
In the event of any conflict between these guidelines and the provisions of a Collective Bargaining or other Agreement (CBA) or School Board Rule or federal or state law, the CBA, Board Rule, federal or state law shall control.
INTRODUCTION
INTRODUCTION

Vision
We are committed to ensure that high performance standards are promoted, monitored, and maintained for all Miami-Dade County Public Schools employees and to do so in the spirit of equity and in compliance with due process.

Mission:
We direct employment actions to maintain and promote ethical performance standards in accordance with School Board policy, contractual stipulations, state and federal statutes, and competent practice, in concert with the District Strategic Plan.

Core Values

Excellence
We pursue and promote the highest performance standards for all employees.

Integrity
We approach employment actions exercising fairness while respecting the worth and dignity of all personnel.

Equity
We impartially direct procedures related to employment standards and disciplinary action for all district employees.

Core Activities

- Implement applicable personnel policies and procedures as set by the School Board.
- Direct procedures related to employment standards and disciplinary action for all District employees.
- Monitor District audit and investigative issues pertaining to personnel employment standards.
- Direct employee fitness-for-duty actions.
- Direct employee compliance actions relative to Drug-Free Workplace requirements, the Omnibus Transportation Employee Testing Act.
- Serve as District liaison with School Board Attorneys’ Office regarding employment actions relative to non-instructional personnel.
- Serve as District liaison with School Board attorneys and attorneys from the Department of Education regarding employment and licensing issues relative to instructional personnel and instructional administrators.
- Collect and analyze data concerning all Office of Professional Standards functions, prepare reports, and implement recommendations resulting from the data.
### Staff Contact Information

#### Regional Center Assignments

<table>
<thead>
<tr>
<th>Region Center</th>
<th>Instructional</th>
<th>Non-Instructional</th>
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<tbody>
<tr>
<td>North Central</td>
<td>Ms. Helen R. Pina</td>
<td>Ms. DanySu F. Pritchett</td>
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<tr>
<td>North</td>
<td>Dr. Jimmie L. Brown</td>
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<td>South Central</td>
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<tr>
<td>South</td>
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<tr>
<td>Education Transformation and Performance</td>
<td>Ms. Joyce M. Castro</td>
<td>Ms. Joyce M. Castro</td>
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#### District Department Assignments

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<thead>
<tr>
<th>Administrators</th>
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<th>Non-Instructional</th>
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<tbody>
<tr>
<td>Dr. Ana M. Rasco</td>
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<thead>
<tr>
<th>OTETA</th>
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<tr>
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To the Users of this Manual:

The format of the Professional Standards Manual has been revised for ready access to the forms and procedures contained within the manual. This manual is now divided into 16 sections as follows:

I. TIMELINES AND RULES
II. REPORTING INCIDENTS
III. ADMINISTRATIVE REVIEW (AR)
IV. CIVILIAN INVESTIGATIVE UNIT (CIU)
V. PRELIMINARY PERSONNEL INVESTIGATION (PI)
VI. CIVIL RIGHTS COMPLIANCE (CRC)
VII. RECORDS CHECK (RC)
VIII. CONFERENCE-FOR-THE-RECORD (CFR)
IX. MEP - MANAGERIAL EXEMPT PERSONNEL SCHOOL SITE/NON-SCHOOL SITE
X. DCSAA - DADE COUNTY SCHOOL ADMINISTRATORS’ ASSOCIATION
XI. INSTRUCTIONAL PERSONNEL - PERFORMANCE IMPROVEMENT
XII. OFFICE EMPLOYEE PERSONNEL PERFORMANCE IMPROVEMENT AND EXEMPT/CONFIDENTIAL PERSONNEL REQUIRED EVALUATION
XIII. REAPPOINTMENT/NON-REAPPOINTMENT ACTIONS
XIV. OTHER PERSONNEL CONCERNS
XV. DRUG-FREE WORKPLACE PROCEDURES
XVI. FEDERAL REGULATIONS

Appendix A. CONTRACT DUE PROCESS MATRIX
Appendix B. PROCEDURES FOR RESIGNATIONS AND TRANSFERS
Appendix C. NOTIFICATION OF INCIDENT FORM

Please remember that some forms in this manual are for your reference only and are not to be duplicated, filled in, and/or disseminated in the sample format provided.

The Office of Professional Standards (OPS) staff wishes you a successful experience with personnel procedures and looks forward to personally assist you in your efforts to promote employee performance standards and compliance with Miami-Dade County Public Schools policies.
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# TABLE OF CONTENTS

I. **Timelines and Rules**
   - Assessment Timelines – Recommended Calendar for Site Supervisors ............................................. I-3
   - Regional Center/District Standards Review Meetings .............................................................................. I-4
   - Faculty/Staff Handbooks ......................................................................................................................... I-5
   - Criteria for Suspension and Dismissal – State Board Rule 6B-4.009....................................................... I-6
   - The Code of Ethics and the Principles of Professional Conduct ............................................................. I-7
   - Pertinent School Board Policies ............................................................................................................. I-10
   - How to Use Common Sense and Professional Judgment .................................................................... I-12
   - Common Sense Suggestions for Non-Instructional Personnel ............................................................. I-14
   - Preservation & Protection of the Right to Keep & Bear Arms in Motor Vehicles Act of 2008.... 1-15

II. **Reporting Incidents**
    Reporting Incidents ............................................................................................................................... II-3

III. **Administrative Review**
    - Administrative Review ......................................................................................................................... III-3
    - Administrative Review Site Disposition (Sample from OPS to Worksite) .......................................... III-5
    - Administrative Review Investigative Report (Template from Worksite to OPS) ............................... III-8
    - Student Statement (Sample Site Form) ................................................................................................ II-11
    - Employee Statement (Sample Site Form) ............................................................................................. III-12
    - Administrative Review Site Disposition (Probable Cause) (Template from Worksite to OPS) .. III-13
    - Administrative Review Site Disposition (No Probable Cause) (Template from Worksite to OPS) ............................................................................................................................... III-17

IV. **Civilian Investigative Unit (CIU)**
    - Civilian Investigative Unit (CIU) ........................................................................................................ IV-3
    - CIU Personnel Investigation Site Disposition (Sample from OPS to Worksite) ................................ IV-5
    - CIU Personnel Investigation Site Disposition (Probable Cause)
      (Template from Worksite to OPS) ........................................................................................................ IV-7
    - CIU Personnel Investigation Site Disposition (No Probable Cause)
      (Template from OPS to Worksite) .......................................................................................................... IV-11
    - CIU Personnel Investigation Site Disposition (No Probable Cause)
      (Template from Worksite to OPS) .......................................................................................................... IV-12

V. **Preliminary Personnel Investigation**
    - Preliminary Personnel Investigation ....................................................................................................... V-3
    - Preliminary Personnel Investigation (Probable Cause) (Template from OPS to Worksite) ............. V-5
    - Preliminary Personnel Investigation Site Disposition (Probable Cause)
      (Template from Worksite to OPS) ........................................................................................................ V-7
    - Preliminary Personnel Investigation Site Disposition (No Probable Cause)
      (Template from OPS to Worksite) .......................................................................................................... V-11
    - Preliminary Personnel Investigation Site Disposition (No Probable Cause)
      (Template from Worksite to OPS) .......................................................................................................... V-12

VI. **Civil Rights Compliance (CRC)**
    - Civil Rights Compliance (CRC) ........................................................................................................ VI-3
    - CRC Site Disposition (Sample from OPS to Worksite) ..................................................................... VI-4
    - CRC Investigative Report (Probable Cause) (Template from Worksite to OPS) ............................. VI-6

VII. **Records Check**
    - Records Check ................................................................................................................................. VII-3
    - Records Check (Sample from OPS to Worksite) .............................................................................. VII-4
VIII. Conference-for-the-Record
Conference-for-the-Record .......................................................... VIII-3
Conference-for-the-Record Procedures Checklist ................................ VIII-4
Information Regarding Sample Forms ............................................. VIII-5
Conference-for-the-Record Notification (Template Site Form) ........... VIII-6
Conference-for-the-Record Notification (Sample Site Form-Administrator)..... VIII-7
Conference-for-the-Record Notification (Sample Site Form-Instructional).... VIII-8
Conference-for-the-Record Notification (Sample Site Form-Non-Instructional)...... VIII-9
Procedures for Written Summary of Conference-for-the-Record ............. VIII-10
Summary of Conference-for-the-Record (Template Site Form) ............. VIII-11
Summary of Conference-for-the-Record Temporary Instructor (Template Site Form) ........ VIII-19
Reprimand (Sample Site Form) .................................................. VIII-27
Mid-Year/End of Year Conference-for-the-Record Outline for C.C. Teachers ...... VIII-28
Mid-Year/End of Year Conference-for-the-Record Summary for C.C. Teacher Template Site Form) ........................................ VIII-29
Conference-for-the-Record Employees on Leave or Absent ................. VIII-32
Disciplinary Action Post OPS Conference ....................................... VIII-33

IX. MEP-Managerial Exempt Personnel School Site/Non-School Site
Professional Rights-Probationary Period ....................................... IX-3
Due Process ........................................................................ IX-3
Conference-for-the-Record ......................................................... IX-3
Appeal/Hearing Rights ........................................................... IX-3
Complaints ........................................................................ IX-4
Below Expectations on Performance Standards ............................... IX-5
Required Forms and Timelines ................................................ IX-5
Evaluation Phase ................................................................ IX-7

X. DCSAA-Dade County School Administrators’ Association
Evaluation Procedures ............................................................... X-3
Unacceptable Performance ......................................................... X-3
Required Actions-Planning Phase ............................................ X-3
Required Actions-Progress Phase ........................................... X-4
Evaluation Phase ................................................................ X-5
Required Forms and Timelines ................................................ X-6
Progress Phase ................................................................... X-7
Evaluation Phase ................................................................ X-8
Professional and Technical Personnel Professional Improvement Plan (Sample) .......... X-9

XI. Instructional Personnel – Performance Improvement
Improving Professional Performance ........................................ XI-3
90-Calendar Day Performance Probation Calendar for 2011-2012 .......... XI-13
Conference-for-the-Record Notice (90-Calendar Day Performance Probation) .... XI-14
Conference-for-the-Record Summary (90-Calendar Day Performance Probation) ...... XI-15
Notice of Conference-for-the-Record Issuance of an Improvement Plan (IP)
For Continuing Contract Teachers ........................................ XI-16
Conference-for-the-Record Summary/Improvement Plan for C.C. Teachers .... XI-17
90-Calendar Day Performance Probation Employee Recommendation for Employment
Contract Termination Template From Worksite to Region ........ XI-18
90-Calendar Day Performance Probation Checklist For Principals ........ XI-19
90-Calendar Day Performance Probation Employee Recommendation for Employment
Contract Continuation/Termination ........................................ XI-21
End of Year Guidelines for 10-Month Personnel (Instructional and SSRP Personnel) X-22
Annual Observation Schedule (Official Form) ................................ XI-23

XII. Office Employee Personnel Improvement and Exempt/Confidential Personnel Required
Evaluation
Office Employee Personnel Evaluation Procedures ........................ XII-3
Interpretive Guide – Evaluation of Office Personnel (UTD) ................... XII-5
Evaluation of Office Personnel (Official Form) ................................ XII-8
XIII. **Reappointment/Non-Reappointment Actions**
   - Reappointment Actions .......................................................... XIII-3
   - Non-Reappointment Actions ................................................. XIII-3
   - Non-Reappointment Actions Based on Performance ..................... XIII-3
   - Non-Reappointment Actions Based on Investigative Issues .......... XIII-4
   - Certification ............................................................................ XIII-4
   - Review of Documentation ...................................................... XIII-4
   - Employees Subject to the Reappointment/Non-Reappointment Process XIII-5
   - Reappointment Recommendation Form .................................. XIII-6

XIV. **Other Personnel Concerns**
   - Other Concerns Impacting Employee Performance ..................... XIV-3
   - Excessive Absences Worksite Directive (Template) ..................... XIV-4
   - Employment Intention – Excessive Absences (Template) ............. XIV-5
   - Supervisory Referral to the EAP (Template) ............................. XIV-6
   - Employee Assistance Program (EAP) Suggestions ..................... XIV-7
   - Due Process Suggestions for Employees .................................. XIV-8
   - Family and Medical Leave Act of 1993 (FMLA) ......................... XIV-10
   - Request for Fitness-for-Duty Template .................................. X1V-12
   - Guidelines for Temporary Instructors .................................... XIV-13
   - Refingerprinting ...................................................................... XIV-14
   - Disposition of Refingerprinting from OPS to Worksite ............. XIV-15
   - Refingerprinting Site Disposition from Worksite to OPS ........... XIV-17

XV. **Drug-Free Workplace Procedures**
   - Drug-Free Workplace General Policy Statement ....................... XV-3
   - General Supervisory Procedures .......................................... XV-7
   - General Drug Testing Effective Practices ............................... XV-8
   - General Drug Test Authorization Form .................................. XV-8

XVI. **Federal Regulations**
   - Americans with Disabilities Act (ADA) ................................... XVI-3
   - Occupational Safety and Health Administration (OSHA) .......... XVI-3
   - Civil Rights Compliance (CRC) ............................................. XVI-3
   - Family Medical Leave Act (FMLA) ........................................ XVI-3
   - Omnibus Transportation Employee Testing Act ....................... XVI-4

**Appendix A**
- Contract Due Process Matrix .................................................. A-3

**Appendix B**
- Procedures for Resignations and Transfer ................................ B-3
- Letter of Resignation ............................................................... B-4

**Appendix C**
- Notification of Incident Form .................................................. C-3

**Appendix D**
- Alternate Assignment Guidelines ............................................ D-2