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

### **In Addition:**

School Board Policies **1362, 3362, 4362, and 5517** - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis.

Retaliation for engaging in a protected activity is also prohibited. Revised: (08/2016)





**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

- Dr. Perla Tabares Hantman, Chair
- Dr. Martin S. Karp, Vice Chair
- Dr. Dorothy Bendross-Mindingall
- Ms. Susie V. Castillo
- Dr. Lawrence S. Feldman
- Dr. Steve Gallon III
- Ms. Lubby Navarro
- Dr. Marta Pérez
- Ms. Mari Tere Rojas

**Superintendent of Schools**

Mr. Alberto M. Carvalho

**Deputy Superintendent  
Chief Operating Officer, School Operations**

Mrs. Valtena G. Brown

**Adult & Community Education**

- Mr. Luis E. Diaz, Assistant Superintendent
- Dr. Reginald H. Johnson, Administrative Director
- Mr. Rene Mantilla, District Director
- Ms. Renny Neyra, District Director

**Robert Morgan Educational Center and Technical College  
Administrative Team**

- Mr. Reginald J. Fox, Principal
- Mr. Robert Armand, Vice Principal
- Mrs. Ericka Caldwell-Clinch, Assistant Principal
- Mr. Scott Neufeld, Assistant Principal

