

**MIAMI SPRINGS ADULT AND COMMUNITY
EDUCATION CENTER**

“COME SHINE WITH US AT NIGHT”



**2012 – 2013
E.S.O.L., A.B.E., G.E.D., CITIZENSHIP
AND VOCATIONAL CLASSES**

FACULTY AND STAFF HANDBOOK

I. Administration of the 2012 – 2013 Adult Education Program

PRINCIPAL: Mr. Miguel Veloso

ASSISTANT PRINCIPALS: Mr. Terence Braithwaite, Assistant Principal
Mr. Jorge Diaz, Assistant Principal
Mr. Victor Ferrante, Part-time Administrator (RWR)
Mr. Alex Gonzalez, Part-time Administrator (WH)
Mr. Ryan Hamilton, Part-time Administrator (HG)
Ms. Corina Mills, Part-time Administrator (Riverside)
Mr. Bruce Moore, Part-time Administrator (HG)

GUIDANCE COUNSELORS/SUPPORT STAFF:

Ms. Jessica Acuna, Case Manager, ABE
Ms. Marisol Castellanos, Case Manager, ABE
Ms. Solmaria Cohen, Part-time Counselor (WH)
Mr. Jose Fraga, Part-time Counselor (HG)
Ms. Analida Irizarry, Case Manager, ABE
Ms. Cinnamon Key, O2 Part-time Counselor (HG)
Ms. Audrey Martin, Part-time Counselor (RWR)
Mr. Julio C. Montiel, Case Manager, ABE
Ms. Yvette Pino, Part-time Counselor (HG)
Mr. Robert J. Porras, Case Manager, ABE
Ms. Yixi Quintana, Part-time Counselor (HG)
Ms. Cleofe Rodriguez, Part-time Counselor (MSP)
Ms. Rita J. Rodriguez, Case Manager, ABE
Mr. Eduardo A. Sabillon, Case Manager, ABE
Ms. Nurylin Rivera-Weinstein, Part-time Counselor (MSP)

CLERICAL/SUPPORT STAFF: Mr. Alex Alvarez, Clerk (HG)
Mr. Jorge Calderon, Clerk (RWR)
Mr. Walter Centeno, Principal's Secretary
Ms. Antonia Echavarria, Clerk (RWR)
Ms. Irenia Dominguez, Bookstore Clerk (RWR)
Ms. Josefa Garcia, Clerk (Riverside)
Mr. Raul Garcia, Principal's Assistant
Ms. Adela Gelabert Fernandez, Clerk (Riverside)
Ms. Veronica Gonzalez, ASNAP Clerk
Ms. Sheree Jackson, Registrar
Mr. Giovanni Latoni, Test Administrator (CASAS & TABE)
Ms. Cynthia Mantilla, SAVES (MSP)
Ms. Ivon Manzo, SAVES (RWR)
Ms. Urania D. Martinez, Treasurer
Ms. Odalys Morell, Bookstore Clerk (HG)
Ms. Isel Morales, Testing & ESOL Clerk (HG)
Ms. Lissette Perez, Clerk (RWR)
Mr. Adrian Rodriguez, Gradebook Manager & Testing
Mr. Ryan Roque, ASNAP Clerk
Ms. Norma Silva, Clerk (HG)

II. Attendance Reporting

As a state mandate for all public, parochial, denominational and private schools, it is essential to record and maintain accurate attendance records. Attendance reports are legal documents used for auditing schools. All student attendance records will be input into and maintained in the Electronic Attendance Gradebook.

III. Electronic Attendance Procedures

On the first day the student attends class, he/she must present to the instructor a properly validated official student receipt (schedule). Receipts (schedules) are returned to the students.

- Only admit students who have an official receipt to class. Send the students without schedules to the main office/student services office to see a clerk.
- Check student name, student number, and course reference number for accuracy.
- Take attendance for each meeting of class. The Electronic Attendance Gradebook report will be checked for completeness and retained for audit purposes.
- The appropriate attendance notations in the Electronic Attendance Gradebook are:

CODE	DESCRIPTION
N	No Show (only used if you have never seen student)
A	Absent (used after seen the student at least once)
WN	Student has six consecutive "N"s (no shows)
W	Student has six consecutive "A"s (absences)

- **After using "WN" and "W", please do not place any codes after that unless the student is re-entered by the student services office.**

Time (hours) in the electronic attendance is recorded from the pull-down menu: 3.0, 2.5, 2.0, 1.5, 1.0, or 0.5 hours. See chart in appendix for assistance.

IV. Withdrawals

Withdrawal of a student occurs **after the 6th consecutive no show or absence from Adult General Education classes**, including all ABE programs (ESOL, GED, Citizenship, O2, Vocational, etc.) A withdrawal is reported with a "W". A student withdrawal form must be submitted immediately to the main office for processing. The withdrawal date must be the same in the Electronic

Attendance as the one on the withdrawal form. See **Appendix** for a copy of the withdrawal form.

V. Important Reminders

- Keep track of the number of A's and N's for students not present on the first class day.
- Withdrawn students whose names still appear in the electronic attendance should not have additional N's, A's or W's recorded. No other attendance notations are required unless the student re-enters the class. Either submit a withdrawal form to office personnel or check on the progress of a previously submitted withdrawal form.
- **You are responsible for keeping your electronic attendance accurate and complete from the first class day until the end of your last class for the term.** Additions and corrections cannot be made after the last reporting day of the class.
- If the student does not appear on the electronic attendance on the first day of class and does not bring a pre-printed class schedule from the main office, please send that student to see a clerk in the main office/student services office.
- A student must be physically present and participating in class activities a minimum of 30 minutes for the teacher to report time for him/her in the electronic attendance.
- The attendance report in the gradebook shall show the absence or attendance of each student enrolled for each school day of the term in the manner prescribed by the State and District. Falsification of the attendance records will be sufficient grounds for the revocation of the teaching certificate.

VI. Lesson Plans & Textbooks

- ✓ **You must plan lessons so competencies/standards are fully covered. Use the Florida State Standards to plan your lessons as well as the competencies in the textbook.**
- ✓ Maintaining a weekly, written lesson plan detailing competencies, classroom activities, STATE STANDARDS, and methods of evaluation is required. Teacher resource materials may be obtained if they are available. Please keep these materials secure.
- ✓ **Students must purchase a book from the school bookstore. Photocopies of student text/workbook are not allowed unless the book is on back order.** If a student has a concern in reference to this, please have him/her see the site administrator.
- ✓ **Students should be tested at the end of every unit.** The book test is recommended as it correlates to the CASAS competencies.
- ✓ A sample lesson plan is located in the **Appendix**.

VII. Duplicating Services

Duplicating services are provided. Submit material to be copied 48 hours or more in advance. Complete a Duplicating Request Form (see **Appendix**).

VIII. Teacher Absences/Teacher Pay/Payroll Procedures

- ✓ Teachers in the adult education program are paid on an hourly (not daily) basis. There is no “sick leave/personal leave” in adult education. Your consistent attendance is an important ingredient in a successful instructional program. However, if you must be absent, it is necessary to call your work location prior to 12:00 p.m.
- ✓ **You must provide a detailed and meaningful lesson plan for the substitute to implement. In addition, please leave two days of emergency lesson plans with the site administrator. Emergency lesson plans are due by Tuesday, January 22, 2013.**
- ✓ Teachers are to sign-in and sign-out on the payroll sheets located in the main office. Sign-in when you arrive and sign-out when you leave. Do not sign-in and out at the same time. **Please sign in blue ink only!**

Substitute Locator	E-mail Address	Office Phone #
Mr. Walter Centeno	wallydecr@dadeschools.net	(305) 698-5012

- Also please contact the site administrator/administrative staff by 2:30 p.m.:

Hialeah Gardens Adult Education Center: (305) 698-5012

Miami Springs Adult Education Center: (305) 885-3585, extension 2235

Ronald W. Reagan/Doral Adult Education Center: (305) 805-1900

Riverside Elementary Adult: (305) 345-9777

Current hourly pay schedule:

HOURS TAUGHT	BACHELOR'S	MASTER'S	SPECIALIST	DOCTORATE
0 – 500	\$23.64	\$26.34	\$27.95	\$29.83
501 – 1000	\$24.87	\$27.55	\$29.16	\$31.06
1001- UP	\$26.15	\$28.80	\$30.47	\$32.27

IX. Break Schedule

- ✓ Students are entitled to a 10-minute break during this session since they are meeting for three (3) hours per class. As the teacher, please establish a policy as to what works for you and your students in reference to breaks. (A chart with the break schedule is located in the appendix.) **Please DO NOT break for more than 10 minutes.**

X. Staff or Student Accident/Injuries/Illnesses

- ✓ If you or your student has an accident or becomes injured/ill, it is necessary to report it to the office immediately. Please press the emergency button or send a student to locate the nearest security monitor immediately. A copy of the accident report is located in the **Appendix**.

XI. Food, Drinking, and Smoking

- ✓ Food and drinks are **not permitted** inside the classrooms. Snacks and/or refreshments are to be consumed only at the front patio, in the cafeteria, or spill-out area.
- ✓ All M-DCPS buildings are designated "tobacco-free". Students are to cross the street if they wish to smoke (at least 500 feet away from the building).

XII. Fire Drill, Emergency Evacuation or Code Red & Code Yellow

- ✓ In the event of a fire drill or emergency requiring evacuation, please follow the exit route posted on the classroom wall.
- ✓ If a code red or code yellow is announced, please follow the CODE RED & CODE YELLOW procedures found in **Appendix**. (If an off-campus has their own, the site administrator will go over it with you on the first day of class.)

XIII. Electronic Devices

- ✓ Students may not use cellular phones, iPhones, iPods, MP#s, PSPs, headphones, or any other electronic devices while in class. This distracts the learning environment and we want to make sure to provide the best educational services for our Adult English Language Learners.

XIV. Visitors/I.D.

- ✓ Only students who are currently registered are permitted on campus. All others must report to the main office for information or assistance. If you see any "wanderers", please send a student to locate an administrator or security monitor immediately.
- ✓ In addition, **all students must carry their I.D. at all times**. This will be beneficial in case of a crisis and during post-testing.
- ✓ Remind students that they are to enter through the main gates at every school and exit through those same gates. This process will provide a safe learning environment.
- ✓ Parking decals will be assigned at some of the off-campus centers for security purposes.

- ✓ Children are not allowed in the classrooms. This is a liability issue. They may be sent to our babysitting program and follow the school guidelines in reference to the required paperwork.

XV. Dress Code Policies and Procedures

- ✓ Although the adult program does not require students to wear uniforms, appropriate attire is expected. Student apparel should not distract from the educational environment.

XVI. Other Professional Responsibilities

- ✓ Providing meaningful instruction during **the entire** instructional period.
- ✓ Covering the course requirements/Florida ESOL standards for the level you are scheduled to teach. In order for students to be successful, please make sure to cover course expectations and requirements.
- ✓ Beginning/ending class on time. If students desire to come late or leave early, please remind them that they are missing valuable classroom instruction. (Based on educational research, it takes four to six years to learn a language fluently. Keeping this in mind, students must attend class *at least 70% of the time.*)
- ✓ Monitor classroom to prevent damage or theft.
- ✓ Please be on time and do not dismiss class early!
- ✓ **PLEASE READ EMAILS DAILY!**
- ✓ Remind students that during testing there should be no talking or use of electronic devices. This has been a distraction in the past.
- ✓ See **Appendix** for Teacher's Responsibilities and Code of Ethics.

XVII. End of Trimester Reminders

1. Please do not allow students to use the teacher's computer or day school program materials. If you need supplemental materials or supplies for your class, please see the site administrator.
2. Students attending class regularly (70 hours or more of class time including Rosetta Stone Lab and Reading class) must be allowed to take the CASAS post-test. Please make sure your students are prepared for this test. If you need assistance, please see the site administrator or email me at mveloso@dadeschools.net.
3. Please make sure to take your personal belongings on the last day of class so that nothing is taken or lost.
4. All supplemental materials (textbooks, CD's, transparencies, workbooks, reading materials, etc.) must be returned to the site administrator on the last day of class. Please do not take them with you as they must remain in the building for the following trimester.
5. **Electronic Attendance must be verified every day to make sure the information recorded is correct. We need to make sure that students**

- present in class/lab are given the appropriate time so that when post-testing is scheduled, students have the hour's requisite.
6. Classrooms must be kept clean and neat at all times. **Please do not let students eat or drink in class.**
 7. Please read all required materials (Code of Ethics, Use of E-mail System and Internet, Do's and Don'ts, to name a few). For additional information on other policies and procedures related to M-DCPS, please refer to the **Electronic Staff Handbook** at:
www.dadesschools.net/ehandbook/staffhandbook/index.htm
 8. **If you have any questions in reference to any of the above, please do not hesitate to see the site administrator, office staff, or student services staff member, prior to turning in all the required documents on the last day of class.**

**XVIII. CASAS
Chart and
Placement:**

CHART 1	
PRE-TEST SCALE SCORE	ADULT ESOL COURSE LEVEL
< 180 AND LITERATE IN NATIVE LANGUAGE	FOUNDATIONS
181 – 190	LOW BEGINNING
191 – 200	HIGH BEGINNING
201 – 210	LOW INTERMEDIATE
211 – 220	HIGH INTERMEDIATE
221 – 235	ADVANCED

**Pre-Test Flow
Student**



FOR ALL THAT YOU FOR OUR ADULT STUDENTS!